



City of San Antonio

Agenda Memorandum

File Number:16-6005

Agenda Item Number: 5.

Agenda Date: 1/12/2017

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Rigging Services for the Alamadome

SUMMARY:

This ordinance authorizes a contract with Upstage Center, Inc. to provide rigging services at the Alamodome for the Convention and Sports Facilities Department for an estimated annual average amount of \$227,000.00. Funding for this contract is available through the Hotel Occupancy Tax Alamodome Fund.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is the proposal submitted by Upstage Center, Inc. to provide rigging services for the Alamodome. Rigging services are needed to transition one event to another and for other special projects or maintenance and repair tasks. The resultant contract will require Upstage Center, Inc. to engineer, plan, layout, and perform load limit calculations for department provided rigging equipment to safely suspend from the Alamodome ceiling, banners, trusses, curtain systems, sound and lighting equipment and any other installations for facility and event productions.

The City issued a Request for Competitive Sealed Proposal for "Annual Contract for Rigging Services for the Alamodome" (RFCSP 6100006961) on March 20, 2016, with a submission deadline of April 20, 2016.

The evaluation committee consisted of representatives from the Office of the City Manager, Convention and Sports Facilities Department and the Convention and Visitor Commission Board. The Finance Department, Purchasing Division, facilitated by ensuring compliance with City procurement policies and procedures. The

proposals were evaluated based on the firm's qualifications, experience, service quality, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 25 points allotted for proposed plan; and 30 points allotted for respondent's price schedule. Fifteen preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on May 27, 2016 to evaluate the two responsive proposals received. After committee review and discussion, individual technical scores were submitted and presented. After a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. Upstage Center, Inc. was recommended for award by the evaluation committee.

The contract shall commence on February 1, 2017 and expire on July 4, 2021. One additional five year renewal at the City's option shall also be approved by this ordinance.

ISSUE:

This contract will provide rigging services at the Alamodome for the Convention and Sports Facilities Department. Rigging services are required to transition from one event to another at the Alamodome and for other special projects or maintenance and repair tasks. The contract shall provide an onsite rigging supervisor, up riggers, down riggers, pullers, spot light operators and stagehands to perform the required services. The contractor will engineer, plan, layout, and calculate formulas and principals for department provided rigging equipment to safely suspend from the Alamodome ceiling, banners, trusses, curtain systems, sound and lighting equipment and any other installations for facility and event productions.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small Business Enterprise Prime Contract Program with fifteen (15) evaluation preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Alamodome would be required to process individual procurements to provide rigging services thus affecting the setup timing of events. The department does not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

This ordinance authorizes a contract with Upstage Center, Inc., to provide rigging services at the Convention

and Sports Facilities Department for the Alamodome. Funding for this contract is available through the Hotel Occupancy Tax Alamodome Fund.

RECOMMENDATION:

Staff recommends approval of this contract with Upstage Center, Inc. to provide the Convention and Sports Facilities Department with rigging services at an estimated average amount of \$227,000.00 annually.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contract Disclosure Form is required.