



City of San Antonio

Agenda Memorandum

File Number:21-2557

Agenda Item Number: 19.

Agenda Date: 5/13/2021

In Control: City Council A Session

DEPARTMENT: Public Works

DEPARTMENT HEAD: Razi Hosseini, P.E., R.P.L.S.

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Contract Award: Professional Services Agreement for San Antonio Police Department (SAPD) Assessment Master Plan

SUMMARY:

An ordinance approving the execution of a Professional Services Agreement in an amount not to exceed \$163,843.00 payable to Douglas Architects, Inc. for a citywide SAPD facilities assessment master plan. Funds are available from the Public Works General Fund and are included in the FY 2021 Public Works Operating Budget.

BACKGROUND INFORMATION:

Project Background

The assessment study is intended to provide a comprehensive view of the current state of the existing police facilities and future growth needs based on demographic and growth trends. The goals of the assessment are to address the condition, functionality and expandability of the existing facilities including security improvements and added detention capability. The assessment will also include geographic and crime analytics to determine future growth requirements and recommendations of potential facility locations and site selection parameters. The deliverable will include an assessment report consisting of findings and recommendations, cost estimates, and schedules. The assessment is estimated to take four to six months to complete upon City Council approval.

Procurement of Services

A Request for Qualifications (RFQ) was released on February 21, 2020 in the San Antonio Hart Beat, on the

City's website, on the Texas Electronic State Business Daily on TVSA and through the online bidding website CivCast. Responses were due on March 23, 2020 and six firms submitted their Statement of Qualifications (SOQs). A selection committee made up of City staff from the Public Works Department, San Antonio Police Department, and an external firm evaluated, scored, and ranked the submissions. Scoring was based on the published evaluation criteria, which included experience and qualifications of the prime firm, key personnel, and key subconsultants; understanding of the project and proposed study approach; and experience with issues in the San Antonio region and past City of San Antonio contracts.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts to be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract to maximize the amount of small, minority and woman-owned business participation under the contract. The Goal Setting Committee set a 25% Minority/Women Business Enterprise (M/WBE) subcontracting goal. This firm has committed to meeting this goal.

This contract was developed utilizing a formal Request for Qualifications (RFQ) process; therefore, as required by the Ethics Ordinance, a Contracts Disclosure Form is attached for this firm.

ISSUE:

This ordinance approves the execution of a Professional Services Agreement in an amount not to exceed \$163,843.00 payable to Douglas Architects, Inc. for a citywide SAPD facilities assessment master plan.

The project scope will include the development of an assessment report of existing and potential future SAPD facility sites. Existing sites include but are not limited to police headquarters, substations, property and evidence facility, training academy, and detention. The goals of the assessment are to address the current condition and functionality of existing sites to devise recommendations on the potential expansion of existing facilities or the construction of new facilities including security improvements and added detention capability. The assessment report will also include geographic and crime analysis to determine future growth requirements and recommendations for potential facility locations and site selection parameters. It is anticipated that the assessment master plan report will take four to six months upon City Council approval.

ALTERNATIVES:

As an alternative, this project could be delivered utilizing another delivery method. However, considering the additional time required for the solicitation process, this would affect the timely completion of the project.

FISCAL IMPACT:

This is a one-time expenditure in the amount not to exceed \$163,843.00 authorized payable to Douglas Architects, Inc. for a citywide SAPD facilities assessment master plan. Funds are available from the Public Works General Fund and are included in the FY 2021 Public Works Operating Budget.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the execution of a professional services agreement in

the amount not to exceed \$163,843.00 to Douglas Architects, Inc. for a citywide SAPD facility assessment master plan.