



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 8

Agenda Date: February 23, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Public Works Department

DEPARTMENT HEAD: Razi Hosseini

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Post-solicitation high profile item for On-Call Landscape Architectural Services

SUMMARY:

Post-Solicitation briefing for On-Call Landscape Architectural Services

BACKGROUND INFORMATION:

The Public Works Department issued a Request for Qualifications (RFQ) for landscape architectural services for firms to provide on-call or as-needed. The scope of services for landscape architectural services includes, but not limited to, master planning and conceptual design plans, coordinating and assisting with bid documents, field observations and construction administration, project management and cost estimating services. As part of the department's continuing efforts to improve efficiency, these services will be used to expedite project delivery and completion.

ISSUE:

Solicitation Type: Request for Qualifications

Contract Value: \$8 Million

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

Number of Respondents: 11

Contract to be Awarded: 5

Council Consideration: March 17, 2022

Evaluation Criteria:

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

SBEDA Requirement: 24% M/WBE Subcontracting

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- David W. McCary, CPM, Assistant City Manager, City Manager's Office
- Tony Forsage, RLA, Project Manager, Parks and Recreation Department
- Brandon Ross, AICP, Project Manager, Parks and Recreation Department
- Imelda Molina, Senior Management Analyst, Public Works Department
- Desiree Salmon, Senior Landscape Architect, Public Works 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 approval to proceed with scheduling this item for City Council consideration.