



# City of San Antonio

## Agenda Memorandum

**File Number:**17-5969

---

**Agenda Item Number:** 9.

**Agenda Date:** 1/11/2018

**In Control:** City Council A Session

---

**DEPARTMENT:** Transportation & Capital Improvements

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

**COUNCIL DISTRICTS IMPACTED:** City-wide

### **SUBJECT:**

Amendment-Professional Services Agreements for On-Call Civil Engineering Services

### **SUMMARY:**

An ordinance authorizing the execution of amendments to three On-Call Civil Engineering Services Agreements with R.H. Shackelford, Inc., RPS Klotz Associates, Inc., and Lockwood, Andrews & Newnam, Inc., increasing the contract amount by \$400,000.00 per contract for a total contract value of \$850,000.00 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.

### **BACKGROUND INFORMATION:**

City Council approved \$99 million in the FY 2018 Budget to complete both in-house and contract street maintenance projects as part of the Street Maintenance Program (SMP), a component of the IMP. This was an increase in funding in the amount of \$35 million above the \$64 million provided the previous two fiscal years for street maintenance.

Transportation & Capital Improvements (TCI) currently utilizes these consultants with On-Call Civil Engineering Services Agreements to complete the design and assist in the delivery of contract street preservation and sidewalk projects that are programmed in the annual Infrastructure Management Program (IMP) and/or projects that are funded through the Neighborhood Access and Mobility Program (NAMP).

TCI has existing contracts currently with these three consultants. However, due to the recent increase in

funding to the Street Maintenance Program, the need has arisen to increase the current contract capacities.

Previous Council Action:

On May 11, 2017, through Ordinance 2017-05-11-0320, City Council authorized 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.

Procurement of Services

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.

**ISSUE:**

The execution of amendments to three On-Call Civil Engineering Services Agreements with R.H. Shackelford, Inc., RPS Klotz Associates, Inc., and Lockwood, Andrews & Newnam, Inc., increasing the contract amount by \$400,000.00 per contract for a total contract value of \$850,000.00 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.

The purpose of these contracts will be to improve efficiency and expedite delivery and completion of IMP and NAMP 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 projects to include performing site visits to determine potential conflicts with existing utilities, drainage infrastructure or other items that may negatively impact the construction of the project
- Coordination with Utilities to address conflicts
- Provide and coordinate environmental assessments as needed

**ALTERNATIVES:**

City Council could choose not to approve these Professional Services Agreement amendments 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.

**FISCAL IMPACT:**

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.

**RECOMMENDATION:**

Staff recommends approval of an ordinance authorizing the execution of amendments to three On-Call Civil Engineering Services Agreements with R.H. Shackelford, Inc., RPS Klotz Associates, Inc., and Lockwood, Andrews & Newnam, Inc., increasing the contract amount by \$400,000.00 per contract for a total contract value of \$850,000.00 per contract in order to provide On-Call Civil Engineering Services for Infrastructure Management Program (IMP) and Neighborhood Access and Mobility Program (NAMP) projects.