

**CITY OF SAN ANTONIO  
PUBLIC WORKS DEPARTMENT  
Interdepartmental Correspondence**

**TO:** Erik Walsh, City Manager

**FROM:** Razi Hosseini, P.E., R.P.L.S., Director/City Engineer, Public Works Department

**COPIES:** Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Roderick J. Sanchez, AICP, CBO, Assistant City Manager; Luis Maltos, P.E., Assistant Director, Public Works Department; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Consideration of Completed High-Profile Solicitation

**DATE:** August 20, 2021

The following high-profile solicitation has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to the full City Council for consideration.

**On-Call Facility Programming Services** - Public Works Department issued a Request for Qualifications (RFQ) for on-call facility programming services for firms to provide on-call or as needed services. The intent is to award to multiple firms to provide basic professional services as needed for facility programming to departmental and citywide construction projects including space and program master planning for various levels of facility and system designs. A facility study may assess current needs and anticipate the future needs as necessary.

Solicitation Type:	Request for Qualifications
Contracts Value:	\$2.4 Million
Term of Contracts:	1 year with 3, 1-year renewal options
Number of Respondents:	6
Contracts to be Awarded:	3
Proposed Council Date:	September 2021
Evaluation Criteria:	Experience, Background and Qualifications, Key Personnel, Key Sub-Consultants: 45 points Understanding of the Project and Proposed Management Plan: 35 points Experience with San Antonio Region and Past-Performance: 20 points
SBEDA Requirement:	28% M/WBE Subcontracting Requirement
Local Preference Program:	Not Applicable
Veteran Owned Small Business Preference Program:	Not Applicable
Voting Members:	Luis Maltos, P.E., Assistant Director, Public Works Department Randy Matyear, Assistant Capital Programs Manager, Public Works Department Jeff Knippel, Capital Programs Manager, Public Works Department Luis Rivas, Project Manager, Building and Equipment Services Department Cathleen Crabb, Architect, Public Works Department

**Final Score Matrix\***

RFQ - ON-CALL FACILITY PROGRAMMING SERVICES (RFQ: #PW040721JR)  SCORE SUMMARY *FINAL EVALUATION August 4, 2021	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F
A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants	45	37.00	38.00	35.80	35.20	36.00	33.20
B. Understanding of the Project and Proposed Management Plan	35	32.80	31.40	31.40	31.20	30.80	30.80
C. Experience with the San Antonio Region & Past Performance	20	17.60	15.60	16.60	16.60	16.00	14.60
<b>TOTAL SCORE</b>	<b>100</b>	<b>87.40</b>	<b>85.00</b>	<b>83.80</b>	<b>83.00</b>	<b>82.80</b>	<b>78.60</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

\*One evaluation meeting held and no interviews were conducted.

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 committee approval to proceed with scheduling this item for full City Council consideration.