



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 11

**Agenda Date:** October 3, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Public Works Department

**DEPARTMENT HEAD:** Razi Hosseini

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Professional Services Agreements: On-Call Construction Inspection Services (for Vertical Projects)

**SUMMARY:**

An ordinance approving the execution of six On-Call Construction Inspection Professional Service Agreements with AGCM, Inc.; Broaddus & Associates, Inc.; Foster CM Group, Inc.; Mendez Engineering, PLLC; Sunland Group, Inc.; and Hill International, Inc. for on-call construction inspections services related to the 2022 Bond Program, and other capital vertical projects located citywide for a total of \$10,000,000. Each agreement is for an amount not to exceed \$999,999.99 for a three-year term with the option to renew for up to two additional one-year extensions at \$333,333.33 per extension for a total amount not to exceed \$1,666,666.67 per contract. Funding is available from various sources, including the 2022 Bond Program, General Fund, Certificates of Obligation and Tax Notes included in the FY 2025 – FY 2030 Capital Improvements Program.

**BACKGROUND INFORMATION:**

These on-call agreements will address all aspects of construction projects, including Storm Water Pollution Prevention Plan (SWPPP) best management practices, attend pre-construction and on-

site construction meetings, plan and specification compliance for bond funded and other capital vertical projects. On-call contracts are utilized when multiple projects are to be delivered through various programs and funding sources within a limited timeline and specific projects (scope and limits) are not initially known.

### ***Procurement of Services***

A Request for Qualifications (RFQ) was released on November 27, 2023, 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 January 19, 2024, and nine (9) firms responses were received. A selection committee consisting of representatives from the City Manager's Office, Building and Equipment Services Department, and Public Works Department evaluated and ranked the submissions and scored the submittals. Scoring was based on the published evaluation criteria, including Experience, Background and Qualifications of Firm, Key Personnel, Key Sub-Consultants, Understanding of the Project and Proposed Management Plan, and Experience with the San Antonio Region & Past Performance.

These contracts will be 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 21% Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal. All firms have committed to meeting the subcontracting goal.

These contracts were developed utilizing a formal Request for Qualifications (RFQ) process; therefore, as required by the Ethics Ordinance, a Discretionary Contract Disclosure Forms have been included as an attachment.

These vendors have acknowledged compliance with the Heat Illness Prevention Ordinance, approved by the City Council on August 31, 2023.

A post-solicitation briefing was held with the Audit Committee on April 30, 2024.

### **ISSUE:**

This ordinance approving the execution of six On-Call Construction Inspection Professional Service Agreements AGCM, Inc.; Broaddus & Associates, Inc.; Foster CM Group, Inc.; Mendez Engineering, PLLC; Sunland Group, Inc.; and Hill International, Inc. for on-call construction inspections services related to the 2022 Bond Program and other capital vertical projects located citywide for a total of \$10,000,000. Each agreement is for an amount not to exceed \$999,999.99 for a three-year term with the option to renew for up to two additional one-year extensions at \$333,333.33 per extension for a total amount not to exceed \$1,666,666.67 per contract. Funding is available from various sources, including the 2022 Bond Program, General Fund, Certificates of Obligation and Tax Notes included in the FY 2025 – FY 2030 Capital Improvements Program.

Staff will use these on-call construction services and will be determined by the needs, size and

time sensitivity of each individual project, as determined by the PWD project management staff. Services to be provided under this agreement may include, but are not limited to the following:

1. Providing site observation services on behalf of City of San Antonio staff;
2. Coordinating with COSA facilities and operations when utility outages, noise control, traffic control or security is required by the work;
3. Conducting daily observation of construction and submit reports outlining activity and potential issues with adherence to contract documents and required regulations;
4. Coordinating and monitoring construction material and/or equipment testing, heating, ventilation, and air conditioning (HVAC) air test, balancing and commissioning and other systems or functional performance testing; and
5. Interfacing with and providing support to the Owner, representatives, user operations, design professionals, contractors, utilities, and regulatory agencies, to assist with resolution of construction phase conflicts.

These on-call construction inspection services agreements will allow for the immediate execution of work, as opposed to soliciting for these services on a per-project basis. Consultants will be paid based on the tasks they perform for each specific project.

#### **ALTERNATIVES:**

Alternatively, the City could release a Request for Qualifications (RFQ) for each project as needs are identified. However, this would significantly impact the timely delivery of future capital improvement projects.

#### **FISCAL IMPACT:**

This ordinance approves the execution of six On-Call Construction Inspection Professional Service Agreements with AGCM, Inc.; Broaddus & Associates, Inc.; Foster CM Group, Inc.; Mendez Engineering, PLLC; Sunland Group, Inc.; and Hill International, Inc. for on-call inspections services related to the 2022 Bond Program, and other capital vertical projects located citywide for a total of \$10,000,000. Each agreement is for an amount not to exceed \$999,999.99 for a three-year term with the option to renew for up to two additional one-year extensions at \$333,333.33 per extension for a total amount not to exceed \$1,666,666.67 per contract. Funding is available from various sources, including the 2022 Bond Program, General Fund, Certificates of Obligation and Tax Notes included in the FY 2025 – FY 2030 Capital Improvements Program

Funds for this contract will be allocated from specific project funds at the time the work is required. Expenditures for these services are subject to available funding and are authorized by individual capital project budgets at the time work is requested or project funds are appropriated through ordinance.

Requirements for each task will be detailed in individual assigned task orders. The City makes no minimum guarantee pertaining to the volume of work that may be expected from each consultant. If funding for any work activities was not previously appropriated, funding will be identified and appropriated through subsequent City Council action.

**RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing the execution of the six On-Call Construction Inspection Professional Service Agreements with AGCM, Inc.; Broaddus & Associates, Inc.; Foster CM Group, Inc.; Mendez Engineering, PLLC; Sunland Group, Inc.; and Hill International, Inc., each in an amount not to exceed \$999,999.99 for a three-year term with an option to renew each agreement for up to two additional one-year extensions at \$333,333.33 per extension for a total amount not to exceed \$1,666,666.67 per contract for as-needed construction inspection services related to capital vertical projects citywide.