



City of San Antonio

Agenda Memorandum

File Number: 17-4363

Agenda Item Number: 27.

Agenda Date: 8/31/2017

In Control: City Council A Session

DEPARTMENT: Transportation & Capital Improvements

DEPARTMENT HEAD: Mike Frisbie, P.E

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Contract Award: On-Call Professional Landscape Architectural Consulting Services

SUMMARY:

An ordinance authorizing the execution of five On-Call Professional Landscape Architectural Consulting Services Agreements, with Bender Wells Clark Design, Dunaway Associates, L.P., MP Studio Landscape Architecture, LLC, Open Air Studios, LLC and Terra Design Group, Inc., each in the amount not to exceed \$400,000.00 per year per firm, for a term of one year with the option to extend for one additional year, under the same terms and conditions, to provide as-needed professional landscape architectural consulting services for City-owned facilities and improvements, construction projects and planning projects located City-wide.

BACKGROUND INFORMATION:

Project Background

Transportation & Capital Improvements (TCI) previously contracted with four consultants for On-Call Professional Landscape Architectural Consulting Services for the City. The consultants were Bender Wells Clark Design, Coltrane Fernandez Zavala Group CFZ, GarzaBury and Terra Design Group. These consultants are used on an as-needed basis on small projects and for the use of time-sensitive City projects in connection with City improvements and construction projects. The contracts for these four firms will expire in September 2017. With the exception of Bender Well Clark Design, four new firms are being proposed for City Council consideration and approval, with five firms in total recommended for to provide On-Call Professional Landscape Architectural Consulting Services.

City departments such as Aviation, Building and Equipment Services, Convention Center, and the San Antonio Public Library, upon TCI recognition of the requirement for services, will continue to 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 June 2, 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 June 2, 2017. Responses were due on June 27, 2017. Eleven qualified bids were received in response to the RFQ. A selection committee consisting of representatives from TCI evaluated. Scoring was based on the published evaluation criteria which included evaluation of background, experience and qualifications of 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 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 twenty (20) evaluation preference points awarded to Bender Wells Clark Design as they are certified ESBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area. Ten (10) evaluation preference points awarded to MP Studio Landscape Architecture, LLC, as they are certified SBE firm located within the San Antonio Metropolitan Statistical Area.

ISSUE:

This ordinance authorizes the execution of five On-Call Professional Landscape Architectural Consulting Services Agreements with Bender Wells Clark Design, Dunaway Associates, L.P., MP Studio Landscape Architecture, LLC, Open Air Studios, LLC and Terra Design Group, Inc. to provide as-needed On-Call Professional Landscape Architectural Consulting Services in an amount not to exceed \$400,000.00 per year per firm, for a term of one year with the option to extend for one additional year.

The utilization of these services will be determined by the size and time sensitivity of each individual project, as determined by the TCI project management staff, 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:

- Park Master Planning and Development of Conceptual Design Plans
- Preparation of design plans that follow typical multiple phase process, yielding detailed plans and specifications (Construction Documents) related to the construction of grading and drainage improvements, basic hardscape and paving development, playground design, planting and irrigation improvements as well as improvements that enhance accessibility for those with disabilities
- Design and Construction Coordination and Administration
- Coordination and Administration Assistance with permitting and code requirements
- Project management and cost estimating services as required per project needs

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:

An alternative option is to submit a request for qualifications per individual project and select a firm based on their qualified experience in working with similar projects. To solicit for services on a per project basis would adversely affect the timely development of projects and funding.

FISCAL IMPACT:

Each of these agreements shall have a value not to exceed \$400,000.00 per firm per contract year for a one-year term with the option to extend for one additional year. 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 capital 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 five On-Call Professional Landscape Architectural Consulting Services Agreements, with Bender Wells Clark Design, Dunaway Associates, L.P., MP Studio Landscape Architecture, LLC, Open Air Studios, LLC and Terra Design Group, Inc.