



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 7.

Agenda Date: 10/25/2016

In Control: Audit Committee

**CITY OF SAN ANTONIO
TRANSPORTATION AND CAPITAL IMPROVEMENTS DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Sheryl Sculley, City Manager

FROM: Mike Frisbie P.E., Transportation and Capital Improvements Director

COPY: Audit Committee; Carlos Contreras, 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 Request for Qualifications for On-Call Construction Inspection Services

DATE: October 25, 2016

Transportation and Capital Improvements will present a pre-solicitation briefing on the Request for Qualifications for On-Call Construction Inspection Services which was presented in the Annual High Profile Report. 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 City of San Antonio is issuing this Request for Qualifications in an effort to obtain qualified, professional service-related Construction Inspection Services. All firms proposing to provide inspection services for City will be expected to have an established staff capable of providing the in-house services for City's Architectural and/or Engineering projects for the duration of a project's construction phase on an as-needed basis. The construction inspectors will work as part of City's construction administration team and will be asked to be a representative of City. The construction inspectors will provide skilled construction quality assurance, to ensure compliance with contract documents, as well as assisting and reporting to City's Project Manager during a

project's construction phase.