



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** February 6, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Planning Department

**DEPARTMENT HEAD:** Bridgett White

**COUNCIL DISTRICTS IMPACTED:** District 10, District 2

**SUBJECT:**

Northeast Corridor (NEC) Revitalization Plan Update Consultant Services Professional Services Agreement Award

**SUMMARY:**

This ordinance authorizes a Professional Services Agreement with Astelle, LLC dba Work5hop for consultant services related to the development of the Northeast Corridor (NEC) Revitalization Plan Update, for an estimated total cost of \$200,000.00 over the contract term. Funding is available from the General Fund FY 2025 Adopted Budget.

**BACKGROUND INFORMATION:**

The Northeast Corridor (NEC) is located in northeast San Antonio and includes the commercial areas surrounding Perrin Beitel and Nacogdoches Road between NE Loop 410 and O'Connor Road. The NEC also includes portions of Thousand Oaks, Naco Perrin Boulevard, and other side streets (see a detailed map of the area at <https://www.sanantonio.gov/Planning/NEC>). Major landmarks located within the NEC boundary include Longhorn Quarry, Toyota Field, and Capitol Aggregates Inc. The bulk of the NEC is within the adopted SA Tomorrow NE I-35 and Loop 410 Area Regional Center Plan boundaries; however, portions also fall within the Near Northeast Community Area and the Northeast Community Area where the SA Tomorrow planning process

has not yet been completed.

The 2014 NEC Revitalization Plan began with a market study and led to the creation of incentive programs for the area, such as a City fee waiver, the NEC Enhancement Matching Grant, an Opportunity Zone, and the Northeast Corridor TIRZ #33. The Planning Department seeks to update the revitalization plan based on a current market study, review and analysis of the City's NEC Enhancement Grant Program, analysis of existing conditions within the NEC, and current community/stakeholder input and priorities.

The City issued a Request for Proposals (RFP) for the "Northeast Corridor (NEC) Revitalization Plan Update" (RFP 24-135; RFX 6100018248) on August 16, 2024, with a submission deadline of September 16, 2024. The RFP was advertised in the HartBeat, on the 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. Two proposals were received, and both were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Planning Department, Neighborhood and Housing Services Department, Economic Development Department, and a Northeast Corridor TIRZ #33 Board Member/community resident. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points: 30 points allotted for experience, background, and qualifications; 45 points allotted for proposed plan; 5 preference points were allotted for the Small Business Enterprise (SBE) Prime Contract Program; 5 preference points were allotted for the Minority/Women Business Enterprise (M/WBE) Prime Contract Program; 10 preference points were allotted for the Local Preference Program (LPP); and 5 preference points were allotted for the Veteran-Owned Small Business (VOSB) Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the two proposals on October 16, 2024. The top ranked firm was Astelle, LLC dba Work5hop and is recommended for award. The term of the contract will commence on February 10, 2025, through February 9, 2026, with one additional one-year renewal at the City's option authorized by this ordinance.

#### **ISSUE:**

The professional services agreement with Astelle, LLC dba Work5hop will provide the City of San Antonio with the NEC Revitalization Plan Update. The selected consultant will be responsible for conducting studies and analysis on the NEC Revitalization Area and related grant programs, as well as for facilitating a community planning process that culminates in an updated strategic revitalization plan for the area. The scope of work will include components related to an existing conditions analysis, a new market study, review and analysis of the NEC Enhancement Grant Program, evaluation of streetscape conditions to include improvement recommendations, and an implementation plan. Subcontractors include:

- Ricker | Cunningham
- Tribu Creative
- Nelson/Nygaard

- Freese and Nichols

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Astelle, LLC dba Work5hop is an SBE firm that received 5 evaluation preference points; however, the recommended firm is not an M/WBE eligible firm.

The Local Preference Program applied to this contract and the recommended firm is a local business.

The Veteran-Owned Small Business Preference Program applied to this contract; however, the recommended firm is not a veteran-owned small business.

**ALTERNATIVES:**

Should this contract not be approved, implementation of the SA Tomorrow Comprehensive Plan and the NE I-35 and Loop 410 Area Regional Center Plan will be delayed, and the existing 2014 revitalization plan will continue to be implemented based on an outdated pre-COVID market study.

**FISCAL IMPACT:**

This ordinance authorizes a Professional Services Agreement with Astelle, LLC dba Work5hop for consultant services related to the development of the Northeast Corridor (NEC) Revitalization Plan Update, for an estimated total cost of \$200,000.00, for a term beginning on February 10, 2025, through February 9, 2026, with one additional one-year renewal option. Funding is available from FY 2025 Adopted General Fund Budget.

**RECOMMENDATION:**

Staff recommends authorizing the award of a professional services agreement to Astelle, LLC dba Work5hop.

This contract is procured by means of Request for Proposals and a Contract Disclosure Form is required.