



# City of San Antonio

## Agenda Memorandum

**File Number:**21-2000

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**Agenda Item Number:** 6.

**Agenda Date:** 3/16/2021

**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 Department; Troy Elliott, CPA, Deputy Chief Financial Officer

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

**DATE:** March 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:	March 24, 2021
Closing Date:	May 10, 2021
Proposed Council Date:	September 2021
Contact Information:	Razi Hosseini, P.E., R.P.L.S, Director/City Engineer, Public Works Department
Evaluation Criteria:	Experience, Background and Qualifications, Key Personnel, 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