



City of San Antonio

Agenda Memorandum

File Number:21-2985

Agenda Item Number: 5.

Agenda Date: 5/20/2021

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Testing and Balancing of Building Systems

SUMMARY:

This ordinance authorizes a contract with LCCx, LLC to provide testing, adjusting, and balancing of HVAC systems services on an on-call basis for City of San Antonio departments as coordinated through the Public Works Department for an estimated annual amount of \$50,000.00. Funding for this contract is available through the FY 2021 Adopted Budget and FY 2021-FY 2026 Capital Improvement Program.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by LCCx, LLC for the testing, adjusting, and balancing (TAB) of HVAC systems services on an on-call basis at City facilities. The TAB services may be performed on new or existing municipal facilities or equipment and may range in scale from strategic planning of systems, evaluation of design data, examining design data description, inspections, and evaluation of systems output or environmental conditions, reporting, system recommendations, documentation, and step-by-step procedural write-up. The City is currently responsible for these services on an as-needed basis at approximately 881 facilities, which are either City-leased office spaces or owned by the City.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for the Annual Contract for Testing and Balancing of Building Systems on August 24, 2020, with a submission deadline of September 25, 2020. The RFCSP was advertised in the San Antonio Legal News, dba The Heartbeat, San Antonio e-Procurement System, City's Bidding and Contracting opportunities website, TVSA, and outreach notices were sent notifying

potential respondents of the RFCSP and how to apply. A pre-submittal conference was held on August 31, 2020, to allow for Respondent questions and clarification to the RFCSP. Two (2) proposal responses were received and both were deemed eligible for evaluation. LCCx, LLC is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Public Works Department, Center City Development and Operations Department, San Antonio Fire Department, and the San Antonio Public Libraries. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points: 30 points allotted for experience, background, qualifications; 25 points allotted for proposed plan; and 25 points allotted for respondent's price schedule. The Small Business Economic Development Advocacy Program was allotted 20 points (SBE Prime Contract - 10 points, M/WBE Prime Contract - 10 points).

The Evaluation Committee met on October 20, 2020, to evaluate the two responsive proposals received. After committee review and discussion, individual technical scores were submitted. Once scores were finalized by the selection committee, the pricing scores and SBEDA scores were revealed. LCCx, LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for the period upon City Council award through March 31, 2022. Three (3) additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide for the testing, adjusting, and balancing of HVAC systems services on an on-call or as-needed basis at City facilities. Typical work to be performed under this contract will consist of HVAC TAB on new or existing municipal facilities for new or existing equipment. The on-call services required for HVAC TAB may range in scale from strategic planning of systems, evaluation of design data, examining design data description, evaluation of systems for environmental conditions, evaluation for systems output, examination of contract documents for project requirements, testing, balancing, inspections, reporting and system recommendations, documentation, and step-by-step procedural write-up. Contractor shall self-perform the majority of the work. This contract does not include professional services required by a licensed architect or engineer.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. LCCx, LLC is a small, minority-owned firm that received twenty (20) evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the City will be required to solicit the testing, adjusting, and balancing of HVAC systems services on an as needed basis. Lack of an annual contract could result in increased costs, lack of availability, and delayed services as needed in City facilities.

FISCAL IMPACT:

This ordinance authorizes a contract with LCCx, LLC to provide testing, adjusting, and balancing of HVAC systems services on an on-call basis for the Public Works Department for an estimated amount of \$50,000.00 annually. Funding for this contract is available through the FY 2021 Adopted Budget and FY 2021-FY 2026 Capital Improvement Program.

RECOMMENDATION:

Staff recommends the approval of this contract with LCCx, LLC to provide testing, adjusting, and balancing of HVAC systems services on an on-call basis for City of San Antonio departments for an estimated annual cost of \$50,000.00.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.