

**THIS IS A PROPOSED DRAFT AND WILL BE REPLACED BY THE FINAL,  
SIGNED ORDINANCE OR RESOLUTION ADOPTED BY THE CITY COUNCIL.**

**ORDINANCE**

**APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH  
ROADWAY ASSET SERVICES, LLC IN THE TOTAL AMOUNT  
NOT TO EXCEED \$1,499,808 FOR THE 2024 SIDEWALK  
CONDITION ASSESSMENT, FOR A ONE-YEAR TERM WITH UP  
TO TWO ADDITIONAL ONE-YEAR EXTENSIONS AT THE CITY'S  
DISCRETION. FUNDING FOR THE FIRST-YEAR TERM IN THE  
AMOUNT OF \$499,985 IS AVAILABLE FROM ADVANCED  
TRANSPORTATION DISTRICT FUNDS INCLUDED IN THE  
CITY'S FY 2024 ADOPTED BUDGET, AND THE REMAINING  
FUNDING FOR SUBSEQUENT YEAR TERMS WILL BE  
CONTINGENT UPON APPROVAL OF THE ADOPTED BUDGET**

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**WHEREAS**, as part of the FY 2024 Adopted Budget, \$500,000 was included for a comprehensive sidewalk condition assessment to be completed in three phases over the next three fiscal years for a total of \$1.5 million; and

**WHEREAS**, the assessment will identify sidewalk segments that have deteriorated over time, including cracking, displacements, steep slopes, obstructions, and areas where pedestrian ramps do not exist or are not compliant, which data will be used to develop a rating that will help prioritize sidewalk improvements; and

**WHEREAS**, this contract will provide professional condition assessment collection and survey services, data processing and analysis necessary to produce the first sidewalk condition assessment for the City. The scope of services to be completed by the firm includes but is not limited to:

- Physically assess the sidewalks (minimum of Phase I) for the required attributes and catalog the data
- Assign the data/scores to the segments to be determined by the vendor
- Catalogue the required geographic point data
- By an agreed methodology, calculate the sidewalk's overall condition score per segment
- Deliver a geodatabase in a format consistent and usable by the city Asset Management section GIS system
- Deliver the source data in a usable and convenient manner
- Mobilize to perform additional phase evaluations within an agreed-on schedule (within the performance period of the contract; award of additional phases may extend the performance period of the contract)

**WHEREAS**, Phase 1 will consist of the central area of the City, approximately 36 square miles, modified to follow neighborhood boundaries; Phase 2 will continue with the sidewalk from where Phase 1 stops and extends to Loop 410; Phase 3 will extend out from Loop 410 to the city limits;

**WHEREAS**, a Request for Qualifications (RFQ) for the 2024 Sidewalk Condition Assessment was issued and advertised on November 20, 2023, a pre-submittal conference was held on November 29, 2023, and sixteen (16) firms responded and submitted their proposals on or before the deadline of January 17, 2024; and

**WHEREAS**, a selection committee consisting of representatives from the Public Works Department evaluated, scored, and ranked the submittals based on the published evaluation criteria, including Experience, Background, Qualifications of the Respondent, Key Personnel, and Key Sub-Consultants; Understanding of the Project and Proposed Management Plan; and Experience with the San Antonio Region and Past Performance; and

**WHEREAS**, after the evaluation process, negotiations began with the first-ranked firm; however, negotiations were unsuccessful with the first-ranked firm and therefore the second-ranked firm was contacted to begin negotiations and is recommended for award; and

**WHEREAS**, this contract 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 small, minority and women-owned business participation on the contract. The Goal Setting Committee set a 15% Minority/Women Business Enterprise (M/WBE) subcontracting goal. Roadway Asset Services, LLC has committed to meeting the subcontractor participation goal; and

**WHEREAS**, this vendor has acknowledged and will comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023 through Ordinance #2023-08-31-0585; and

**WHEREAS**, this ordinance approves a Professional Services Agreement with Roadway Asset Services, LLC in the total amount not to exceed \$1,499,808 for the 2024 Sidewalk Condition Assessment; for a one-year term with the option to renew this agreement for up to two additional one-year extensions at the City's discretion; and

**WHEREAS**, funding for the first-year term in the amount of \$499,985 is available from Advanced Transportation District funds included in the City's FY 2024 Adopted Budget, and the remaining funding for subsequent year terms will be contingent upon approval of the Adopted Budget; and

**WHEREAS**, on approval, the condition assessment is anticipated to begin Phase 1 in the Spring of 2024 and is estimated to be completed in late Fall of 2024. Phases 2 and 3 will be scheduled as funding is secured; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager or designee, or the Director of the Public Works Department or designee, is authorized to execute a Professional Services Agreement with Roadway Asset

Services, LLC in the total amount not to exceed \$1,499,808 for the 2024 Sidewalk Condition Assessment; for a one-year term with the option to renew this agreement for up to two additional one-year extensions at the City's discretion.

**SECTION 2.** Funding in the amount of \$499,985.00 is available in Fund 29084000, Cost Center 2309010002 and GL Account 5201040 as part of the Fiscal Year 2024 Budget approved by Council.

**SECTION 3.** Additional funding if this contract is renewed is contingent upon City Council approval of the Fiscal Year 2025 and subsequent budgets that fall within the contract terms.

**SECTION 4.** Payment is authorized to be encumbered with a purchase order and made payable to Roadway Asset Services, LLC.

**SECTION 5.** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Fund Numbers, Project Definitions, WBS Elements, Internal Orders, Fund Centers, Cost Centers, Functional Areas, Funds Reservation Document Numbers, and GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 6.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

**PASSED AND APPROVED this 2nd day of May, 2024.**

**M      A      Y      O      R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Debbie Racca-Sittre, City Clerk

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Andrew Segovia, City Attorney