



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 14

Agenda Date: June 20, 2024

In Control: City Council A Session

DEPARTMENT: Public Works Department

DEPARTMENT HEAD: Razi Hosseini

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Job Order Contract (Task Order): City-Owned Cultural Facilities Improvements (San Antonio Municipal Archives and Records Center) Project

SUMMARY:

An ordinance approving a task order to a Job Order Contract with Lee Construction and Maintenance Company in the amount not to exceed \$2,000,000.00 for the City-Owned Cultural Facilities Improvements (San Antonio Municipal Archives and Records Center) project located in Council District 1. Funds are available from 2022 General Obligation Bond Program funds included in the FY 2024 – FY 2029 Capital Improvement Program.

BACKGROUND INFORMATION:

Project Background

The City of San Antonio Municipal Archives & Records Center (MARC) is an approximately 60,000-square-foot warehouse and office space facility located at 719 S. Santa Rosa in Council District 1. The MARC houses the City's Vital Records Division, which is open to the public Monday through Friday to provide birth and death certificates for persons born in Texas or who died in Bexar County. The Vital Records Division serves between 300 and 500 customers daily, and the City Clerk serves as the local birth and death registrar for Bexar County. The MARC also

houses historical archives of the City dating back to the 1700s and physical records of the 43 City departments and offices.

In May 2021, a high-level Facility Condition Assessment Report was performed by AG|CM, a professional preconstruction and project management services firm. The report consisted of recommendations for improvements to be included as part of this project, including fire protection and electrical system upgrades.

The City-Owned Cultural Facilities Improvements (MARC) project is a multi-phase project. Phase one consists of relocating the staff break area and restrooms to the central part of the office building to make way for a storefront Municipal Museum that will house a portion of the City Archives in a climate-controlled exhibit space, which will be a part of the final phase. Phase two will consist of an enclosed portion of the warehouse to store the rest of the archives in a climate-controlled area with a dedicated heating, ventilation and air-conditioning (HVAC) and humidity control system and fire alarm system upgrade. The third phase will relocate office space and improve the customer experience at Vital Records, increasing security and improving public access, including the storefront area.

Procurement of Services

This task order utilizes the Job Order Contracting (JOC) approved through Ordinance 2022-02-17-0107 by the City Council on February 17, 2022. The JOC delivery method provides the City with on-call construction, renovation, and maintenance services for City buildings and facilities. Assignment of JOC contractors to specific jobs is based on the contractor's current workload, overall capacity, familiarity with a specific facility, expertise in completing a specific task, and/or managing a specific trade needed to perform the requested repair or rehabilitation. Of the eight contractors approved as part of the JOC, Lee Construction and Maintenance Company is the JOC selected.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts to be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee set a 24% Minority/Women Business Enterprise (M/WBE) subcontracting goal and a 3% African American Business Enterprise subcontracting goal. Lee Construction and Maintenance Company has committed to meeting subcontractors' participation and goals.

The Contracts Disclosure Form is attached, 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.

ISSUE:

This ordinance approves a task order to a Job Order Contract with Lee Construction and Maintenance Company in the amount not to exceed \$2,000,000.00 for the City-Owned Cultural Facilities Improvements (San Antonio Municipal Archives and Records Center) project. Funds

are available from 2022 General Obligation Bond Program funds included in the FY 2024 – FY 2029 Capital Improvement Program.

The proposed task order will allow for the demolition of existing space and construction of new staff restrooms and breakroom including the addition of a dedicated HVAC and climate-controlled system for the archives storage and museum area and relocation of the library to the storefront museum space. This proposed task order will also create shared office space and reconfigure the entry for improved accessibility and security. Construction is anticipated to begin in Summer 2024 and be completed by Spring 2025.

The Municipal Archives and Records Center will remain open to customers while construction is underway. The project is not expected to have a measurable impact on City services provided by staff working at the location.

ALTERNATIVES:

Alternatively, this project could be delivered using another delivery method. However, considering the additional time required for the solicitation process, this would adversely affect the project's timely completion.

FISCAL IMPACT:

This ordinance approves a one-time capital improvement expenditure in the amount not to exceed \$2,000,000.00 payable to Lee Construction and Maintenance Company for construction of the City-Owned Cultural Facilities Improvements (San Antonio Municipal Archives and Records Center) project. Funds are available from 2022 General Obligation Bond funds included in the FY 2024 – FY 2029 Capital Improvement Program.

RECOMMENDATION:

Staff recommends approving a task order for a Job Order Contract with Lee Construction and Maintenance Company in the amount not to exceed \$2,000,000.00 for the City-Owned Cultural Facilities Improvements (San Antonio Municipal Archives and Records Center) project.