



# City of San Antonio

## Agenda Memorandum

### File Number:

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**Agenda Item Number:** 15

**Agenda Date:** December 16, 2021

**In Control:** City Council A Session

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**DEPARTMENT:** Public Works Department

**DEPARTMENT HEAD:** Razi Hosseini

**COUNCIL DISTRICTS IMPACTED:** District 7

**SUBJECT:**

Job Order Contract (Task Order): Forest Hills Branch Library Project

**SUMMARY:**

An ordinance approving a task order to a Job Order Contract with Lee Construction and Maintenance Company in the amount of \$828,851.70 for the Forest Hills Branch Library Project located in Council District 7; and, authorizing the acceptance, appropriation and amending of the FY 2022 – FY 2027 Capital Improvements Program with a donation from the Kelso Foundation in the amount of \$25,000.00 from the Library Donation Fund to the Forest Hills Repair Project for the Forest Hills Branch Library children's area. Funding is available from previously authorized debt proceeds and is included in the FY 2022 – FY 2027 Capital Improvements Program.

**BACKGROUND INFORMATION:**

**Project Background**

The Forest Hills Branch Library project is a 2017 Bond project originally scheduled for completion in February 2021. However, due to the winter storm freeze during the week of February 15, 2021, the library building experienced damage from a pipe burst which flooded the building's interior. City staff, with emergency approval of Executive Management, authorized work with a plumber to fix the busted pipe to prevent further water damage. This task order will provide for the

necessary improvements included in the 2017 Bond project that were damaged, which consists of new carpet, floor tile, ceiling tiles, interior paint as well as some new furniture and shelving. Construction is anticipated to begin in January 2022 and is estimated to be completed by September 2022. An insurance claim was filed in September 2021 for interior water damage repairs and replacements. The City has also applied to FEMA for potential reimbursement of eligible expenses. As a FEMA requirement, the City will be responsible for 25% of these expenses and any expenses not eligible for reimbursement.

#### **Procurement of Services**

This task order utilizes the Job Order Contracting (JOC) approved through Ordinance 2019-02-21-0134 by City Council on February 21, 2019. The use of the JOC delivery method provides the City with on-call construction, renovation and maintenance services for City buildings and facilities. Assignment of JOC contractors to specific jobs is based on the contractor's current workload, overall capacity, familiarity with a specific facility, expertise in completing a specific task and/or managing a specific trade needed to carry out the requested repair or rehabilitation. Of the ten contractors approved as part of the JOC, Lee Construction and Maintenance Company was selected.

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 the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee set a 24% Minority/Women Business Enterprise (M/WBE) subcontracting goal and a 4% African American Business Enterprise subcontracting goal. Lee Construction and Maintenance Company has committed to meeting the subcontractor participation and goals.

The Discretionary Contracts Disclosure Form, as required by the City's Ethics Ordinance for all Projects where subjective criteria are used to select the contractor or consultant rather than by low bid, is attached.

#### **ISSUE:**

This ordinance approves a task order to a Job Order Contract with Lee Construction and Maintenance Company in the amount of \$828,851.70 for the Forest Hills Branch Library Project located in Council District 7 and authorizes the acceptance, appropriation and amending of the FY 2022 – FY 2027 Capital Improvements Program with a donation from the Kelso Foundation in the amount of \$25,000.00 from the Library Donation Fund to the Forest Hills Repair Project for the Forest Hills Branch Library children's area.

This task order will provide for improvements to the Forest Hills Branch Library building. These improvements will include new carpet, floor tile, ceiling tiles and paint with some new furniture and shelving. Construction is anticipated to begin in January 2022 and is estimated to be completed by September 2022.

The Forest Hills Branch Library will remain closed during construction.

**ALTERNATIVES:**

As an alternative, this project could be delivered utilizing another delivery method. However, considering the additional time required for the solicitation process, this would adversely affect the timely completion of the project.

**FISCAL IMPACT:**

This ordinance approves a one-time capital improvement expenditure in an amount of \$828,851.70 payable to Lee Construction and Maintenance Company. Funding is available from previously authorized debt proceeds and is included in the FY 2022 – FY 2027 Capital Improvements Program. This ordinance also authorizes the acceptance, appropriation and amending of the FY 2022 – FY 2027 Capital Improvements Program with the donation from the Kelso Foundation in the amount of \$25,000.00 from the Library Donation Fund to the Forest Hills Repair Project for the Forest Hills Branch Library children's area.

An insurance claim was filed in September 2021 for interior water damage repairs and replacements. The City has also applied to FEMA for potential reimbursement of eligible expenses. As a FEMA requirement, the City will be responsible for 25% of these expenses and any expenses not eligible for reimbursement. If approved, the insurance and/or FEMA reimbursement will be deposited into the General Fund.

**RECOMMENDATION:**

Staff recommends approval of a task order to a Job Order Contract with Lee Construction and Maintenance Company in the amount of \$828,851.70 for the Forest Hills Branch Library Project located in Council District 7 and authorizes the acceptance of a donation from the Kelso Foundation in the amount of \$25,000.00 for the Forest Hills Branch Library children's area.