



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 15

**Agenda Date:** December 12, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Aviation Department

**DEPARTMENT HEAD:** Jesus H. Saenz Jr.

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Process Improvement Consulting Services for the San Antonio Airport System

**SUMMARY:**

This Ordinance approves a professional services agreement with Haley & Aldrich, Inc. for Process Improvement Consulting Services for the San Antonio Airport System (SAAS) in the amount not-to-exceed \$900,000.00 for an initial term of three years with the option to extend for two, one-year periods. Funding for year one of the agreement in the amount of \$300,000.00 is available from the Airport Operating & Maintenance Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

The SAAS manages new building projects and renovations to airside and landside facilities for the San Antonio International Airport and Stinson Municipal Airport through project management and contract administration services for the implementation of major and minor capital projects. SAAS has reached a pivotal point in its growth as an organization and must improve, streamline, and modernize many aspects of its project delivery processes and systems to align with the Airport's goals for operational excellence, all while simultaneously taking on large development programs. The City will face several unique issues and constraints as it moves programs forward and engages

in the next phase of development efforts.

**Procurement of Services:**

The City issued a Request for Qualifications (RFQ) for Process Improvements Consulting Services for the San Antonio Airport System on June 29, 2023, with a submission deadline of August 4, 2023. The RFQ was advertised in the San Antonio Hart Beat, the City's Bidding and Contracting Opportunities website, the San Antonio e-Procurement System (SAePS), TVSA, and an email notification was released to a list of potential respondents. Five responses were received and deemed eligible for evaluation committee review. One proposal response was deemed non-responsive for failing to meet the Small Business Economic Development Advocacy subcontracting requirements established as part of the RFQ. The remaining four responses were deemed eligible for evaluation committee review. A selection committee consisting of representatives from the Aviation Department, evaluated and scored the four responsive proposals on September 6, 2023. Scoring was based on the published evaluation criteria of 100 points, which included: Experience, Background, Qualifications (35 points); Proposed Plan (30 points); the SBEDA Small Business Enterprise Contract Program (10 points); the SBEDA Minority/Woman-Owned Prime Contract Program (10 points); the Local Preference Program (10 points); and the Veteran-Owned Small Business Preference Program (5 points). The evaluation committee shortlisted and recommended interviews for the top two ranked firms. Interviews and final evaluation were held on October 6, 2023. Haley & Aldrich, Inc. received the highest score and was recommended for award.

Recommended Award is in accordance with the Local Preference Program (LPP). The LPP program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a local business.

Recommended Award is in accordance with the Veteran-Owned Small Business (VOSB) Preference Program. The VOSB program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a VOSB eligible firm.

**ISSUE:**

This Ordinance approves a professional services agreement with Haley & Aldrich, Inc. for the Process Improvement Consulting Services for the San Antonio Airport System in the amount not-to-exceed \$900,000.00 for an initial term of three years with the option to extend for two, one-year periods for the San Antonio Airport. Funding for year one of the agreement in the amount of \$300,000.00 is available from the Airport Operating & Maintenance Fund. Funding for subsequent years is contingent upon City Council approval of the annual budget.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract.

The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program

with ten (10) evaluation preference points, and the Minority/ Women-Owned Small Business Enterprise (M/WBE) Prime Contract Program with ten (10) evaluation preference points, these will be awarded to a SBEDA eligible Prime Contractor if they are a certified SBE and M/WBE firm, located within the San Antonio Metropolitan Statistical Area.

Additionally, Goal Setting Committee also set a fifteen percent (15%) Minority/ Women-Owned Business Enterprise (M/WBE) subcontracting goal, and the 3% African American Business Enterprise (AABE) subcontracting goal. The Prime Contractor needs to commit to meeting the goals or ensure M/WBE and AABE subcontractor participation.

**ALTERNATIVES:**

City Council could elect to not authorize this agreement and require the solicitation be reissued. However, a new solicitation would delay this work from initiating.

**FISCAL IMPACT:**

This Ordinance approves a professional services agreement with Haley & Aldrich, Inc. for Process Improvement Consulting Services for the San Antonio Airport System in the amount not-to-exceed \$900,000.00 for an initial term of three years with the option to extend for two, one-year periods. Funding for year one of the agreement in the amount of \$300,000.00 is available from the Airport Operating & Maintenance Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends the approval of a professional services agreement with Haley & Aldrich, Inc. for the Process Improvement Consulting Services for the San Antonio Airport System.

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