



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** December 2, 2021

**In Control:** City Council A Session

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**DEPARTMENT:** Public Works Department

**DEPARTMENT HEAD:** Razi Hosseini

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Professional Service Agreements: On-Call Facility Programming Services

**SUMMARY:**

An ordinance approving the negotiation and execution of three professional services agreements with Facility Programming and Consulting, Broaddus & Associates and WestEast Design Group for as-needed facility programming services related to construction projects citywide. Each agreement is for an initial term of one year with an option to renew each agreement for three additional one-year extensions at the City's discretion in an amount of \$200,000.00 per contract term for a total amount of \$800,000.00 per contract.

**BACKGROUND INFORMATION:**

On-call agreements are utilized when multiple projects are delivered through various programs within a limited timeline and when project scopes are not initially known. The Public Works Department previously contracted with three consultants, which provided on-call facility programming services for the City. However, the previously executed agreements expired in June 2021.

These professional services agreements will be available to all City departments and will provide

as-needed on-call facility programming services for time-sensitive City improvements and citywide construction projects. Utilizing these on-call agreements will allow for the expedited facility programming services as-needed for citywide construction projects.

#### Procurement of Services

A Request for Qualifications (RFQ) for on-call facilities programming services was issued on April 7, 2021. This RFQ was advertised in the San Antonio Hart Beat, on the City's website, the Texas Electronic State Business Daily, and through the electronic bidding website CivCast. A pre-submittal conference was held on April 28, 2021 and responses were due on June 2, 2021. Six (6) firms responded and submitted their Statement of Qualifications (SOQs). A selection committee made up of City staff from the Public Works Department and the Building and Equipment Services Department evaluated and ranked the submissions. Scoring was based on the published evaluation criteria, including experience, background and qualifications, key personnel and sub-consultants; understanding of the project and proposed management plan; and experience with the San Antonio region and past performance.

These agreements will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts to be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract to maximize the amount of small, minority and woman-owned business participation under the contract. The Goal Setting Committee set a 28% Minority/Women Business Enterprise (M/WBE) subcontracting goal. The recommended firms have committed to meeting the subcontractor participation goals.

Discretionary disclosure forms for each of these firms are attached.

A post solicitation briefing to the Audit and Accountability Committee was held on August 20, 2021.

#### **ISSUE:**

This ordinance approves the negotiation and execution of three professional services agreements with Facility Programming and Consulting, Broaddus & Associates and WestEast Design Group for as-needed facility programming services related to construction projects citywide. Each agreement is for an initial term of one year with an option to renew each agreement for up to three additional one-year extensions at the City's discretion in an amount of \$200,000.00 per contract term for a total amount of \$800,000.00 per contract.

The recommended firms will provide on-site facility programming services and personnel available for the City's on-call facility programming projects for the duration of a project's construction on an as-needed basis. The utilization of these services will be determined by each project's size and time sensitivity as defined by the Public Works Department project management staff and each project's needs.

These Professional Services Agreements will be available to all City departments and will address

all aspects of facility programming services which may include, but are not limited to:

Pre-design services including assessment and evaluation of building systems with the development of preliminary budget and schedules.

Design services utilizing all information from the project schematic phase and the development of contract documents tailored to the selected delivery method using approved preliminary design documents and cost estimates.

Construction phase services include necessary site visits to confirm the amount and quality of work and inspection for compliance with requirements of the contract documents project close-out and warranty services to include ensuring the contractor's compliance with contract documents for project close-out, inspecting and verifying delivery of all warranty information and verifying and updating record drawings in accordance with the City's Design Guidance Manual.

The consultants will be expected to identify work to be performed by providing City staff individual task proposals based on needs as directed, identify and provide contracted fees for services through individual proposals as negotiated with City staff, perform services specified by the task orders individually negotiated with City in accordance with the professional service agreement and invoice the City in accordance with compensation terms negotiated by task order and in the professional service agreement.

These professional services agreements will allow for the immediate execution of work instead of soliciting these services on a per project basis.

#### **ALTERNATIVES:**

City Council could choose not to approve these on-call agreements and require separate Request for Qualifications for each project or program management need and select firms based on qualified experience in working with similar projects or programs. However, separate solicitations issued for these projects and programs would significantly impact the timely delivery of future capital improvement projects and programs.

#### **FISCAL IMPACT:**

This ordinance approves the negotiation and execution of three professional services agreements with Facility Programming and Consulting, Broaddus & Associates and WestEast Design Group for as-needed facility programming services related to construction projects citywide. Each agreement is for an initial term of one year with an option to renew each agreement three additional one-year extensions at the City's in an amount of \$200,000.00 per contract term for a total amount of \$800,000.00 per contract. This action does not encumber funds. Potential funding sources may include, but are not limited to, General Obligation Bond funds, Certificates of Obligation, Tax Notes and the General Fund.

Requirements for each task will be detailed in individual task orders assigned. The City makes no

minimum guarantee regarding the volume of work that each consultant may expect. If funding for any work activities was not previously appropriated, funding would be identified and appropriated through subsequent City Council action.

**RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing the negotiation and execution of the three professional services agreements with Facility Programming and Consulting, Broaddus & Associates and WestEast Design Group for as-needed facility programming services related to construction projects citywide. Each agreement is for an initial term of one year with an option to renew each agreement for up to three additional one-year extensions at the City's discretion in an amount of \$200,000.00 per contract term for a total amount of \$800,000.00 per contract.