



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 37

**Agenda Date:** November 18, 2021

**In Control:** City Council A Session

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**DEPARTMENT:** Public Works Department

**DEPARTMENT HEAD:** Razi Hosseini

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Professional Service Agreements: On-Call Mechanical Electrical Plumbing (MEP) Engineering Services

**SUMMARY:**

An ordinance approving the negotiation and execution of four on-call Mechanical Electrical Plumbing (MEP) Engineering Professional Services Agreements with Cleary Zimmermann Engineers, HMG & Associates, Alderson and Associates and CNG Engineering, PLLC for as-needed MEP engineering services related to construction projects citywide. Each agreement is for an initial term of one year with an option to renew each agreement for up to three additional one-year extensions at the City's discretion in an amount of \$300,000.00 per contract term for a total amount of \$1,200,000.00 per contract.

**BACKGROUND INFORMATION:**

On-call contracts are utilized when multiple projects are delivered through various programs within a limited timeline and when project scopes are not initially known. The Public Works Department previously contracted with four consultants which provided on-call MEP engineering services for the City. The previously executed agreements expired on August 3, 2020. These on-call MEP engineering services agreements will be available to all City departments and will

provide as-needed on-call MEP engineering services for time-sensitive situations connected with City improvements and citywide construction projects. Utilizing these on-call agreements will allow for the expedited MEP services as-needed for City-wide construction projects.

#### Procurement of Services

A Request for Qualifications (RFQ) for On-Call MEP engineering services was issued on April 2, 2021. This RFQ was advertised in the San Antonio Hart Beat, the City's website, the Texas Electronic State Business Daily, on TVSA and through the electronic bidding website CivCast. A pre-submittal conference was held on April 19, 2021 and responses were due on June 4, 2021. Seventeen (17) firms responded and submitted their Statement of Qualifications (SOQs); however, one Respondent was deemed nonresponsive due to political contributions made during the prohibited blackout period during the solicitation of this RFQ. A selection committee made up of City staff from the City Manager's Office, Public Works Department and Building and Equipment Services Department evaluated and ranked the submissions. Scoring was based on the published evaluation criteria, including experience, background and qualifications of the firm, key personnel and sub-consultants; understanding of the project and proposed management plan; and experience with the San Antonio region and past performance.

These agreements 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 the amount of small, minority and woman-owned business participation under the contract. The Goal Setting Committee set a 26% Minority/Women Business Enterprise (M/WBE) subcontracting goal. The recommended firms have committed to meeting the subcontractor participation goals.

Discretionary disclosure forms for each of these firms are attached.

#### **ISSUE:**

This ordinance approves the negotiation and execution of four on-call Mechanical Electrical Plumbing (MEP) Engineering Professional Services Agreements with Cleary Zimmermann Engineers, HMG & Associates, Alderson and Associates and CNG Engineering, PLLC for as-needed MEP engineering services related to construction projects citywide. Each agreement is for an initial term of one year with an option to renew each agreement for up to three additional one-year extensions at the City's discretion in an amount of \$300,000.00 per contract term for a total amount of \$1,200,000.00 per contract.

- Assessment and evaluation of facility mechanical, electrical and plumbing systems
- Analysis to determine if the MEP systems are serviceable
- Determining if modifications or replacements to existing systems are necessary
- Recommending project delivery methods to be utilized on individual projects
- Construction phase services
- Performing necessary site visits to confirm the amount and quality of work
- Inspecting for compliance
- Project close-out and warranty follow-up services
- Confirming the contractor's compliance with contract documents for project close-out

- Inspecting and verifying delivery of all warranty information
- Verifying and updating record drawings in accordance with the City's Design Guidance Manual

The consultants will be expected to identify work to be performed by providing City staff individual task proposals based on needs as directed, identify and provide contracted fees for services through individual proposals as negotiated with City staff, perform services specified by the task orders individually negotiated with City in accordance with the professional service agreement and invoice the City in accordance with compensation terms negotiated by the task order and in the professional service agreement.

These on-call MEP services agreements will allow for the immediate execution of work instead of soliciting these services on a per project basis.

The recommended firms will provide on-site MEP engineering services and personnel available for the City's on-call MEP engineering projects for the duration of a project's construction on an as-needed basis. The utilization of these services will be determined by each project's size and time-sensitivity as defined by the Public Works Department project management staff and each project's needs.

A post-solicitation briefing was presented to the Audit and Accountability Committee on August 20, 2021.

## **ALTERNATIVES:**

City Council could choose not to approve these on-call agreements and require separate Request for Qualifications for each project or program management need and select firms based on qualified experience working with similar projects or programs. However, separate solicitations issued for these projects and programs would significantly impact the timely delivery of future capital improvement projects and programs.

## **FISCAL IMPACT:**

This ordinance approves the negotiation and execution of four on-call Mechanical Electrical Plumbing (MEP) Engineering Services Agreements with Cleary Zimmermann Engineers, HMG & Associates, Alderson and Associates and CNG Engineering, PLLC for as-needed MEP engineering services related to construction projects citywide. Each agreement is for an initial term of one year with an option to renew each agreement for up to three additional one-year extensions at the City's discretion in an amount of \$300,000.00 per contract term for a total amount of \$1,200,000.00 per contract.

Funds are not encumbered by this action. Potential funding sources may include, but are not limited to, General Obligation Bond funds, Certificates of Obligation, Tax Notes and the General

Fund.

Requirements for each task will be detailed in individual task orders assigned. The City makes no minimum guarantee regarding the volume of work that each consultant may expect. If funding for any work activities were not previously appropriated, funding would be identified and appropriated through subsequent City Council action.

**RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing the negotiation and execution of four on-call Mechanical Electrical Plumbing (MEP) Engineering Professional Services Agreements with Cleary Zimmermann Engineers, HMG & Associates, Alderson and Associates and CNG Engineering, PLLC for as-needed MEP engineering services related to construction projects citywide. Each agreement is for an initial term of one year with an option to renew each agreement for up to three additional one-year extensions at the City's discretion in an amount of \$300,000.00 per contract term for a total amount of \$1,200,000.00 per contract.