



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 18

**Agenda Date:** August 26, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Public Works Department

**DEPARTMENT HEAD:** Razi Hosseini

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation briefing for On-Call Architectural Services

**SUMMARY:**

The Public Works Department solicited for on-call architectural services to perform services on projects and to enable immediate response to time-sensitive situations that may arise in connection with City-owned property and construction projects.

These architectural services may also be utilized as needed during the execution of City projects, as these agreements allow consultants to assemble team members of various disciplines to address the potential issues, and to commence services immediately upon City's recognition of the requirement for services. As part of the department's continuing efforts to improve efficiency, Public Works will utilize services under these agreements to expedite project delivery and completion. These consultants may also be called upon due to unforeseen issues that may require design services but are imperative for continued facility operation and the provision of community services or benefits.

**BACKGROUND INFORMATION:**

On April 18, 2022, the Public Works Department released a Request for Qualifications (RFQ) for on-call architectural services contracts. Each contract will have a possible value of \$500,000.00 per year for an initial 3-year term with two, 1-year options to renew for a possible value of \$2,500,000.00 per firm. The multiple contracts total a possible combined value of \$15,000,000.00.

The evaluation committee representatives were Roderick Sanchez, Assistant City Manager, City Manager’s Office; Luis E. Maltos, Assistant Director, Public Works Department; Byron Smith, City Architect, Public Works Department; Robert Garcia, Assistant Capital Programs Manager, Public Works Department; Cathleen Crabb, Senior Architect, Public Works Department; and Cynthia Saenz-Martinez, Project Manager, Center City Development and Operations Department.

The evaluation committee met to review, discuss, and score all 21 responsive proposals on July 18, 2022. The committee recommends awarding the contract to the six highest-ranked respondents.

This item is anticipated to go for Council consideration on September 15, 2022.

**ISSUE:**

For briefing purposes only

**FISCAL IMPACT:**

**For briefing purposes only**

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

Staff recommends approval to proceed with scheduling six (6) contracts for City Council consideration to provide the Public Works Department with on-call architectural services in the estimated total value of \$15,000,000.00; \$500,000.00 per year, per firm, for an initial 3-year term with 2, 1-year options to renew.