



City of San Antonio

Agenda Memorandum

File Number:
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Agenda Item Number: 5

Agenda Date: February 28, 2025

In Control: Audit Committee

DEPARTMENT: Development Services Department

DEPARTMENT HEAD: Michael Shannon

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Post-Solicitation High Profile Briefing for Southern Edwards Plateau Habitat Conservation Plan Biologist

SUMMARY:

The Development Services Department (DSD) solicited proposals for a U.S. Fish and Wildlife (USFW) Certified biologist and/or environmental company with experience in implementing Habitat Conservation Plans to support the operation, administration, management, and coordination of the Southern Edwards Habitat Conservation Plan. These services include the review of applications, annual reports, and monitoring services in accordance with USFW standards. This contract is a joint effort by the City of San Antonio and Bexar County to implement a program for local administration of the Endangered Species Act (ESA).

BACKGROUND INFORMATION:

On November 27, 2024, a Request for Qualifications (RFQ) was released for Southern Edwards Plateau Habitat Conservation Plan Biologist. The estimated annual contract value is not to exceed \$340,000 for an initial contract term of one year with five, one-year options to renew. In total, this contract is valued up to \$2,040,000 over six years. Of the total value, Bexar County's maximum contribution will be \$50,000, the City's maximum contribution will be \$50,000, and the SEP-HCP Fund's maximum contribution will be up to \$240,000 annually.

On January 13, 2025, one proposal was received and deemed responsive to move forward for evaluation. The evaluation committee representatives were John Peterek, Interim Assistant City Manager, City Manager's Office; Amin Tohmaz, Deputy Director, Development Services Department; Ken McGlamery, Director, Bexar County Parks Department; Melissa Ramirez, Assistant Director, Development Services Department; Logan Sparrow, Development Services Administrator, Development Services Department; Monique Kormann, Policy Administrator, Development Services Department and Lauren Chavez, Principal Planner, Development Services Department.

The evaluation committee met to discuss and score the responsive proposal on February 10, 2025. The committee recommended awarding the contract to the sole respondent.

This item is scheduled for Council consideration on March 20, 2025.

ISSUE:

For briefing purposes only

FISCAL IMPACT:

For briefing purposes only

ALTERNATIVES:

For briefing purposes only

RECOMMENDATION:

Staff recommends approval to proceed with scheduling one contract for City Council consideration to provide the Development Services Department with biological services in support of the Southern Edwards Plateau Habitat Conservation Plan for an estimated annual contract value not to exceed \$340,000 for one year, with five, one-year options to renew for an estimated total value of \$2,040,000 over six years.