



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 18

Agenda Date: December 7, 2023

In Control: City Council A Session

DEPARTMENT: Convention and Sports Facilities

DEPARTMENT HEAD: Patricia Muzquiz Cantor

COUNCIL DISTRICTS IMPACTED: District 2

SUBJECT:

Audio-Visual Technical Assistance Services for the Alamodome

SUMMARY:

This Ordinance authorizes an Agreement with PMI Staffing Services, LLC to provide skilled staffing for the audio-visual needs of the Alamodome on an as-needed basis. The term of the agreement is for a three (3) year period with an option for two (2) additional 1-year renewals. The estimated amount for these services is \$150,000 annually, \$750,000 over the contract period including renewals. Funding for this contract is available through the proceeds received from each event. There is no impact to either the Convention and Sports Facilities operating budget or the City's General Fund.

BACKGROUND INFORMATION:

The Alamodome is a 65,000-seat multi-purpose facility, owned and operated by the City of San Antonio, that hosts concerts, shows such as Monster Jam and Disney on Ice, sporting events such as the University of San Antonio (UTSA) Roadrunners football games, the annual Alamo Bowl Football Game, as well as the NCAA Final Four Basketball Championship (to be hosted in April 2025). Audio-visual supplemental labor, in addition to Alamodome full-time staff, is necessary to

handle the highly technical demand of hosting these events. The Alamodome recently invested in its internal audio-visual system to enhance the guest experience. Highly skilled workers are critical to operate and protect the City's exclusive audio and video equipment. The number of workers needed varies considerably based on the size and complexity of the event.

ISSUE:

The City released a Request for Proposals (RFP) for "Audio Visual Technical Assistance Services for the Alamodome" (RFP 23-115, 6100017126) on August 2, 2023. The RFP was advertised in the San Antonio HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAEPS) and an email notification was released to a list of potential respondents. Responses were due September 1, 2023, and a total of one (1) firm responded to the RFP. An evaluation committee, consisting of representatives from the Convention & Sports Facilities Department, the Information Technology Services Department, and an outside industry expert met on September 29, 2023, and came to a consensus that PMI Staffing, LLC met the published evaluation criteria which included experience, background and qualifications, and proposed plan. Additional consideration included references and financial qualifications. Lastly, the proposed pricing is comparable to the current audio-visual contract pricing. The evaluation committee recommends entering into an agreement with PMI Staffing Services, LLC to provide qualified technical staffing for the audio-visual needs of the Alamodome.

The initial term of the agreement shall begin upon the effective date of the Ordinance for a three (3) year period with an option for two (2) additional 1-year renewals.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. PMI Staffing, Inc. is a small, women-owned business enterprise that will perform 100% of the contract.

The Local Preference Program was applied to this solicitation; however, the evaluation of the one response was based on consensus scoring. No LPP points were applied.

The Veteran-Owned Small Business Preference Program (VOSBPP) was applied in this solicitation; however, the evaluation of the one response was based on consensus scoring. No VOSBPP points were applied.

ALTERNATIVES:

Should this contract not be approved, the Convention and Sports Facilities Department would be required to hire additional staff to operate large event needs at the Alamodome or be required to process individual procurements to provide audio-visual services. Processing individual procurements will affect the cost of services provided to and paid by our customers due to non-contract pricing.

FISCAL IMPACT:

There is no fiscal impact related to this contract. Funds are not encumbered by this ordinance. Funding for this contract is provided by each event client through a service chargeback. The total estimated amount of this contract is \$150,000 annually, or \$750,000 over the contract period and renewals.

RECOMMENDATION:

Staff recommends authorizing an Agreement with PMI Staffing Services, LLC to provide staffing for the audio-visual needs of the Alamodome on an as-needed basis.

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