



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 9

**Agenda Date:** March 23, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Public Works Department

**DEPARTMENT HEAD:** Razi Hosseini

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Professional Services Agreements: On-Call Storm Water Consulting Services

**SUMMARY:**

An ordinance approving the execution of two on-call storm water consulting professional services agreements with Halff Associates, Inc. and HDR Engineering, Inc., each agreement in the amount not to exceed \$150,000.00 per year to provide as-needed storm water engineering services related to private land development and Capital Improvement Program construction project permit plan reviews. Each agreement is for a term of three years with an option to renew each agreement for up to two additional one-year extensions in an amount not to exceed \$150,000.00 per year at the City's discretion for a total amount not to exceed \$1,500,000.00. Funding for the first contract year is available from the FY 2023 Storm Water Regional Facilities Fund Adopted Budget. Funding for the subsequent contract years and renewals is contingent upon City Council approval.

**BACKGROUND INFORMATION:**

The Public Works Department Storm Water Floodplain Management Division oversees floodplain development permit plan reviews for private and capital improvement program construction projects. Staff will utilize these on-call storm water consulting services as needed to sustain service

level agreement (SLA) expectations for performing timely technical plan and permit reviews for private land development and capital improvements projects to expedite project delivery and completion.

### ***Procurement of Services***

A Request for Qualifications (RFQ) was released on October 7, 2022, in the San Antonio Hart Beat, the City's website, the Texas Electronic State Business Daily, on TVSA, and through the online bidding website CivCast. Responses were due on November 16, 2022, and nine (9) submittals were received. A selection committee consisting of representatives from the Public Works Department evaluated and ranked the submissions and scored the submittals. Scoring was based on the published evaluation criteria, including Evaluation of Experience, Background, Qualifications of the Firm, Key Personnel, and Key Sub-Consultants; Understanding of the Project and Proposed Management Plan; and Experience in the San Antonio Region and Past Performance.

These contracts will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular agreement to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee set a 23% Minority/Women Business Enterprise (M/WBE) subcontracting goal. Halff Associates, Inc. and HDR Engineering, Inc. have committed to meeting the subcontracting goals.

These contracts were developed utilizing a formal Request for Qualifications (RFQ) process; therefore, as required by the Ethics Ordinance, Contracts Disclosure Forms are attached.

### **ISSUE:**

This ordinance approves the execution of two on-call storm water consulting professional services agreements with Halff Associates, Inc. and HDR Engineering, Inc., each agreement in the amount not to exceed \$150,000.00 per year to provide as-needed storm water engineering services related to private land development and Capital Improvement Program construction project permit plan reviews. Each agreement is for a term of three years with an option to renew each agreement for up to two additional one-year extensions in an amount not to exceed \$150,000.00 per year at the City's discretion for a total amount not to exceed \$1,500,000.00. Funding for the first contract year is available from the FY 2023 Storm Water Regional Facilities Fund Adopted Budget. Funding for the subsequent contract years and renewals is contingent upon City Council approval.

The storm water engineering-related services to be provided by these firms will include performance of technical reviews of Storm Water Management Plans (SWMPs), FEMA Conditional Letters of Map Revisions (CLOMRs), Letters of Map Revisions (LOMRs), including hydrology and hydraulic modeling, plats, construction plans, specifications and cost estimates associated with private land development projects to ensure adherence to the City's Unified Development Code (UDC) and Floodplain Ordinance. Services may also include comment review

for quality assurance, quality control and providing an inventory of all projects reviewed for periodic updates and/or invoices.

#### **ALTERNATIVES:**

As an alternative, City Council could choose not to execute these agreements and require staff to re-solicit. However, this would significantly impact the timely delivery of plat and permit plan reviews for future private development and capital improvement projects.

#### **FISCAL IMPACT:**

This ordinance approves the execution of two on-call storm water consulting professional services agreements with Halff Associates, Inc. and HDR Engineering, Inc., each agreement in the amount not to exceed \$150,000.00 per year to provide as-needed storm water engineering services related to private land development and Capital Improvement Program construction project permit plan reviews. Each agreement is for a term of three years with an option to renew each agreement for up to two additional one-year extensions in an amount not to exceed \$150,000.00 per year at the City's discretion.

Each renewal of the respective agreements shall be for identical terms and subject to available funding. Funding for the first contract year is available from the FY 2023 Storm Water Regional Facilities Fund Adopted Budget. Funding for the subsequent contract years and renewals is contingent upon City Council approval.

Requirements and associated work activities will be detailed in the individual work orders assigned. The City makes no minimum guarantee pertaining to the volume of work. Expenditures for these work orders are subject to available funding when work is requested. If funding for any work activities is not previously appropriated, funding will be identified and appropriated through subsequent City Council action.

#### **RECOMMENDATION:**

Staff recommends approval of the execution of two on-call storm water consulting professional services agreements with Halff Associates, Inc. and HDR Engineering, Inc., each agreement in the amount not to exceed \$150,000.00 per year to provide as-needed engineering services related to private land development and Capital Improvement Program construction project permit plan reviews. Each agreement is for a term of three years with an option to renew each agreement for up to two additional one-year extensions in an amount not to exceed \$150,000.00 per year at the City's discretion for a total amount not to exceed \$1,500,000.00.