



City of San Antonio

Agenda Memorandum

File Number:17-3146

Agenda Item Number: 8A.

Agenda Date: 5/11/2017

In Control: City Council A Session

DEPARTMENT: Transportation & Capital Improvements

DEPARTMENT HEAD: Mike Frisbie, P.E.

COUNCIL DISTRICTS IMPACTED: City-wide

SUBJECT:

Professional Services Agreements for On-Call Civil Engineering Services

SUMMARY:

Consideration of the following Professional Service Agreements related to On-Call Civil Engineering Services:

- A. An ordinance authorizing the execution of three On-Call Civil Engineering Services Agreements with R.H. Shackelford, Inc., RPS Klotz Associates, Inc., and Lockwood, Andrews & Newnam, Inc., each in the amount not-to-exceed \$450,000.00 per year for a term of one year with one additional one-year extension option to provide On-Call Civil Engineering Services for Infrastructure Management Program (IMP) and Neighborhood Access and Mobility Program (NAMP) projects.
- B. An ordinance authorizing the execution of two On-Call Civil Engineering Services Agreements with Gonzalez, Kypuros & White (GKW), Inc. and AECOM Technical Services (AECOM), Inc., each in the amount not-to-exceed \$450,000.00 per year for a term of one year with one additional one-year extension option to provide On-Call Civil Engineering Services for Federally Funded Projects.

BACKGROUND INFORMATION:

- A. Due to the increase in the number of sidewalk projects, TCI will be utilizing consultants with On-Call Civil Engineering Services Agreements to complete the design and assist in the delivery of sidewalk projects that are programmed in the annual Infrastructure Management Program (IMP) or that materialize through Neighborhood Access and Mobility Program (NAMP). Previously, Transportation

& Capital Improvements (TCI) contracted with two consultants that provided On- Call Civil Engineering Services for IMP and NAMP projects and those contracts expired in December 2016.

A Request for Qualifications (RFQ) was released in December 2016 and a pre-submittal conference was held on January 18, 2017. This RFQ was advertised in the San Antonio Hart Beat, the City's website and the Texas Electronic State Business Daily in December 2016. Twenty-two firms responded and submitted their Statement of Qualifications (SOQ). A selection committee made up of TCI staff evaluated and scored the SOQs. Scoring was based on the published evaluation criteria, which included Experience and Qualifications of Prime Firm and Key Sub-Consultants, Understanding of the Project and Proposed Management Plan, and Team's Experience with San Antonio Region.

These contracts 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 Emerging Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with 20 evaluation preference points and a 22% Minority/Women Business Enterprise (M/WBE) and 2% African American Business Enterprise (AABE) subcontracting goal.

Discretionary disclosure forms for each of these firms are attached.

- B. City Council previously accepted \$1,700,000.00 in federal funds for FY 2017 from a Community Development Block Grant (CDBG) to complete infrastructure in the EastPoint Neighborhood. These professional services may be utilized as needed during the execution of federally funded projects. Previously, Transportation & Capital Improvements (TCI) contracted with two consultants that provided On- Call Civil Engineering Services for federally funded projects and those contracts expired in May 2017.

A Request for Qualifications (RFQ) was released in January 2017. This RFQ was advertised in the San Antonio Hart Beat, on the City's website and the Texas Electronic State Business Daily in January 2017. Responses were due on February 10, 2017 and 18 firms responded. A selection committee, consisting of representatives from TCI evaluated, scored and ranked the submissions. Scoring was based on the published evaluation criteria, which included Experience and Qualifications of Prime Firm and Key Sub-Consultants, Understanding of the Project and Proposed Management Plan, and Team's Experience with San Antonio Region issues.

Federally funded projects utilizing DBE Good Faith Effort Plan are excluded from the SBEDA Ordinance as these contracts will be awarded in compliance with the U.S. Department of Housing and Urban Development's Section 3 program which requires economic opportunities be directed to low-income persons and businesses. Under the Section 3 program, three percent of the total dollar amount of all non-construction Section 3 covered contracts shall be awarded to Section 3 businesses. The Office of Grants Monitoring and Administration will review and approve a Section 3 Utilization Plan submitted by the Respondent prior to the commencement of contract activity, as required by HUD funding requirements, and DBE Good Faith Effort Plan. Reporting of actual activity will be required on a monthly basis until project completion.

Discretionary disclosure forms for each of these firms are attached.

ISSUE:

Consideration of the following Professional Service Agreements related to On-Call Civil Engineering Services:

- A. This ordinance authorizes the execution of three On-Call Civil Engineering Services Agreements with R.H. Shackelford, Inc., RPS Klotz Associates, Inc., and Lockwood, Andrews & Newnam, Inc., each in the amount not-to-exceed \$450,000.00 per year for a term of one year with one additional one-year extension option to provide On-Call Civil Engineering Services for Infrastructure Management Program (IMP) and the Neighborhood Access and Mobility Program (NAMP) projects.

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

Program Management Services:

- Prepare project/contract specifications and bid quantities for contract solicitation to include preparing bid tabs and recommendation letters
- Conduct public meetings and provide notifications of upcoming projects to citizens impacted by construction to include the distribution of individual door hangers
- Conduct pre-construction meetings with assigned construction contractor(s) to ensure project clarity
- Coordinate project delivery schedules with contractor(s) to meet City deadlines
- Prepare individual quantity sheets for each project needed to complete task order processing
- Make daily visits to the construction sites and address construction issues with contractors and to address citizen's concerns
- Review construction contractor(s) invoices to ensure proper billing is taking place
- Conduct monthly construction meetings with all contractors, inspectors and TCI staff
- Provide and coordinate with Texas Registered Accessibility Specialist (TDLR) to perform necessary field assessments and to ensure compliance once projects are completed
- Conduct final project walk through, develop project punch list, and complete 1-year warranty checks

Design Phase Services:

- Design and prepare project plans according to Project Manager requests
- Prepare cost estimates for sidewalk projects to include performing site visits to determine potential conflicts with existing utilities, drainage infrastructure or other item that may negatively impact the construction of sidewalk project
- Coordination with Utilities to address conflicts
- Provide and coordinate environmental assessments as needed

- B. This ordinance authorizes the execution of two On-Call Civil Engineering Services Agreements with Gonzalez, Kypuros & White (GKW), Inc. and AECOM Technical Services (AECOM), Inc., each in the amount not-to-exceed \$450,000.00 per year for a term of one year with one additional one-year extension option to provide On-Call Civil Engineering Services for Federally Funded Projects.

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

- Roadway and drainage design, preparation of construction plans and specifications;
- Environmental, surveying, and geotechnical engineering services;

- Site layout preparation, site grading design, site utility improvements, foundation design, parking lot design, accessibility pathways and site drainage design;
- Street maintenance/rehabilitation procedures and methods, sidewalk and ADA standards and general civil engineering services;
- Coordination and assistance with applicable permitting and code requirements, as required;
- Coordination and assistance with the bidding of documents, utilizing a variety of project delivery methods;
- Project administration to include project expenditure reports and contractor/subcontractor project activity reports;
- Periodic field observation/construction phase administration, as required;
- The development of professional recommendations and opinions, as required; and
- Project management and cost estimating services.

ALTERNATIVES:

- A. 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 IMP and NAMP projects.
- B. 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 federally funded projects.

FISCAL IMPACT:

- A. Requirements for each task shall be detailed in the individual task orders assigned. Potential funding sources include, but are not limited to, Advanced Transportation District (ATD), 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.
- B. Requirements for each task shall be detailed in the individual task orders assigned. Potential funding sources include, but are not limited to Community Development Block Grants/HUD 108 (REnew SA Strategic Catalytic projects and EastPoint Promise Zone projects) and other potential federal funding sources. 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 the following Professional Service Agreements related to On-Call Civil Engineering Services:

- A. An ordinance authorizing the execution of three On-Call Civil Engineering Services Agreements with R.H. Shackelford, Inc., RPS Klotz Associates, Inc., and Lockwood, Andrews & Newnam, Inc., each in the amount not-to-exceed \$450,000.00 per year for a term of one year with one additional one-year

extension option to provide On-Call Civil Engineering Services for Infrastructure Management Program (IMP) and the Neighborhood Access and Mobility Program (NAMP) projects.

- B. An ordinance authorizing the execution of two On-Call Civil Engineering Services Agreements with Gonzalez, Kypuros & White (GKW), Inc. and AECOM Technical Services (AECOM), Inc., each in the amount not-to-exceed \$450,000.00 per year for a term of one year with one additional one-year extension option to provide On-Call Civil Engineering Services for federally funded projects.