



City of San Antonio

Agenda Memorandum

File Number:14-674

Agenda Item Number: 5.

Agenda Date: 5/1/2014

In Control: City Council A Session

DEPARTMENT: Transportation and Capital Improvements

DEPARTMENT HEAD: Mike Frisbie

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Contract Award: On-Call Civil Engineering Services

SUMMARY:

An ordinance authorizing the negotiation and execution of five (5) On-Call Civil Engineering Services Agreements with Camacho-Hernandez and Associates, L.L.C., Ford Engineering, Inc., Maestas & Associates, Inc., R.J. Rivera Associates, Inc., and San Antonio Design Group, Inc., each in the amount not-to-exceed \$750,000.00 per year, to provide as-needed On-Call Civil Engineering Services for City Capital Improvement projects. Each agreement is for a term of one year with two additional one-year extension options, at \$750,000.00 per annual extension.

BACKGROUND INFORMATION:

On-Call Civil Engineering Services provide standardized professional civil engineering services for the City. These on-call contracts are available to all City departments and will address all aspects of civil engineering, to include street and roadway design, drainage design, site layouts, surveying, architectural or structural design and other special projects. Solicitation for "Request for Qualifications" is the process these professional companies go thru for selection. The City utilizes these professional services to expedite delivery and completion of time-sensitive design projects, such as street maintenance and drainage projects, small roadway projects, and park improvement projects. On-Call standardized services not only will be easier to access for all parties, but also save the City money due to the rates negotiated, based on a larger volume of work.

Currently, Transportation and Capital Improvements (TCI) contracts with four (4) consultants that provide On - Call Civil Engineering Services for the City. The current On-Call Civil Engineering Services consultants are Gonzalez-De La Garza, LNV Inc., Poznecki-Camarillo, Inc. and Slay Engineering. These consultants are used on an as-needed basis, in connection with City Capital Improvement Projects. The contracts with the four current firms will expire in August 2014.

A Request for Qualifications (RFQ) for On-Call Civil Engineering Services was released in January 2014. This RFQ was advertised in the San Antonio Hart Beat, on the City's website and the Texas Electronic State Business Daily and Television San Antonio (TVSA). A Pre-Submittal conference was held on December 13, 2013 and responses were due on January 7, 2014. Thirty-two (32) firms responded and submitted their Statement of Qualifications (SOQs). A selection committee, made up of City staff from the Transportation and Capital Improvements Department, evaluated and ranked the submissions. Scoring was based on the published evaluation criteria, which included experience of the prime firm, key personnel and sub-consultants; proposed management plan; team's experience with San Antonio region issues and past experience with San Antonio area issues; and Small and Minority/Women-owned Business (SBE/MWBE) preference points.

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 Small and Minority/Women-Owned Business Enterprise Prime Contract Program, with twenty (20) evaluation points awarded to Camacho-Hernandez and Associates, L.L.C., Ford Engineering, Inc., Maestas & Associates, Inc., R.J. Rivera Associates, Inc., and San Antonio Design Group, Inc., as they are certified SBE and M/WBE firms located within the San Antonio Metropolitan Statistical Area.

ISSUE:

An ordinance authorizing the negotiation and execution of five On-Call Civil Engineering Services Agreements with Camacho-Hernandez and Associates, L.L.C., Ford Engineering, Inc., Maestas & Associates, Inc., R.J. Rivera Associates, Inc., and San Antonio Design Group, Inc., each in an amount not-to-exceed \$750,000.00 per one-year contract. COSA staff utilizes these on-call inspection services contracts on an as-needed basis, to assist with horizontal and/or vertical, construction and capital improvement projects. Services provided by these agreements include the following:

1. Preparing roadway and drainage design plans, preparing construction plans and specifications.
2. Preparing site layouts, designing site grading, foundations and parking lots.
3. Coordinating and assisting with applicable permitting and code requirements.
4. Coordinating and assisting with bidding of documents, utilizing a variety of project delivery methods.
5. Conducting field observations and construction phase administration.
6. Developing professional recommendations, preparing cost estimates and conducting project management.
7. Inspection services related to construction projects and other general civil engineering services.

Consultants will be paid based on the tasks performed for each specific project. The City will make no minimum guarantee pertaining to the volume of work that may be expected from each consultant.

The purpose of these contracts will be to improve efficiency and expedite project delivery and completion.

ALTERNATIVES:

As an alternative option, the City could release a new RFQ for these services on a per-project basis; however, this action will result in delaying civil engineering services on current and future projects. Also, significant time

and effort are required to prepare, advertise, evaluate solicitations, negotiate and develop separate contracts and make separate recommendations to City Council.

FISCAL IMPACT:

This action authorizes the negotiation and execution of five On-Call Civil Engineering Services Agreements with Camacho-Hernandez and Associates, L.L.C., Ford Engineering, Inc., Maestas & Associates, Inc., R.J. Rivera Associates, Inc., and San Antonio Design Group, Inc., each in an amount not to exceed \$750,000.00.

No funds are appropriated by this action. Funds for these contracts shall be allocated from specific capital or other project funds at the time the work is required. Amounts will be transferred from available funding sources identified within the scope and source. The City will make no minimum guarantee pertaining to the volume of work that each may be expected from each consultant.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the execution of five On-Call Civil Engineering Services Agreements.