



City of San Antonio

Agenda Memorandum

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Agenda Date: 9/20/2016

In Control: Audit Committee

**CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Sheryl Sculley, City Manager

FROM: Xavier D. Urrutia, Director of Parks and Recreation

COPY: Audit Committee; Maria Villagomez, Assistant City Manager; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

SUBJECT: Pre-Solicitation Briefing for Howard W. Peak Greenway Trails System Design Services

DATE: September 20, 2016

The Parks and Recreation Department will present a pre-solicitation briefing on a Request for Qualifications (RFQ) for Architectural and Engineering Design services for the Howard W. Peak Greenway Trails System. This briefing will allow an opportunity for input and direction from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, audited financial statements, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA Program requirements.

The proposed RFQ solicitation is to provide design services for the 2015 Sales Tax Program expansion of the Howard W. Peak Greenway Trails System. Design services will include trail and trailhead design and layout, civil engineering, landscape architecture, and supportive services such as environmental, archeological, graphics and signage design, surveying, and geotechnical. The design contracts will provide for greenway trail improvements at one or more locations along San Antonio waterways and system enhancements such as neighborhood connections and trailhead parking areas. Contract scope of work will also include bid services and construction administration. The City may select one or more qualified Respondents.

Because the project is funded through sales tax revenue and implementation is dependent upon land acquisitions, it is anticipated that the projects assigned to the selected firm(s) will be phased in over a multi-

year period.