



# City of San Antonio

## Agenda Memorandum

**File Number:**20-4755

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**Agenda Item Number:** 7.

**Agenda Date:** 8/18/2020

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
PUBLIC WORKS DEPARTMENT  
Interdepartmental Correspondence**

**TO:** Erik Walsh, City Manager

**FROM:** Razi Hosseini, P.E., R.P.L.S., Director, Public Works

**COPIES:** Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Roderick J. Sanchez, AICP, CBO, Assistant City Manager; Luis Maltos, Interim Assistant Director, Public Works; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Consideration of Completed Solicitation

**DATE:** August 18, 2020

This solicitation for On-Call Services was not issued as High Profile and a pre-solicitation briefing to the Committee did not occur since individual contracts do not exceed \$1 million in total value. However, this item is being presented to the Committee prior to consideration by the full City Council since the aggregate value of resultant contracts exceeds the \$1 million High Profile threshold. In the future, On Call Services solicitations with an aggregate contract value in excess of \$1 million will be classified as High Profile with pre- and post-solicitation briefings to the Committee.

**On-Call Architectural Professional Services** - Public Works Department issued a Request for Qualifications for On-Call Architectural Professional Services to provide for on-call or as needed architectural professional services in connection with City-owned property such as facilities and parks. These services include but are not limited to assessment and evaluation of facilities such as roofing systems; design services for minor interior modifications; improved accessibility for the disabled; periodic field observation as required; recommendations for repairs; and preparation of plans and specifications.

Solicitation Type:	Request for Qualifications
Contracts Value:	\$6.4 Million (\$800,000 per contract)
Term of Contracts:	1 year with 1, 1-year renewal
Number of Respondents:	28
Contracts to be Awarded:	8
Council Consideration:	September 17, 2020

Evaluation Criteria: Experience, Background, Qualifications of Firm and Key Personnel, and Key Sub-Consultants: 45 points  
 Understanding of the Project and Proposed Management Plan: 35 points  
 Experience with issues in the San Antonio Region & Past Experience with the City of San Antonio Contracts: 20 points

SBEDA Requirements: 25% M/WBE Subcontracting Requirement

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members: Gopinath Akalkotkar, AIA, City Architect, Public Works  
 Mack McKenzie, RLA, Landscape Architect, Public Works  
 Cathleen Crabb, AIA, Senior Architect, Public Works  
 Stacy Gonzales, Project Manager, Public Works  
 Rich Walker, Project Manager, San Antonio Public Library

RFQ - On-Call Architectural Services PublicWorks04292020JEC		Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F	Vendor G
SCORE SUMMARY *FINAL SCORING August 5, 2020									
A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants	45	44.00	42.40	43.00	42.40	42.40	41.00	41.40	
B. Understanding of the Project and Proposed Management Plan	35	34.20	32.60	31.80	32.20	30.60	31.40	30.20	
C. Experience with issues in the San Antonio Region & past experience with the City of San Antonio Contracts	20	19.60	19.00	18.60	18.60	18.60	18.00	18.40	
TOTAL SCORE	100	97.80	94.00	93.40	93.20	91.60	90.40	90.00	
RANK BASED ON TOTAL SCORE			1	2	3	4	5	6	7
RFQ - On-Call Architectural Services PublicWorks04292020JEC		Maximum Points	Vendor H	Vendor I	Vendor J	Vendor K	Vendor L	Vendor M	Vendor N
SCORE SUMMARY *FINAL SCORING August 5, 2020									
A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants	45	40.60	34.60	36.60	33.60	36.20	36.20	35.00	
B. Understanding of the Project and Proposed Management Plan	35	32.20	29.20	28.00	29.60	28.00	25.80	27.60	
C. Experience with issues in the San Antonio Region & past experience with the City of San Antonio Contracts	20	15.20	17.20	16.20	16.60	15.40	17.20	14.20	
TOTAL SCORE	100	88.00	81.00	80.80	79.80	79.60	79.20	76.80	
RANK BASED ON TOTAL SCORE			8	9	10	11	12	13	14

RFQ - On-Call Architectural Services PublicWorks04292020JEC	Maximum Points	Vendor O	Vendor P	Vendor Q	Vendor R	Vendor S	Vendor T	Vendor U
<b>SCORE SUMMARY</b> *FINAL SCORING August 5, 2020								
A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants	45	34.80	33.80	34.20	35.80	34.60	33.40	32.00
B. Understanding of the Project and Proposed Management Plan	35	26.20	24.80	25.40	25.20	22.60	25.60	25.20
C. Experience with issues in the San Antonio Region & past experience with the City of San Antonio Contracts	20	15.20	15.80	14.20	11.00	14.20	10.00	11.40
<b>TOTAL SCORE</b>	<b>100</b>	<b>76.20</b>	<b>74.40</b>	<b>73.80</b>	<b>72.00</b>	<b>71.40</b>	<b>69.00</b>	<b>68.60</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
RFQ - On-Call Architectural Services PublicWorks04292020JEC	Maximum Points	Vendor V	Vendor W	Vendor X	Vendor Y	Vendor Z	Vendor AA	Vendor AB
<b>SCORE SUMMARY</b> *FINAL SCORING August 5, 2020								
A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants	45	28.80	27.40	27.20	25.20	21.20	18.20	0.20
B. Understanding of the Project and Proposed Management Plan	35	25.00	20.80	23.60	18.80	19.60	12.40	0.20
C. Experience with issues in the San Antonio Region & past experience with the City of San Antonio Contracts	20	12.80	12.00	8.00	8.40	4.60	6.00	0.20
<b>TOTAL SCORE</b>	<b>100</b>	<b>66.60</b>	<b>60.20</b>	<b>58.80</b>	<b>52.40</b>	<b>45.40</b>	<b>36.60</b>	<b>0.60</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

\*One evaluation meeting held and scoring completed.

Due diligence conducted for the respondents to the above solicitation included a search of federal and state department lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendors.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.