



# City of San Antonio

## Agenda Memorandum

**File Number:**15-1369

---

**Agenda Item Number:** 28.

**Agenda Date:** 3/12/2015

**In Control:** City Council A Session

---

**DEPARTMENT:** Transportation & Capital Improvements

**DEPARTMENT HEAD:** Mike Frisbie

**COUNCIL DISTRICTS IMPACTED:** City-Wide

### **SUBJECT:**

On-Call Professional Services Agreements for Civil Engineering Consulting Services

### **SUMMARY:**

An Ordinance authorizing the execution of two On-Call Professional Services Agreements with Lockwood, Andrews & Newnam, Inc. and Cobb Fendley & Associates, Inc. for civil engineering consulting services associated with federally funded projects. in an amount not to exceed \$225,000.00 each per year, per contract period, located city-wide. These agreements are for a term of one year, with an option to extend for one additional year at the City's sole discretion, as approved by the Director of Transportation and Capital Improvements (TCI), for a possible total amount not to exceed \$450,000.00 per contract.

### **BACKGROUND INFORMATION:**

#### Project Background

The City of San Antonio was awarded \$2,430,000.00 federal funds for FY 2014 and FY 2015, from the Community Development Block Grant (CDBG) to complete an array of public infrastructure improvements in the REnewSA Target Areas. REnewSA is a new collaborative initiative for organizing and strategically deploying community development tools administered by multiple City departments and partner organizations to create value from vacant, neglected, and underutilized properties in commercial corridors and neighborhoods. The five target areas were approved by City Council on August 1, 2013 and were selected with specific criteria which included the ability to leverage existing or planned public investment. Federally funded projects must be kept separate from other City contracts because the City's SBEDA policy conflicts with federal law.

These professional services may be utilized as needed during the execution of federally funded projects, allowing consultants to commence services immediately upon the City's recognition of the requirement for services. Due to the large number of construction projects that are planned, requesting these professional service agreements ensures that staff will have the ability to assign professional services task orders without project delays.

#### Procurement of Services

A Request for Qualifications (RFQ) was released in November 2014. This RFQ was advertised in the San Antonio Hart Beat, on the City's website and the Texas Electronic State Business Daily in September 2014. Responses were due on December 3, 2014 and 21 firms responded. A selection committee, consisting of representatives from TCI evaluated, scored and ranked the submissions. Scoring was based on the published evaluation criteria, which included Experience and Qualifications of Prime Firm and Key Sub-Consultants, Understanding of the Project and Proposed Management Plan, and Team's Experience with San Antonio Region issues.

The Small Business Office of the Economic Development Department has granted a waiver to the SBEDA program because this contract will be awarded in compliance with the U.S. Department of Housing and Urban Development's Section 3 program which requires economic opportunities be directed to low-income persons and businesses. Under the Section 3 program, three percent of the total dollar amount of all non-construction Section 3 covered contracts shall be awarded to Section 3 businesses. The Office of Grants Monitoring and Administration will review and approve a Section 3 Utilization Plan submitted by the Respondent prior to the commencement of contract activity, as required by HUD funding requirements. Reporting of actual activity will be required on a monthly basis until project completion.

Discretionary disclosure forms for each of these firms are attached.

#### **ISSUE:**

This ordinance approves the execution of two On-Call Professional Services Agreements for civil engineering consulting services with Lockwood, Andrews & Newnam, Inc. and Cobb Fendley & Associates, Inc. in an amount not to exceed \$225,000.00 each per year, per contract period for professional engineering services associated with federally funded projects, located city-wide. The term of each of the On-Call Professional Services Agreements shall be for a period of one (1) year from the date of the fully executed agreement, with the option to extend one or both agreements for one (1) additional year at the City's sole discretion as approved by the Director of TCI, for a possible total amount not to exceed \$450,000.00 each.

Requirements for each task shall be detailed in the individual scope of work assigned. In the event additional services are required outside the scope of any work order, the scope of services and any additional fees related to these services shall be agreed upon by the City of San Antonio and the Consultant in writing and in advance of these services being performed by the Consultant. Potential funding sources include, but are not limited to, Community Development Block Grants/HUD 108 (REnew SA Strategic Catalytic projects and EastPoint Promise Zone projects) and other potential federal funding sources.

Civil engineering services include but are not limited to:

- Roadway and drainage design, preparation of construction plans and specifications;
- Environmental, surveying, and geotechnical engineering services;
- Site layout preparation, site grading design, site utility improvements, foundation design, parking lot design, accessibility pathways and site drainage design;
- Street maintenance/rehabilitation procedures and methods, sidewalk and ADA standards and general civil engineering services;
- Coordination and assistance with applicable permitting and code requirements, as required;
- Coordination and assistance with the bidding of documents, utilizing a variety of project

- delivery methods;
- Project administration to include project expenditure reports and contractor/subcontractor project activity reports;
- Periodic field observation/construction phase administration, as required;
- The development of professional recommendations and opinions, as required; and
- Project management and cost estimating services.

#### **ALTERNATIVES:**

In review of potential alternatives, City staff has determined that awarding these two On-Call agreements, for engineering services, is in the best interest of the City. An alternate option would be to submit another request for qualifications (RFQ) and select firms based on qualified experience in working with similar projects. However, firms currently recommended through this selection process have excellent qualifications.

#### **FISCAL IMPACT:**

Requirements for each task shall be detailed in the individual work orders assigned. Potential funding sources include, but are not limited to, Community Development Block Grants/HUD 108 (REnew SA Strategic Catalytic projects and EastPoint Promise Zone projects) and other potential federal funding sources.

If funding for any work activities has not been previously appropriated, funding will be identified and appropriated through subsequent City Council action.

#### **RECOMMENDATION:**

Staff recommends approval of this ordinance, authorizing the execution of On-call Professional Services Agreements with Lockwood, Andrews & Newnam, Inc. and Cobb Fendley & Associates, necessary to complete federally funded projects.