



# City of San Antonio

## Agenda Memorandum

**File Number:**15-1846

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**Agenda Item Number:** 8.

**Agenda Date:** 5/14/2015

**In Control:** City Council A Session

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**DEPARTMENT:** Transportation & Capital Improvements

**DEPARTMENT HEAD:** Mike Frisbie, P.E.

**COUNCIL DISTRICTS IMPACTED:** Council District 1

### **SUBJECT:**

Contract Award: (Job-Order Contract) Municipal Archives, Records and Passport Facility

### **SUMMARY:**

An Ordinance for the Municipal Archives, Records and Passport Facility, a 2015 Certificates of Obligation funded project, located in Council District 1, authorizing a Job-Order Contract to Jamail and Smith Construction in an amount not to exceed \$271,600.14 for overlay and application of a new roofing membrane.

### **BACKGROUND INFORMATION:**

The Municipal Archives, Records and Passport Facility is located at 719 South Santa Rosa St. and holds more than 1,500 volumes of court dockets, tax ledgers and vital records. In 2002, the roofing and insulation were replaced, providing a 10-year warranty that expired in 2012. This building has been without warranty since that time. This project provides for an overlay and application of a new roofing membrane over the existing roof insulation. This will help protect vital records held within the facility and will come with a new 15-year warranty. The new roofing membrane is needed in order to address numerous leaks within the facility. At this time, providing a complete roof reconstruction is not feasible due to cost and size, therefore pursuing a new roofing membrane is recommended and will extend the life of the roof. Project construction is anticipated to begin in June 2015 and is anticipated to be completed by August 2015.

### Procurement of Services

This project was selected to utilize the Job Order Contracting (JOC), an alternative Project delivery method, through which ten contractors were approved through Ordinance 2015-01-15-0013 by City Council on January

15, 2015. The use of the JOC delivery method has provided the City with on-call construction, renovation and maintenance services for City buildings and facilities. Assignment of JOC contractor to a specific job is based on the contractor's current workload, overall capacity, familiarity with a specific facility, expertise in completing specific task(s) and/or managing a specific trade needed to carry out the job. Of the ten (10) contractors, Jamail and Smith Construction, was selected to submit an estimate and project schedule for this Project

The Job Order Contract was awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee set a 23% Minority/Women Business Enterprise (M/WBE) subcontracting goal and a 3% African American Business Enterprise (AABE) subcontracting goal. Jamail and Smith Construction has committed to meeting the assigned Job Order Contract subcontractor goals on a quarterly basis.

Discretionary Contracts Disclosure Form, as required by the City's Ethics Ordinance for all Projects, where subjective criteria are used to select the contractor or consultant rather than by low bid, is attached.

#### **ISSUE:**

This ordinance for the Municipal Archives, Records and Passport Facility, a FY 2015 Certificates of Obligation-funded Project, located in Council District 1, authorizes a Job Order Contract to Jamail and Smith Construction in the amount of \$271,600.14 for overlay and application of a new roofing membrane.

This project provides for a new roofing membrane over existing roof insulation. The new roofing will provide a 15-year warranty. Project construction is anticipated to begin in June 2015 and is estimated to be completed by August 2015.

#### **ALTERNATIVES:**

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

#### **FISCAL IMPACT:**

This is a one-time capital improvement expenditure, in an amount of \$271,600.14, to Jamail and Smith Construction. Funds are available in the FY 2015 Certificates of Obligation-funded Project and included in the FY 2015-2020 Capital Improvement Budget.

#### **RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing a task order to a Job Order Contract in an amount of \$271,600.14, to Jamail and Smith Construction for the Municipal Archives, Records and Passport Facility.