



City of San Antonio

Agenda Memorandum

File Number:18-4752

Agenda Item Number: 13.

Agenda Date: 9/13/2018

In Control: City Council A Session

DEPARTMENT: Convention & Sports Facilities

DEPARTMENT HEAD: Patricia Muzquiz Cantor

COUNCIL DISTRICTS IMPACTED: Council District 2

SUBJECT:

Production Labor for the Carver Community Cultural Center Agreement with UTP Productions, Inc.

SUMMARY:

This Ordinance authorizes an Agreement with UTP Productions, Inc. for theatrical production labor for the Carver Community Cultural Center for a period of three (3) years, with two (2) one (1) year renewal options, for a total contract value not to exceed \$250,000.00 over the entire term, including renewal options.

BACKGROUND INFORMATION:

The Carver Community Cultural Center, which includes the Jo Long Theatre and Little Carver Community Center, hosts approximately twenty-five (25) full production events annually in addition to various camps and events. Theatrical production labor is necessary to facilitate the production of these events to include audio-visual, carpentry, electrical, theatrical properties, rigging, sound, special effects, wardrobe, hair and makeup, pyrotechnics, unloading and loading of vehicles, and other services customarily associated with theatrical event services.

The current agreement for theatrical production labor services at the Carver Community Cultural Center expires on September 30, 2018 and has no additional extensions. In order to be equipped to provide theatrical production services, the City released a Request for Proposals (RFP) on May 7, 2018 seeking firms to provide theatrical production labor for the Carver Community Cultural Center. The submission deadline was June 8, 2018 and two (2) qualified proposals were received and evaluated by an evaluation committee.

The committee based its decision on several weighted factors, to include Experience, Background and Qualifications; Proposed Plan; Price; Small Business Economic Development Advocacy (SBEDA) Program

including the Small Business Enterprise (SBE) Prime Contract Program, and the Veteran-Owned Small Business Preference Program. Based on the evaluation committee's scoring, UTP Productions was selected for award recommendation. The Local Preference Program (LPP) was applied in the evaluation of responses for this contract; however, neither Respondent received any points as they are not local businesses. The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, neither Respondent is a veteran-owned small business therefore no points were awarded to either.

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 SBE Prime Contract Program with ten (10) evaluation preference points. Neither Respondent is a certified SBE firm located within the San Antonio Metropolitan Statistical area; therefore no points were awarded to either under this category.

Based on the evaluation, the selection committee recommends entering into an agreement with UTP Productions, Inc.

ISSUE:

The Carver Community Cultural Center requires contractual production labor in order to augment the limited Carver staff for the production of the approximately twenty-five (25) full production events annually in addition to various camps and events it produces.

ALTERNATIVES:

Alternatives to approving the Agreement, as presented, including approving the agreement with amendments, postponing or denying approval, or directing City staff to reissue the RFP with the same or amended terms and conditions. All of these alternatives will delay the execution of a contract and could impact the Carver's ability to obtain adequate and affordable production labor for its events, which begin in October 2018.

FISCAL IMPACT:

This cost of this agreement is not to exceed \$250,000.00 over the entire term, including renewal options. Funds in the amount of \$50,000.00 are available from the Carver Community Cultural Center General Fund operating budget as part of the FY 2019 Proposed Budget.

RECOMMENDATION:

Staff recommends authorizing an Agreement with UTP Productions, Inc. to provide theatrical production labor for the Carver Community Cultural Center for a total amount not to exceed \$250,000.00 for a three (3) year term with an option to renew for an additional two (2), one (1) year periods. If approved, the contract with UTP Productions, Inc. would commence October 1, 2018.