



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 30

Agenda Date: December 12, 2023

In Control: City Council A Session

DEPARTMENT: Convention and Sports Facilities

DEPARTMENT HEAD: Patricia Muzquiz Cantor

COUNCIL DISTRICTS IMPACTED: District 2

SUBJECT:

Professional Services Agreement for Production Labor Services at the Carver Community Cultural Center

SUMMARY:

This Ordinance authorizes a contract with UTP Productions, Inc. to provide theatrical production labor services for events held at the Carver Community Cultural Center for an estimated annual amount of \$50,000 and a total amount not to exceed \$250,000, inclusive of renewals. The term of the agreement is through September 30, 2026, with two additional one-year renewals. Funding is available in the amount of \$50,000.00 in the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

The Carver Community Cultural Center (“Carver”), which includes the Jo Long Theatre and Little Carver Community Center, hosts approximately twenty-five (25) full production events annually, in addition to various camps and events. Theatrical production labor is necessary to facilitate the production of these events including audio-visual, carpentry, electrical, theatrical properties, rigging, sound, special effects, wardrobe, hair and makeup, pyrotechnics, unloading and loading of vehicles, and other services customarily associated with theatrical event services.

The current agreement for theatrical production labor services at the Carver Community Cultural Center expires on March 31, 2024, or until a new contract is entered, whichever occurs first.

This contract will begin upon the effective date of the ordinance awarding the contract through September 30, 2026. Additionally, two one-year renewals at the City's option, will also be authorized by this ordinance.

ISSUE:

The City issued a Request for Proposal (RFP) for "Production Labor for the Carver Community Cultural Center" (RFP 23-089, 6100017033) on June 30, 2023, with a submission deadline of 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 and an email notification was released to a list of potential Respondents. One proposal was received and deemed eligible for review. The evaluation committee consisted of representatives from the Convention & Sports Facilities Department and the Finance Department Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation committee met on September 12, 2023, and came to a consensus that UTP Productions, Inc. met the published evaluation criteria which included experience, background, qualifications, and proposed plan. Additional consideration included references and financial qualifications, price, the Small Business Economic Development Advocacy Program, the Local Preference Program, and the Veteran-Owned Small Business Preference Program. After committee review and evaluation, UTP Productions, Inc. was recommended for contract award by the evaluation committee via consensus scoring.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program; however, the evaluation of the one response was based on consensus scoring. No SBEDA points were applied.

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 City would need to hire theatrical services as needed per event which would increase the overall cost and delivery times impacting the budget at the Carver Center and potentially resulting in lower customer impressions of the facility's event quality

FISCAL IMPACT:

This Ordinance authorizes a contract with UTP Productions, Inc. to provide theatrical production labor services for events held at the Carver Community Cultural Center for an estimated annual amount of \$50,000 and a total amount not to exceed \$250,000, inclusive of renewals. The term of the agreement is through September 30, 2026 with two additional one-year renewals. Funding is available in the amount of \$50,000.00 in the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget

RECOMMENDATION:

Staff recommends approval of an Agreement with UTP Productions Inc. to provide production labor services for the Carver Community Cultural Center.

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