



# City of San Antonio

## Agenda Memorandum

**File Number:**21-1529

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**Agenda Item Number:** 6.

**Agenda Date:** 2/16/2021

**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/City Engineer, Public Works Department

**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, Assistant Director, Public Works; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Consideration of High-Profile Solicitation for Release

**DATE:** February 16, 2021

The following high-profile solicitation is scheduled to be released this month.

**On-Call Building Commissioning Services** - Public Works Department will issue a Request for Qualifications (RFQ) for on-call commissioning services for firms to provide on-call or as needed professional engineering services related to departmental and citywide construction projects. Scope of work includes but not limited to checklists and functional performance tests, building submittal reviews, pre-start-up observations, coordination meeting and functional testing, integrated systems testing, non-conformance issue tracking and resolution, training of operations staff, systems manual and final commissioning reporting, warranty follow-up, and post construction performance measurement and verification.

Department: Public Works

Solicitation Type: Request for Qualifications

Contracts Value: \$2.4 Million (may result in multiple contracts)

Term of Contracts: 1 year with 3, 1-year renewal options

Release Date: February 19, 2021

Closing Date: April 5, 2021

Proposed Council Date: August 2021

Contact Information: Razi Hosseini, P.E., R.P.L.S, Director/City Engineer, Public Works Department

Evaluation Criteria: Experience, Background, Qualifications, Key Personnel, and Key Sub-Consultants: 45

points

Understanding of the Project and Proposed Management Plan: 35 points

Experience with San Antonio Region and Past Performance: 20 points

SBEDA Requirements: 25% M/WBE Subcontracting Requirement

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members: Luis Maltos, Assistant Director, Public Works Department

Golda Obinzu, Project Manager, Office of Sustainability

Mark Beavers, Architect, Public Works Department

Kenneth Heinzman, Project Manager, Public Works Department

Guillermo Moya, Project Manager, Convention & Sports Facilities  
Department