



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 17

Agenda Date: June 23, 2022

In Control: City Council A Session

DEPARTMENT: Public Works Department

DEPARTMENT HEAD: Razi Hosseini

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Professional Services Agreement: Site Civil Engineering Services for Non-Service Alley Inventory Project

SUMMARY:

An ordinance approving the execution of a professional services agreement with IDCUS, Inc. for Site Civil Engineering Services for a Non-Service Alley (NSA) Inventory Project for the inventory and condition assessment of NSAs citywide. This agreement is for one year in the amount not to exceed \$448,000.00. Funds are available from the Right-of-Way Management Fund and are included in the FY 2022 - FY 2027 Capital Improvement Program.

BACKGROUND INFORMATION:

There are approximately 4,103 NSAs within the City of San Antonio. NSAs are defined as alleys not receiving collection services by the Solid Waste Management Department. Chapters 14 and 35 of the Unified Development Code (UDC) state that the maintenance of NSAs is the adjacent property owner's responsibility. However, many of these alleys are neglected resulting in overgrown vegetation, rutting, drainage and ponding issues.

The Public Works Department issued a task order to IDCUS, Inc., as part of their 2017 On-Call

Civil Engineering contract, to perform a pilot inventory and condition assessment of approximately 10% of the NSA inventory (425 NSAs) in Districts 1 and 7. The purpose of the pilot program was to identify NSA ownership (whether alley was owned by the City, utilities or abutting property owner), classify alley use (whether alley was of utility or drainage use) and completion of condition assessment of the alleys to identify accessibility and defect issues. As a result of this pilot program's success, the Public Works Departments intends to complete the same effort for the remaining 3,678 NSA locations throughout the City.

Procurement of Services

A Request for Qualifications (RFQ) for the inventory and condition assessment of non-service alleys was issued on December 20, 2021. This RFQ was advertised in the San Antonio Hart Beat, on the City's website, TVSA, the Texas Electronic State Business Daily, and through the electronic bidding website CivCast. A pre-submittal conference was held on January 6, 2022, and responses were due on January 25, 2022. Three (3) firms responded and submitted their Statement of Qualifications (SOQs). A selection committee made up of City staff from the Public Works Department evaluated and ranked the submissions. Scoring was based on the published evaluation criteria, including experience, background, qualifications of the firm, key personnel and key sub-consultants; understanding of the project and proposed management plan; experience with the San Antonio region and past performance, and the Small Business Enterprise (SBE) and Minority/Women-Owned Business Enterprise (M/WBE) Prime Contract Programs.

In accordance with Small Business Economic Development Advocacy (SBEDA) Program requirements, the RFQ submittals were reviewed by a Goal Setting Committee, which applied for the Small Business Enterprise Prime Contract Program five evaluation preference points for M/WBE Prime Contract Program and five evaluation preference points for SBE Prime Contract Program.

The Contract Disclosure form for IDCUS, Inc. is attached.

ISSUE:

This ordinance approves the execution of a professional services agreement with IDCUS, Inc. for a Site Civil Engineering Services NSA Project for the inventory and condition assessment of NSAs citywide. The agreement is for one year in the amount not to exceed \$448,000.00.

As part of this agreement the consultant IDCUS, Inc. will provide the following services for the remaining 3,678 NSA locations throughout the City:

- Researching property records to identify NSA ownership
- Classifying alley use and identifying the existence of utilities within each NSA
- Field verification of each NSA to identify the condition and location(s) of utility infrastructure defects to be addressed by applicable utility companies
- Update GIS layout with NSA information
- Delivering compatible data in a final report to the City

Upon approval, the inventory and condition assessment is anticipated to begin in June 2022 and estimated to be completed in May 2023.

ALTERNATIVES:

As an alternative, City Council could choose not to award this agreement and require staff to re-solicit the project and require a separate Request for Qualifications; however, the additional time required for another solicitation process would adversely affect the timely completion of the project.

FISCAL IMPACT:

This ordinance approves the execution of a professional services agreement with IDCUS, Inc. for a Site Civil Engineering Services NSA Project for the inventory and condition assessment of NSAs citywide. The agreement is for one year in an amount not to exceed \$448,000.00. Funds are available from the Right-of-Way Management Fund and are included in the FY 2022 - FY 2027 Capital Improvement Program.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the execution of a professional services agreement with IDCUS, Inc. for a Site Civil Engineering Services NSA Inventory Project related to the inventory and condition assessment of NSAs citywide. The agreement is for one year in the amount not to exceed \$448,000.00.