

City of San Antonio



Minutes Audit and Accountability Committee

2021 – 2023 Council Members

Chair: John Courage, District 9

Mario Bravo, District 1 | Manny Pelaez, Dist. 8

Citizen Representative Judy Trevino and Philip M. Harris

Tuesday, June 13, 2023

10:00 AM

City Hall Complex

The Audit and Accountability Committee convened a regular meeting in the City Hall Council Briefing Room beginning at 10:06 AM. City Clerk Debbie Racca-Sitre took the Roll Call noting a quorum with the following Committee Members present:

Members Present: John Courage, *Chair*
Mario Bravo, *Member*
Manny Pelaez, *Member*
Philip Harris, *Citizen Member*

Members Absent: Judy Trevino, *Citizen Member*

Approval of Minutes

1. Approval of minutes from the May 9, 2023 Audit and Accountability Meeting

Councilmember Bravo moved to Approve the minutes of the May 9, 2023 Audit and Accountability Committee meeting. Councilmember Pelaez seconded the motion. The motion carried by the following vote:

Aye: Courage, Bravo, Pelaez, Harris
Absent: Trevino

Public Comments

CONSENT AGENDA

Final Internal Audit Reports

2. Acceptance of the Office of the City Auditor Report AU23-037 Audit of

Workforce Development AlamoPROMISE Contract. [Kevin W. Barthold, City Auditor]

Councilmember Pelaez moved to Approve on the Consent Agenda. Councilmember Bravo seconded the motion. The motion carried by the following vote:

Aye: Courage, Bravo, Pelaez, Harris
Absent: Trevino

3. Acceptance of the Office of the City Auditor Report AU22-041 Audit of SWMD Heavy Equipment Fleet Operations. [Kevin W. Barthold, City Auditor]

Councilmember Pelaez moved to Approve on the Consent Agenda. Councilmember Bravo seconded the motion. The motion carried by the following vote:

Aye: Courage, Bravo, Pelaez, Harris
Absent: Trevino

ITEMS FOR INDIVIDUAL CONSIDERATION

Pre-Solicitation High Profile Briefings

4. Briefing on the release of a solicitation for a contract to provide the San Antonio Police Department with Alarm Fee Collection and Permit Program services in the estimated total value of \$5,000,000 in expenditures with anticipated revenue of \$30,000,000 for 3 years with 1, 3-year option to renew. [Maria Villagomez, Deputy City Manager; Chief William McManus, Director, Police Department]

Richard Riley, Assistant Director of the San Antonio Police Department (SAPD), reported that under Chapter 25 of the City Code, SAPD was responsible for alarm fees and permits. He noted that the oversight and management of the process was handled by a contract that was expected to expire in October 2023, but would be extended. Riley noted that the contract was valued at \$5 million and would be for a three-year period with a three-year renewal option.

Riley listed the evaluation criteria, voting members of the evaluation committee as well as the proposed outreach methodology. He noted that the Small Business Economic Development Advocacy (SBEDA) Program subcontracting requirements was 5% with five points for SBE prime, five points for Minority/Woman-owned Business Enterprise (M/WBE) prime as a part of the scoring criteria. Riley provided a timeline for the solicitation which concluded with City Council consideration in January 2024.

Chair Courage requested the number of alarms in San Antonio. Riley stated that there were approximately 50,000 permitted alarms.

5. **Briefing on the release of a solicitation for up to three on-call contracts to provide the Public Works Department with On-Call Traffic Engineering Services to support signal retiming and traffic calming program efforts in the estimated total value of \$5,000,000 for 3 years with 2, 1-year options to renew.** [Roderick Sanchez, Assistant City Manager; Razi Hosseini, Director, Public Works Department]

Razi Hosseini, Director of Public Works, provided background and the scope of the solicitation which could include traffic signal design and timing, traffic calming and other traffic related professional services. Hosseini listed the evaluation criteria, voting members of the evaluation committee as well as the proposed outreach methodology. He noted that SBEDA, Local Preference and Veteran Owned programs were not applicable. Hosseini provided a timeline for the solicitation which concluded with City Council consideration in November 2023.

Chair Courage asked if companies applied, why could they not be awarded points for Local, Veteran's or SBEDA. Elliott stated that local and Veteran owned preference was not allowable under State Law for this type of solicitation and the projects could have Federal funding which eliminated SBEDA. Chair Courage asked if the company would review the needs for speed humps. Hosseini stated that the consultants mostly performed traffic signal design, and speed humps were usually designed in-house.

6. **Briefing on the release of a solicitation for three on-call contracts to provide the Public Works Department with On-Call Storm Water Engineering Services in the estimated total value of \$20,000,000 for 3 years with 2, 1-year options to renew.** [Roderick Sanchez, Assistant City Manager; Razi Hosseini, Director, Public Works]

Razi Hosseini, Director of Public Works, provided background and the scope of the solicitation which included design and cost estimates of stormwater systems. Hosseini listed the evaluation criteria, voting members of the evaluation committee as well as the proposed outreach methodology. He noted that local preference and Veteran Owned programs were not applicable. Hosseini provided a timeline for the solicitation which concluded with City Council consideration in November 2023. Hosseini added that SBEDA requirements included 17% subcontracting with SMWBE with self performance by the prime contractor counting toward the subcontracting goals.

Chair Courage asked why SBEDA applied to this contract and not the other and requested clarification on the total contract amount. Elliott stated that the projects did not have Federal funding so it included points for SBEDA and there were multiple contracts anticipated making up the total \$20 million.

7. **Briefing on the release of a solicitation for up to six on-call contracts to provide the Public Works Departments with On-Call Civil Engineering Services in the estimated total value of \$24,000,000 for 3 years with 2, 1 year renewal options.** [Roderick Sanchez, Assistant City Manager; Razi Hosseini, Director, Public Works]

Razi Hosseini, Director of Public Works, provided background and the scope of the solicitation for on-call civil engineering services. Hosseini listed the evaluation criteria, voting members of the evaluation committee as well as the proposed outreach methodology. He noted that local

preference and Veteran Owned programs were not applicable. Hosseini reported that SBEDA requirements included 17% subcontracting with SMWBE with self performance by the prime contractor counting toward the subcontracting goals. Hosseini provided a timeline for the solicitation which concluded with City Council consideration in November 2023.

Councilmember Courage asked why Veteran Owned Businesses could not receive preference points. Elliott reported that State Law did not allow local or Veteran preferences in engineering services. Councilmember Courage suggested that a firm could apply for all three solicitations traffic, stormwater, and civil engineering. Hosseini agreed.

Post-Solicitation High Profile Briefings

- 8. Approval to proceed with scheduling two contracts for City Council consideration to provide dockless vehicles on the city right-of-way in the estimated total value of \$1,038,200 for an initial 2-year term with 1, 1-year option to renew.** [Lori Houston, Assistant City Manager; John Jacks, Director, Center City Development and Operations]

John Jacks, Director of the Center City Development and Operations Department (CCDO), provided background on the Dockless Vehicle (electric scooter) Program currently operated by two vendors in downtown with a total of 1,000 vehicles. Jacks estimated the total annual value at \$343,000. Jacks stated that 43 vendors were notified of the solicitation, five vendors applied and were initially scored, with interviews of the three top scoring vendors. He added that following the interview, the committee recommended two firms.

Chair Courage requested a list of evaluation committee members which were provided by Jacks.

Councilmember Pelaez wondered if the dockless vehicles really added value and made a motion to take the entire concept of dockless vehicles to the Transportation Committee. There was no second to Councilmember Pelaez' motion. Gorzell explained that this was a post solicitation process to move the Item forward to City Council.

Councilmember Bravo commented that dockless vehicles were an amenity that could attract young professionals to downtown.

Councilmember Bravo moved to Approve. Citizen Member Harris seconded the motion. The motion carried by the following vote:

Aye:	Courage, Bravo, Harris
No:	Pelaez
Absent:	Trevino

- 9. Approval to proceed with scheduling one contract for City Council consideration to provide the Public Works Department with a construction contract in the estimated amount not to exceed \$22,066,250 for project duration of the Hemisfair Civic Park Phase 2 project located in Council District 1.** [Roderick Sanchez, Assistant City Manager; Razi Hosseini, P.E., Director, Public Works Department]

Razi Hosseini, Director of Public Works, provided background and the scope of the solicitation for Hemisfair Park estimated at \$22 million. Hosseini stated that three firms submitted and one was disqualified for not meeting the 16% SBEDA subcontracting goal. He noted that construction would begin in early August 2023.

Chair Courage requested a list of evaluation committee members and clarification on project limits which were provided by Hosseini.

Councilmember Pelaez moved to Approve. Councilmember Bravo seconded the motion. The motion carried by the following vote:

Aye: Courage, Bravo, Pelaez, Harris
Absent: Trevino

- 10. Approval to proceed with scheduling ten contracts for City Council consideration to provide On- Call Geotechnical & Material Testing Services for the Public Works and Transportation Departments in the estimated total value of \$23,000,000 for an initial 3-year term with 2, 1-year options to renew.** [Roderick Sanchez, Assistant City Manager; Razi Hosseini, P.E., Director, Public Works Department]

Razi Hosseini, Director of Public Works, provided background and the scope of the solicitation for on- call material testing services. Hosseini reported that 16 applications were received and 10 were proposed to be selected, noting that there was enough material testing work for all 10 firms.

Chair Courage asked if all materials were tested on construction projects. Hosseini explained that concrete was most often tested but other materials were tested as well to ensure they met the engineer's specifications. Chair Courage noted that these vendors would check hundreds of samples.

Chair Courage asked whether SBEDA points were applied and suggested that most funding was local. Hosseini reported that SBEDA could not be applied because some of the projects contained Federal funding but most of the firms were local headquartered firms. Elliott explained that it would be difficult to carve up projects between Federal funding and non-Federal funding. Chair Courage requested information on how many recommended firms were small, local firms and suggested including SBEDA in the future.

Citizen Member Harris moved to Approve. Councilmember Bravo seconded the motion. The motion carried by the following vote:

Aye: Courage, Bravo, Pelaez, Harris
Absent: Trevino

Consideration of items for future meetings

Next Scheduled Meeting Date: August 8, 2023

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 10:55 a.m.

Approved

John Courage, Chair

Debbie Racca-Sittre, City Clerk