



# City of San Antonio

## Agenda Memorandum

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**Agenda Item Number:** 5

**Agenda Date:** November 1, 2021

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Public Works Department

**DEPARTMENT HEAD:** Razi Hosseini

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-solicitation high profile item for On-Call Building Commissioning Services

**SUMMARY:**

Post-solicitation briefing for On-Call Building Commissioning Services

**BACKGROUND INFORMATION:**

The Public Works Department issued a Request for Qualifications (RFQ) for on-call commissioning services for firms to provide on-call or as needed professional engineering services related to departmental and citywide construction projects. Scope of work includes but not limited to checklists and functional performance tests, building submittal reviews, pre-start-up observations, coordination meeting and functional testing, integrated systems testing, non-conformance issue tracking and resolution, training of operations staff, systems manual and final commissioning reporting, warranty follow-up, and post construction performance measurement

and verification.

## **ISSUE:**

Solicitation Type: Request for Qualifications

Contract Value: \$2.4 Million

Terms of Contract: 1 year with 3, 1-year renewal options

Number of Respondents: 12 (One respondent was deemed non-responsive for failure to meet the 25% M/WBE subcontracting requirement)

Contracts to be Awarded: 3

Council Consideration: December 2, 2021

Evaluation Criteria:

- Experience, Background and Qualifications, Key Personnel, Key Sub-Consultants: 45 points
- Understanding of the Project and Proposed Management Plan: 35 points
- Experience with San Antonio Region and Past Performance: 20 points

SBEDA Requirement: 25% M/WBE Subcontracting

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- Luis Maltos, P.E., Assistant Director, Public Works Department
- Golda Obinzu, Project Manager, Office of Sustainability
- Mark Beavers, Architect, Public Works Department
- Kenneth Heinzman, Project Manager, Public Works Department
- Guillermo Moya, Project Manager, Convention & Sports Facilities Department

## **FISCAL IMPACT:**

For briefing purposes only

## **ALTERNATIVES:**

For briefing purposes only

## **RECOMMENDATION:**

Final score matrix for this solicitation is attached. Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendors.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.