



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-2701

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**Agenda Item Number:** 11.

**Agenda Date:** 6/8/2017

**In Control:** City Council A Session

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**DEPARTMENT:** Transportation and Capital Improvements

**DEPARTMENT HEAD:** Mike Frisbie

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Contract Award: On-Call Civil Engineering Services

### **SUMMARY:**

An ordinance authorizing the execution of five On-Call Civil Engineering Services Agreements with Camacho-Hernandez & Associates, Inc., Maestas & Associates Inc., Sanchez-Salazar & Associates, Inc., Garcia & Wright Consulting Engineers Inc., and IDCUS Inc., each in the amount not to exceed \$750,000.00 per year for a term of one year with two additional one year extension options, to provide as needed On-Call Civil Engineering Services for capital improvement projects.

### **BACKGROUND INFORMATION:**

These On-Call contracts will be available to all City departments and will address all aspects of civil engineering, to include street and roadway design, drainage design, site layouts, surveying, architectural or structural design and other special projects. Utilizing these On-Call contracts allows for expedited delivery of capital projects and provides a cost savings to the City based on negotiated rates for a larger volume of work. Previously, Transportation and Capital Improvements (TCI) contracted with five (5) consultants that provided On-Call Civil Engineering Services for capital projects and those contracts expired in May 2017.

#### Procurement of Services

A Request for Qualifications (RFQ) for On-Call Civil Engineering Services was released in January 2017. This RFQ was advertised in the San Antonio Hart Beat, on the City's website, the Texas Electronic State Business Daily and Television San Antonio (TVSA). A Pre-Submittal conference was held on January 31, 2017 and

responses were due on February 28, 2017. Twenty-eight (28) firms responded and submitted their Statement of Qualifications (SOQs). A selection committee made up of City staff from the Transportation & Capital Improvements Department evaluated and ranked the submissions. Scoring was based on the published evaluation criteria, which included experience of the prime firm, key personnel and sub-consultants; proposed management plan; team's experience with San Antonio region issues and past experience with San Antonio area issues; and Small and Minority/Women-owned Business (SBE/MWBE) preference points.

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 and Minority/Women-Owned Business Enterprise Prime Contract Program, with twenty evaluation preference points awarded to certified Emerging Small Business Enterprise (ESBE) and M/WBE firms located within the San Antonio Metropolitan Statistical Area.

Discretionary disclosure forms for each of these firms are attached.

### **ISSUE:**

This ordinance authorizes the execution of five On-Call Civil Engineering Services Agreements with Camacho-Hernandez & Associates, Inc., Maestas & Associates Inc., Sanchez-Salazar & Associates, Inc., Garcia & Wright Consulting Engineers Inc., and IDCUS Inc., each in the amount not to exceed \$750,000.00 per year for a term of one year with two additional one year extension options, to provide as needed On-Call Civil Engineering Services for capital improvement projects.

The purpose of these contracts will be to improve efficiency and expedite project delivery and completion and specifically may include:

- Preparing roadway and drainage design plans, preparing construction plans and specifications, and understanding the design process of the Transportation and Capital Improvements Projects.
- Preparing site layouts, designing site grading, foundations, and parking lots.
- Coordinating and assisting with applicable permitting and code requirements.
- Coordinating and assisting with bidding of documents, utilizing a variety of project delivery methods.
- Conducting field observations and construction phase administration.
- Developing professional recommendations, preparing cost estimates and conducting project management.
- Inspection services related to construction projects and other general civil engineering services.

### **ALTERNATIVES:**

City Council could choose not to approve these Professional Services Agreements and require a Request for Qualifications (RFQ) for each individual project and select firms based on qualified experience in working with similar projects, however this would significantly impact the timely delivery of future capital projects.

### **FISCAL IMPACT:**

Requirements for each task shall be detailed in the individual task orders assigned. Potential funding sources

include, but are not limited to General Obligation Bonds, Certificates of Obligation and the General Fund. If funding for any work activities was not previously appropriated, funding will be identified and appropriated through subsequent City Council action. The City makes no minimum guarantee pertaining to the volume of work that each may be expected from each consultant.

## **RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing the execution of five On-Call Civil Engineering Services Agreements with Camacho-Hernandez & Associates, Inc., Maestas & Associates Inc., Sanchez-Salazar & Associates, Inc., Garcia & Wright Consulting Engineers Inc., and IDCUS Inc., each in the amount not to exceed \$750,000.00 per year for a term of one year with two additional one year extension options, to provide as needed On-Call Civil Engineering Services for capital improvement projects.