

**THIS IS A PROPOSED DRAFT AND WILL BE REPLACED BY THE FINAL,
SIGNED ORDINANCE OR RESOLUTION ADOPTED BY THE CITY COUNCIL.**

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**

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WHEREAS, 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 housing 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; and

WHEREAS, 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; and

WHEREAS, the MARC also houses historical archives of the City dating back to the 1700s and physical records of the 43 City departments and offices; and

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

WHEREAS, the City-Owned Cultural Facilities Improvements (San Antonio Municipal Archives and Records Center) project is a multi-phase project, with phase one consisting 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, and phase two consisting 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, and the third phase consisting of relocating office space and improve the customer experience at Vital Records, increasing security and improving public access, including the storefront area; and

WHEREAS, 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; and

WHEREAS, 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; and

WHEREAS, his 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; and

WHEREAS, funds are available from 2022 General Obligation Bond Program funds included in the FY 2024 – FY 2029 Capital Improvement Program; and

WHEREAS, 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; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. Funds in the amount of \$2,000,000.00 are available in Fund 45099000, Project 23-04034, WBS Element 23-04034-03-05-02-01 and GL Account 5201140.

SECTION 2. Payment not to exceed \$2,000,000.00 is authorized to be encumbered with a purchase order and made payable to Lee Construction and Maintenance Company. Payment is in support of city owned facilities improvements. Funding is provided by General Obligation bond funds and is included in the FY 2024 - FY 2029 CIP Budget.

SECTION 3. The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Fund Numbers, Project Definitions, WBS Elements, Internal Orders, Fund Centers, Cost Centers, Functional Areas, Funds Reservation Document Numbers, and GL Accounts as necessary to carry out the purpose of this Ordinance.

DAH
6/20/2024
Item No.

SECTION 4. This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED this 20th day of June, 2024.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney