



City of San Antonio

Agenda Memorandum

File Number: 17-1298

Agenda Item Number: 4.

Agenda Date: 1/17/2017

In Control: Audit Committee

CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT
AUDIT COMMITTEE
INTERDEPARTMENTAL MEMO

TO: Sheryl Sculley, City Manager

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

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

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

DATE: January 17, 2017

The Howard W. Peak Greenway Trails System is a growing network of interconnected hike and bike trails, funded through sales tax initiatives approved by voters in 2000, 2005, 2010, and 2015. The Request for Qualifications (RFQ) solicitation process for design services to support the Howard W. Peak Greenway Trails System has been completed.

The objectives of the Howard W. Peak Greenway Trails System are to acquire and preserve open space along San Antonio creekways and to develop multi-use hike and bike trails, trailheads, signage, amenities, and design enhancements for use by San Antonio residents and visitors. Design services shall 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 research.

On September 26, 2016, the RFQ was released to select qualified and experienced consultant(s) to provide design services for Howard W. Peak Greenway Trails System projects funded by the 2015 Sales Tax Initiative. The RFQ was advertised in the San Antonio Express-News and on the City's website on September 26, 2016. Responses were due October 26, 2016, and a total of nine (9) firms responded to the RFQ. A selection committee consisting of representatives from the Parks and Recreation Department, Transportation and Capital Improvements (TCI) Department, and the San Antonio River Authority evaluated and ranked the submissions.

The selection committee evaluated and scored the proposals based on the published criteria which included: experience, qualifications, proposed plan, and Small Business Economic Development Advocacy (SBEDA)

Program points for Emerging Small Business Enterprises and Women/Minority Owned Business Enterprises.

This item is tentatively scheduled for Council consideration in March 2017, pending the completion of contract negotiations.