

Audit & Accountability Committee



Procurement Overview and FY 2022 Annual High-Profile Forecast

November 1, 2021

Presented by: Troy Elliott, CPA, Deputy Chief Financial Officer

Agenda

- Solicitation Types
- Preference Programs
- High Profile Process
 - Audit & Accountability Committee
 - City Council B-Session
- FY2022 High Profile Forecast

Solicitation Types

- Invitation for Bids (IFB)
- Request for Offer (RFO)
- Request for Competitive Sealed Proposals (RFCSP)
- Request for Qualifications (RFQ)
- Request for Proposals (RFP)



Invitation for Bids (IFB)

- Awarded to the lowest responsible bidder
- Changes to bid price is not permitted
- City Council has the discretion to reject any and all bids
- Office Supplies, Vehicles, Furniture, Auto Parts, Street/Construction Materials, Construction Services



Request for Offer (RFO)

- Generally used for cooperatives and exempt purchases
- Issued to vendors to bind them to the City's contract terms and conditions
- Fire Bunker Gear, Rescue Equipment, Specialty Vehicles, IT License Agreements



Request for Competitive Sealed Proposals (RFCSP)

- Consider multiple evaluation criteria to determine best value
- Governed by TLGC Chapter 252
- Discretionary Solicitation
- Janitorial, Landscaping, Electrical, Plumbing, HVAC Services, High Technology Services, Construction Services



Request for Qualifications (RFQ)

- Commonly used when the City is required to select based on competence and qualifications
- Price determined after selection
- Governed by TGC Chapter 2254
- Discretionary Solicitation
- Planning, Architectural & Engineering, Architectural Landscaping and Land Surveying Services, 1st Phase of Design-Build Process



Request for Proposals (RFP)

- Consider multiple factors under the evaluation criteria including price
- Discretionary Solicitation
- Financial/Accounting, Consulting, Marketing, Medical, Management and Training Services, Concession/License Agreements, 2nd Phase of Design-Build Process

FY21 Awarded Solicitations by Type

Solicitations	Construction	Goods & Services	Totals by Type	Percentages
IFBs	78	83	161	52.61%
	\$245,480,269	\$128,852,469	\$374,332,738	
RFOs	0	58	58	18.95%
	\$0	\$67,697,904	\$67,697,904	
RFCSPs	6	30	36	11.76%
	\$35,088,685	\$51,199,189	\$86,287,874	
RFQs	8	0	8	2.61%
	\$23,023,844	\$0	\$23,023,844	
RFPs	1	41	42	13.73%
	\$6,750,000	\$118,919,457	\$125,669,457	
Design Build	1	N/A	1	0.33%
	\$10,550,000	N/A	\$10,550,000	
Total Solicitations	94	212	306	100%
FY21 Total Values	\$320,892,798	\$366,669,019	\$687,561,817	

Preference Programs

- Local Preference Program
- Veteran-Owned Small Business Preference Program
- Small Business Economic Development Advocacy (SBEDA) Program
- Disadvantaged Business Enterprise (DBE) Program



Local Preference Program

- Administered by the Finance Department
- Ordinance approved by City Council
- Program effective May 1, 2013 (Revised 2013 & 2014)
- Business must be located within San Antonio limits
- Established place of business for at least one year within San Antonio limits
- Self certification with validation



Local Preference Program

Low Bid

- 3% Preference

Discretionary Solicitations

- Professional services, revenue and concession contracts
- 10 Points – to local bidders with business headquarters in City limits for one year or more
OR
- 5 Points – to bidders from which at least 20% of its full-time, part-time and contract employees are regularly based in the City OR have a minimum of 100 employees in the incorporated limits of the City for one year or more

Construction Solicitations

- Construction and professional services for architectural and engineering
- Up to 20 points for knowledge of local conditions, where relevant, as part of the qualifications determination



Veteran-Owned Small Business Preference Program

- Administered by the Finance Department
- Ordinance approved by City Council
- Program effective January 15, 2014 (Revised November 2014)
- No geographic limitation
- Certification by Small Business Administration or other entity with same certification requirements
- Up to 5 point preference for discretionary contracts not governed by statute

Preference Program Applicability

Solicitation Type		
Invitation for Bids	✓ ¹	N/A
Request for Offer	✓	N/A
Request for Competitive Sealed Proposals	N/A	N/A
Request for Qualifications	✓ ^{2, 3}	✓ ²
Request for Proposals	✓ ^{2, 3}	✓ ²

1 Applicable only to construction services contracts between \$50K to \$100K / Non-Professional Service contracts between \$50K to \$500K

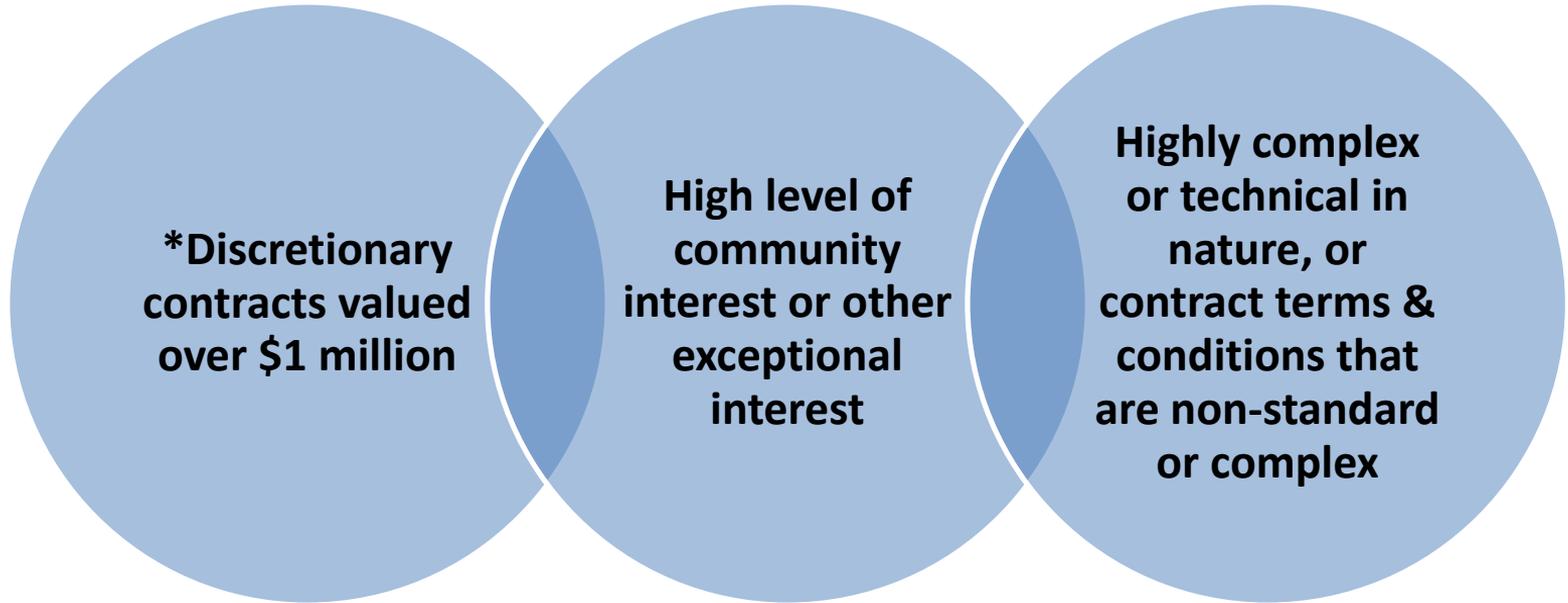
2 Not applicable to professional service contracts governed by statute

3 Public Works may include up to 20 points for knowledge of local conditions, where relevant, as part of the qualifications determination

*Preference programs are not applicable to grant funded procurements, if doing so is prohibited by a federal or state grant

High Profile Process

High Profile Definition



**Low bid procurements are excluded from the definition*

High Profile Process



Requires B-Session Presentation if “Select”:

- **Financial Value over \$25M**
- **Policy/Public Safety Implications**
- **Contract Term in Excess of 10 years**
- **Community Stakeholder Impact/Interest**
- **Professional Judgement**

High Profile Briefings

Common Briefing Elements

- Project Overview
- Solicitation Type
- Estimated Contract Value
- Proposed Term
- Evaluation Criteria
- SBEDA Subcontracting Requirements
- Local Preference Program Applicability
- Veteran Owned Small Business Preference Program Applicability

Pre-Solicitation Briefings

- Current Contract Status
- Evaluation Committee Members
- Vendor Outreach/Advertising
- Project Timeline

Post-Solicitation Briefings

- Evaluation Matrix
- Number of Vendors Notified
- Number of Vendors Attending Pre-Submittal Conference
- Number of Responses Received
- Results of Minimum Requirements Review
- Results of Due Diligence

High Profile Forecast

- Forecast to be presented annually
 - Audit & Accountability Committee November 1, 2021
 - City Council Special Session November 4, 2021
- High Profile Categories:
 - City Council B-Session
 - Select
 - Audit & Accountability Committee
 - Individual
 - Consent

FY 2022 High Profile Forecast (October 2021 – September 2022)

- Coordinated forecast with
 - Department Heads
 - Executive Leadership Team
 - Economic Development Department
- 63 High Profile Projects Identified
 - 7 Selected for B-Session
 - 56 Designated for Audit & Accountability Committee
 - 22 Individual
 - 34 Consent

Select Items

City Council B-Session

Selected for B-Session Presentation FY 2022 (October 2021 – September 2022)

Department	Project Name	Detailed Description	Proposed Term of Contract	Estimated Value
Aviation 	Terminal B Food & Beverage Concessionaires	Prime concessionaire to operate, manage and/or sublease all the food concepts in Terminal B.	7 years w/ 3, 1-year options	\$8M
	Terminal A Food & Beverage Concessionaires	Prime concessionaire to operate, manage and/or sublease all the food concepts in Terminal A.	7 years w/ 3, 1-year options	\$12.3M
	Terminal A/B Travel Retail Prime Concessionaire	Prime concessionaire to provide travel retail in six locations within Terminals A and B.	7 years w/ 3, 1-year options	\$16.8M
	Taxiway H Reconstruction	Contract to provide for the reconstruction of Taxiway H.	Project Duration	\$24.8M
	Baggage Handling System Expansion	Contract to develop an area to accommodate up to 3 in-line security processing lanes, checked baggage inspection system room, and other critical devices and systems.	Project Duration	\$32.6M

Selected for B-Session Presentation FY 2022 (October 2021 – September 2022)

Department	Project Name	Detailed Description	Proposed Term of Contract	Estimated Value
ITSD 	SAP Upgrade	Contract will provide the City with an upgrade to the current SAP system.	3 years w/2, 1-year options	\$40M
Sustainability 	On-Site Solar at City-Owned Buildings & Facilities	Contract to meet the municipal objectives of the SA Climate Ready Plan, solicitation for cost-effective on-solar installations at city-owned buildings and facilities will be pursued.	20 years	TBD

Individual and Consent Items Audit & Accountability Committee

Individual Briefings (Audit & Accountability Committee)

FY 2022 (October 2021 – September 2022)

Department	Project Name	Detailed Description	Proposed Term of Contract	Estimated Value
Animal Care 	Community Spay/Neuter Surgeries	Community partners to provide free spay/neuter surgeries for pet owners who reside in targeted zip codes.	3 years w/ 2, 1-year options	\$4.5M
	Lease Agreement for Petco Spay and Neuter Facility	Operation of the City-owned spay/neuter clinic located at 210 Tuleta.	3 years w/ 1, 3-year option	N/A
Aviation 	Program Management Services	Contract to provide management, oversight and implementation of Airport projects ranging from capital planning through occupancy.	5 years	\$3.3M
	Duty Free Specialty Store	Concessionaire to lease, operate, manage, and/or sublease one food and beverage packages in Terminal B.	7 years with 3, 1-year options	\$5M
	Advertising & Marketing Services	Contract to provide media placement, strategic planning, managing and/or executing integrated marketing strategies.	3 years w/ 2, 1-year options	\$6M

Individual Briefings (Audit & Accountability Committee)

FY 2022 (October 2021 – September 2022)

Department	Project Name	Detailed Description	Proposed Term of Contract	Estimated Value
Finance 	External Audit Contract	Contract to provide independent audit and related services on the City's financial records and grant programs.	3 years w/2, 1-year options	\$6M
	Merchant Banking Services	Contract to provide Merchant Banking Services to include credit and debit card processing for the City.	3 years with 1, 2-year option	\$7.5M
	Depository Banking and Lock Box Services	Contract to provide Depository Banking and Lockbox Services.	3 years with 1, 2-year option	\$1.9M
ITSD 	Physical Security Information Management System	Contract for a Physical Security Information Management solution that will be developed in two project phases: planning/design and implementation.	3 years w 2, 1-year options	\$3.8M
	Security Officer Services	Contract for an experienced and qualified Security Services Contractor to deliver armed and unarmed security officers services and support at various CoSA facilities.	3 years w/2, 1-year options	\$40M

Individual Briefings (Audit & Accountability Committee)

FY 2022 (October 2021 – September 2022)

Department	Project Name	Detailed Description	Proposed Term of Contract	Estimated Value
NHSD 	Housing Bond Gap Funding	Contract to provide gap funding for housing bond projects.	Based on development deal	\$900,000
	Homeownership Housing Development Gap Funding	Contract to provide gap funding for affordable homeownership housing development projects.	Based on development deal	\$3M
	Rental Housing Development Gap Funding	Contract to provide gap funding for affordable rental housing development projects.	Based on development deal	\$4.5M
PWD 	World Heritage	Contract for a new facility to provide an orientation center, community space and other facility spaces as needed.	1.5 Years	\$3.5M
	South Alamo Street Improvements (Market Street to East César E. Chávez Boulevard)	Contract to reconstruct Alamo Street from Market Street to César E. Chavez Boulevard.	Project Duration	\$8M

Individual Briefings (Audit & Accountability Committee)

FY 2022 (October 2021 – September 2022)

Department	Project Name	Detailed Description	Proposed Term of Contract	Estimated Value
PWD 	Alamodome 2025 NCAA Final Four Improvements	Contract will provide 14 new Club-level suites, 4 new Mezzanine-level suites, and renovations at 5th level concession and circulation areas.	1 Year	\$16.8M
	2022 - 2027 Bond Mass Selection - Civil Engineering Services	Engineering design services and construction administration services for street, bridges, sidewalk and drainage improvement projects included in the 2022-2027 Bond Program.	Project Duration	TBD
	2022 - 2027 Bond Mass Selection - Architectural Services	Architectural design services and construction administration services for library, fire station, and facility projects included in the 2022-2027 Bond Program.	Project Duration	TBD
	2022 - 2027 Bond Mass Selection - Landscape Architectural Services	Landscape architectural design services and construction administration services for park improvement projects included in the 2022-2027 Bond Program.	Project Duration	TBD

Individual Briefings (Audit & Accountability Committee)

FY 2022 (October 2021 – September 2022)

Department	Project Name	Detailed Description	Proposed Term of Contract	Estimated Value
SAPD 	In-Car Video System	Contract to provide SAPD with the a new in-car video system.	3 years w/2, 1-year options	\$7M
SWMD 	Household Hazardous Waste Collection	Contract to provide collection, characterization, packaging, transportation, and disposal services.	3 years w/2, 1-year options	\$9M
Transportation 	Bike Master Plan Update	Contract to update the 2011 Bike Plan to include city-wide public engagement, a health impact assessment, integration of the Howard W. Peak Greenway Trail System.	2 Years	\$2.7M

Consent Items (Audit & Accountability Committee)

FY 2022 (October 2021 – September 2022)



Animal Care

- Contracted Veterinarian Services



BESD

- Elevator/Escalator Maintenance & Repair Services



Aviation

- Geographic Information System (GIS) Repository
- System Integration Project
- Airport Enterprise Asset Management/Computerized Maintenance Management System
- Pavement Maintenance Management Program Consultant
- Airport Terminal Planning Services
- On-Call HVAC Services
- On-Call Plumbing Services
- Job Order Contracting



CCDO

- Rock N Roll Marathon



CSF

- Henry B. Gonzalez Convention Center Business Center
- Event Attendant and Supplemental Event Security for CSF
- Custodial and Supplemental Conversion Services for the Alamodome
- Custodial and Supplemental Conversion Services for the Convention Center

Consent Items (Audit & Accountability Committee)

FY 2022 (October 2021 – September 2022)



HR

- Voluntary Dental Insurance



ITSD

- Parking CCTV for the San Antonio Airport
- Multi User Flight Information Display Systems (MUFIDS) Modernization
- Network Enhancement Project
- E-Ticketing Solution
- Digital Evidence Management System (DEMS)
- Airport Operational Database
- EPI Infectious Disease Surveillance System
- Intermediate Distribution Frame - Term A IT Cutover Phase II
- Enterprise Parking Solution



Library

- Landscaping Services
- Media, Cataloging and Digital Processing Services
- Radio Frequency Identification (RFID) Software Maintenance and Support



Parks

- Land Acquisition Assistance for Edwards Aquifer Protection Program
- Citywide Tree Installation Projects

Consent Items (Audit & Accountability Committee) FY 2022 (October 2021 – September 2022)

Pre-K 4 SA

- **Competitive Grants**



SAPD

- **False Alarms Management System**



Public Works

- **World Heritage Park & Land Acquisition**
- **Tower of the Americas Repairs**

Audit & Accountability Committee



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