



City of San Antonio

Agenda Memorandum

File Number:

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Agenda Date: September 21, 2023

In Control: City Council A Session

DEPARTMENT: Department of Human Resources

DEPARTMENT HEAD: Renee Frieda

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

The provision of group fitness classes for City of San Antonio employees.

SUMMARY:

This ordinance authorizes a professional services agreement with YMCA of Greater San Antonio in an annual amount of \$75,000 to provide weekly fitness classes to City of San Antonio employees. The term of this agreement is three years, beginning on July 1, 2023 and ending on June 30, 2026, with the option to renew for two additional one-year terms, for a total contract amount of \$375,000. Funds for the first three months of the agreement in the amount of \$18,750.00 are available from the Employee Benefits Insurance Fund FY 2023 Adopted Budget.

BACKGROUND INFORMATION:

The City of San Antonio opened the City Tower Fitness Center (CTFC), located on the Concourse level of the City's downtown headquarters at 100 W. Houston Street, on June 1, 2022. At approximately 8,000sqft that includes workout areas, a fitness studio that can comfortably accommodate up to 15 participants simultaneously, locker rooms, Wellness Division offices, and storage rooms, the space caters to a diverse population of employees. Available to all full-time, part-time, and temporary City employees, the CTFC was carefully designed to provide an inclusive, inviting, and comprehensive space intended to appeal to all employees regardless of

their current fitness level.

The Finance Department, Procurement Division, on behalf of the Human Resources Department released a Request for Proposals (RFP) on March 17, 2023, seeking proposals for a qualified vendor to provide Group Fitness Instruction in the City Tower Fitness Center. The RFP was advertised in the Hart Beat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio eProcurement System (SAePS), and an email notification was released to a list of potential Respondents. Responses were due on April 17, 2023, and a total of three (3) firms responded to the RFP and were deemed eligible for review. On May 9, 2023, the proposals were reviewed by the evaluation committee which included representatives from the Human Resources and Finance departments. The proposals were evaluated and scored on Experience, Background, and Qualifications, Proposed Plan, Price, the Local Preference Program, and the Veteran-Owned Small Business Preference Program. After committee review and evaluation, YMCA of Greater San Antonio was recommended for award by the evaluation committee.

The Small Business Development Advocacy (SBEDA) Program was waived as there were no SWMBEs available in San Antonio Metropolitan Statistical Area (SAMSA) to provide this scope of work.

Recommended Award is in accordance with the Local Preference Program (LPP). The LPP program was applied in the evaluation of responses received for this contract; the highest ranked firm is a local business.

ISSUE:

An Ordinance authorizing a professional services agreement with YMCA of Greater San Antonio will provide for the continuance of Group Fitness Instruction and classes to City employees. Through this contract, multiple types of classes will be held at the City Tower Fitness Center on a weekly basis. This provides City employees with the opportunity to participate in guided strength and cardiovascular classes on a weekly basis.

ALTERNATIVES:

Failure to approve this ordinance will result in no longer providing group fitness classes in the City Tower Fitness Center. A recent survey to City employees revealed that most are interested in participation in group fitness classes.

FISCAL IMPACT:

This ordinance authorizes a Professional Services Agreement with YMCA of Greater San Antonio to provide Group Fitness Instruction.

The estimated annual amount for this agreement is \$75,000 in the first year and \$75,000 each subsequent year, to provide Group Fitness Instruction to City employees. The term of this agreement is three-years, beginning on July 1, 2023, and ending on June 30, 2026, with the option

to renew for two additional one-year terms, for a total contract amount of \$375,000. Funds for this contract in the amount of \$18,750.00 for the first three months are available in the Employee Benefits Insurance Fund FY 2023 Adopted Budget. Funding for FY 2024 and subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this Ordinance that authorizes a Professional Service Agreement with YMCA of Greater San Antonio to provide Group Fitness Instruction to City employees.

This contract was procured by means of Request for Proposals and the Contracts Disclosure Form is attached.