



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 18

**Agenda Date:** April 3, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Development Services Department

**DEPARTMENT HEAD:** Michael Shannon

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Southern Edwards Plateau Habitat Conservation Plan Biologist

**SUMMARY:**

This ordinance authorizes a contract with Blair Wildlife Consulting, LLC to support the operation, administration, management, and coordination of the Southern Edwards Plateau Habitat Conservation Plan for the Development Services Department for an annual amount not to exceed \$340,000.00 for a contract term beginning April 1, 2025 through March 31, 2026, with five additional, one-year renewals for a total contract value of \$2,040,000. Funding is available from the Southern Edwards Plateau Habitat Conservation Plan fund.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Blair Wildlife Consulting, LLC to support the operations, administration, management, and coordination of the Southern Edwards Plateau Habitat Conservation Plan for the Development Services Department.

The City issued a Request for Qualifications (RFQ) for a Southern Edwards Plateau Habitat Conservation Plan Biologist (RFQ 24-152, 6100018481) on November 27, 2024, with a submission deadline on January 13, 2025. The RFQ was advertised in the 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 responsive for evaluation.

The evaluation committee consisted of representatives from the City Manager's Office, Development Services Department and the Bexar County Parks Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm's experience, background, and qualifications; proposed plan; price; the Small Business Enterprises (SBE); Minority and or Women Business Enterprise (M/WBE); the Local Preference Program and the Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on February 10, 2025, to discuss the sole respondent's proposal that was received. After committee review and evaluation, Blair Wildlife Consulting, LLC was recommended for award by the evaluation committee based on consensus scoring.

A post solicitation briefing was presented to the Audit & Accountability Committee on February 28, 2025.

The initial term of the contract will be for period beginning April 1, 2025 through March 31, 2026, with five additional, one-year renewals which will also be authorized by this ordinance.

#### **ISSUE:**

This contract will support the operation, administration, management, and coordination of the Southern Edwards Plateau Habitat Conservation Plan (SEP-HCP). These services are required to remain in compliance with the joint incidental take permit issued to Bexar County and the City of San Antonio by the United States Fish and Wildlife Service. The SEP-HCP is a voluntary program to achieve rapid compliance with the Endangered Species Act.

SBEDA Language (SBO to provide)

The Local Preference Program applied to this contract; however, the recommended firm is not 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.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

#### **ALTERNATIVES:**

Should this contract not be approved, the SEP-HCP will not be able to enroll future applicants into the program coverage. Alternatively, developers would consult directly with the United States Fish and Wildlife Service. Failure to retain a certified wildlife biologist could place the 30-year joint incidental take permit in jeopardy.

**FISCAL IMPACT:**

This ordinance authorizes a contract with Blair Wildlife Consulting, LLC for an annual amount not to exceed \$340,000 for an initial term of one year beginning April 1, 2025, through March 31, 2026, with five, one-year options to renew for a total contract value of \$2,040,000. Funding for the first year is available from the Southern Edwards Plateau Habitat Conservation Plan fund.

**RECOMMENDATION:**

Staff recommends Approval of this ordinance.

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