



# City of San Antonio

## Agenda Memorandum

**File Number:**18-1984

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**Agenda Item Number:** 12.

**Agenda Date:** 2/20/2018

**In Control:** Audit and Accountability Committee

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### **CITY OF SAN ANTONIO PLANNING DEPARTMENT INTERDEPARTMENTAL MEMO**

**TO:** Sheryl Sculley, City Manager

**FROM:** Bridgett White, AICP, Director, Planning Department

**COPY:** Audit and Accountability Committee; Peter Zaroni, Deputy City Manager; Ben Gorzell Jr., CPA, Chief Financial Officer; Troy Elliott, CPA, Deputy Chief Financial Officer, Finance; Kevin Barthold, City Auditor

**SUBJECT:** Post-Solicitation Briefing for SA Tomorrow Sub-Area Planning Services - Year 2

**DATE:** February 20, 2018

The Planning Department will present a post-solicitation briefing on Year 2 of SA Tomorrow Sub-Area Planning, which was presented in the Annual High Profile Report. The solicitation process has been completed.

This post-solicitation briefing will cover estimated contract value, term of proposed contract award, project scope of services and considerations, scoring criteria, Small Business Economic Development Advocacy (SBEDA) Program requirements, local preference program applicability, veteran owned small business preference program applicability, project timeline, identification of evaluation committee members and outline due diligence.

On December 3, 2017, the RFQ was released to select a qualified and experienced consultant to assist City staff in preparing Regional Center and Community Area Plans for the City of San Antonio. This FY 2017-18 solicitation covers the second phase of sub-area plan development, including four (4) Regional Centers as well as two (2) Community-scale plans, each including a significant community outreach effort, an “Areas of Change” and “Areas of Stability” analysis, development of a land use plan, Public Space and Recreation Plan, Mobility and Access Improvement Plan, Infrastructure and Amenity Improvement Plan, Housing Strategy, Economic Development Strategy, and an Implementation Action Plan.

The RFQ was advertised in the San Antonio Express-News and on the City’s website on December 3, 2017. Responses were due January 12, 2018, and a total of four (4) firms responded to the RFQ, one of which was deemed nonresponsive. A selection committee consisting of Executives from the Planning Department and Office of Sustainability, as well as staff from VIA Metropolitan Transit, and representatives from Dignowity Hill

Neighborhood Association and the Southside First Economic Development Council evaluated and ranked the submissions.

The selection committee evaluated and scored the proposals based on the published criteria which included: experience, background, and qualifications; proposed plan; and SBEDA Program points for local, certified Small Business Enterprises. Based on the evaluation committee's scoring and unanimous decision, it was determined that interviews were not needed.

This item is tentatively scheduled for Council consideration on March 29, 2018.