



# City of San Antonio

## Agenda Memorandum

**File Number:**17-4058

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**Agenda Item Number:** 17.

**Agenda Date:** 8/3/2017

**In Control:** City Council A Session

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**DEPARTMENT:** Transportation & Capital Improvements

**DEPARTMENT HEAD:** Mike Frisbie, P.E.

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Contract Award: On-Call Cost Estimating Services Contract

### **SUMMARY:**

An ordinance authorizing the execution of three On-Call Cost Estimating Service Agreements, with AG/CM Inc., Sunland Group and Jasmine Engineering each in the amount not to exceed \$200,000.00 per year to provide as-needed on-call cost estimating services for capital improvement projects for a one year term with the option to renew each agreement for up to three, one year extensions under the same terms and conditions.

### **BACKGROUND INFORMATION:**

#### Project Background

Transportation & Capital Improvements (TCI) previously contracted with two consultants to provide On-Call Cost Estimating Services for the City. The consultants were AG/CM Inc., and TeHota Construction Management, and were used on an as-needed basis for small projects and for time-sensitive projects. The contracts with these two firms expired in July 2017.

Other City departments such as Aviation, Building and Equipment Services, Convention Center, and the San Antonio Public Library also utilize these services for planned construction projects on an immediate and/or as needed basis.

#### Procurement of Services

A Request for Qualifications (RFQ) was released in March 27, 2017. RFQ was advertised in the San Antonio

Hart Beat, on the City's website, the Texas Electronic State Business Daily and through TCI on March 27 and April 3, 2017. Responses were due on April 24, 2017. Five submittals were received in response to the RFQ. A selection committee consisting of representatives from TCI evaluated and scored the submittals. Scoring was based on the published evaluation criteria which included evaluation of background, experience and qualifications of the Prime firm, project management plan, team's experience with San Antonio Region issues, past experience with City of San Antonio contracts and participation in SBE Prime Contract Program.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts to 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 woman-owned business participation under the contract. The Goal Setting Committee applied the Small and Minority/Women-Owned Business Enterprise Prime Contract Program with 20 evaluation points awarded to AG/CM Inc., Sunland Group and Jasmine Engineering as all three are certified SBE and M/WBE firms located within the San Antonio Metropolitan Statistical Area.

## **ISSUE:**

This ordinance authorizes the execution of three On-Call Cost Estimating Services Agreements with AG/CM Inc., Sunland Group and Jasmine Engineering to provide as-needed On-Call Cost Estimating Services in an amount not to exceed \$200,000.00 per year per firm with a one year term, with an option to renew each agreement for up to three one year extensions.

The utilization of these Cost Estimating Services will be defined by the needs of each project. Services to be provided under this agreement may include, but are not limited to the following:

- Cost estimating as needed during the Pre-Design, Schematic, Design and Construction phases of a project
- Cost estimation for procurement purposes
- Evaluation of costs based on current bid costs in area, and/or relevant to subcontractor work
- Including evaluation of costs based on subcontractors bid costs to include overhead and profit, mark-ups, etc. unless otherwise stated
- Cost estimating for accuracy based on information provided and/or reasonable assumptions for other work not specifically covered in the drawings or specifications
- Cost Estimate Details for structural components such as foundation, vertical structure, floor and roof structure, exterior cladding, roof and water proofing, interior partitions, etc.
- Cost estimating for off site development and utilities
- Cost estimating for Contractor's General Conditions, Overhead and Profit and/or additional fees; and
- Cost estimating to include inflation and escalation of pricing.

On-Call services allow for the immediate execution of work, as opposed to soliciting for these services on a per-project basis. TCI will utilize these professional services to expedite project delivery and completion.

Consultants will be paid based on the tasks they perform for each specific project. These professional services may be utilized as needed during the execution of City capital or planning projects.

**ALTERNATIVES:**

As an alternative, City Council could choose not to approve these professional service contracts and require staff to solicit for services on a per project basis; however doing so would adversely affect the timely development of projects and available funding.

**FISCAL IMPACT:**

Each of these agreements shall have a value not to exceed \$200,000.00 per firm per contract year for a one year term with option to renew each agreement for up to three one year extensions. Each renewal of the respective agreements shall be for the same terms and conditions. No funds are appropriated by this action. Expenditures for these services are subject to available funding and are authorized by individual project budgets at the time work is requested or project funds are appropriated through ordinance. The City will make no minimum guarantee pertaining to the volume of work which may be expected from each consultant.

**RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing the execution of three On-Call Cost Estimating Services Agreements, with AG/CM Inc., Sunland Group and Jasmine Engineering.