

**CITY OF SAN ANTONIO
OFFICE OF THE CITY MANAGER**

Interdepartmental Correspondence Sheet

TO: Sheryl Sculley, City Manager

FROM: Ben Gorzell, Jr., CPA, Chief Financial Officer 

COPIES: Mayor and Council
Martha Sepeda, Acting City Attorney
Leticia Vacek, City Clerk
Kevin W. Barthold, City Auditor
Troy Elliott, CPA, Finance Director

SUBJECT: Monthly Report of High Profile Contracting Initiatives

DATE: August 5, 2016

Attached is a copy of the High Profile Contracting Initiatives report for August 2016.

Contracting initiatives are identified as "high profile" if they meet at least one of the following conditions:

- Estimated value over \$1 million;
- High level of community interest or other exceptional interest; or
- Highly complex or technical in nature, or contract terms & conditions that are non-standard or complex.

This report only includes Discretionary Contracts. No low-bid type contracts are listed in this report. All items listed will be brought forward to City Council for approval.

If you have any questions regarding this report, please contact me at 207-8652.

Attachment



**City of San Antonio
Finance Department
High Profile Purchasing & Contracting Initiatives
*Contracting Report**
(August, 2016)**

Contracting Initiatives Currently Being Solicited/Evaluated

Operations and Facility Management for Spay/Neuter and Low Cost Vaccination Clinic (Animal Care Services) – Department issued a Request for Proposals seeking qualified Respondents to manage and operate the new Spay/Neuter Low Cost Vaccination clinic that opens in November 2016. The City is looking for an organization that can manage the facility, provide 8,000 low cost spay/neuter surgeries annually by the 3rd year of the contract, and provide low cost vaccination services for the community.

Release Date: June 5, 2016
Closing Date: July 13, 2016
Proposed Council Date: September, 2016
Estimated Value: No value
Contact Information: Xavier Urrutia, Interim Director of Animal Care Services
Phone: 207-3338

Operations and Facility Management Paul Jolly Center for Pet Adoptions (Animal Care Services) – Department issued a Request for Proposals seeking qualified Respondents to manage and operate the Paul Jolly Center and the Petco Pavilion. The City is looking for an organization that can manage the facility, maximize the annual number of pets rescued from ACS and then manage the use of the facility's pavilion.

Release Date: June 5, 2016
Closing Date: July 6, 2016
Proposed Council Date: September, 2016
Estimated Value: No value
Contact Information: Xavier Urrutia, Interim Director of Animal Care Services
Phone: 207-3338

Computerized Maintenance Management System Software and Implementation (Aviation) – Department issued a Request for Competitive Sealed Proposals to provide a computerized cost allocation, work order, and inventory control system.

Release Date: May 15, 2015
Closing Date: June 29, 2015
Proposed Council Date: January, 2017
Estimated Value: \$1.5 Million
Contact Information: Tom Jones, Director of Aviation
Phone: 207-3464

Annual Job Order Contract for On-Call HVAC Services Citywide (BESD) – Department issued a Request for Competitive Sealed Proposal solicitation seeking proposals from qualified contractors interested in providing "on-call" commercial heating ventilation and air conditioning (HVAC) maintenance and repairs through an on call contracting services (OCCS) contract, also referred to as job order contract (JOC). Service shall be for HVAC maintenance and repairs for City facilities throughout the City of San Antonio. Trade services within new building construction, remodeling or alterations of an existing building will not be included. The department anticipates awarding to multiple contractors.

Release Date: March 16, 2016
Closing Date: April 15, 2016
Proposed Council Date: August 11, 2016
Estimated Value: \$2.4 Million
Contact Information: Jorge Perez, Director of BESD
Phone: 207-1459



**City of San Antonio
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High Profile Purchasing & Contracting Initiatives
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Annual Job Order Contract for On-Call Electrical Services Citywide (BESD) – Department issued a Request for Competitive Sealed Proposal solicitation seeking proposals from qualified contractors interested in providing “on-call” electrical maintenance and repairs services through an on call contracting services (OCCS) contract, also referred to as job order contract (JOC). Service shall be for electrical maintenance and repairs for City facilities throughout the City of San Antonio. Trade services within new building construction, remodeling or alterations of an existing building will not be included. The department anticipates awarding to multiple contractors.

Release Date: June 24, 2016
Closing Date: July 27, 2016
Proposed Council Date: October, 2016
Estimated Value: \$2.4 Million
Contact Information: Jorge Perez, Director of BESD
Phone: 207-1459

River Barge Fabrication (CCDO) – Department issued a Request for Competitive Sealed Proposal solicitation for the fabrication of 43 newly designed river barges. Design services for the new river barge were provided by MetaLab, a Houston design firm. The new barge design will accommodate multiple uses / layouts and up to six interchangeable railing design patterns. The barge design is flexible and can accommodate electric or natural gas propulsion systems.

Release Date: August 3, 2016
Closing Date: September 29, 2016
Proposed Council Date: November 17, 2016
Estimated Value: \$3.9 Million
Contact Information: John Jacks, Interim Director of Center City Development & Operations
Phone: 207-3909

Event Attendant Services at Alamodome (CSF) – Department issued a Request for Competitive Sealed Proposal solicitation seeking qualified respondents to provide event attendant staff, supervisors and manger to provide guest services for all events held at the Alamodome. Due to nature of events held at the facility the contractor must be able to provide up of 300 event attendant staff at a single event.

Release Date: April 21, 2016
Closing Date: May 27, 2016
Proposed Council Date: September, 2016
Estimated Value: \$8.5 Million
Contact Information: Michael Sawaya, Director of CSF
Phone: 207-8553



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Annual Contract for Rigging Services for the Alamodome (CSF) – Department issued a Request for Competitive Sealed Proposal solicitation seeking qualified, professional companies to manage and provide rigging services for the Alamodome. City will provide rigging materials such as cables, chain hoist, stack chain, shackles, trusses, etc. Contractor will provide labor, tools and equipment to assemble and install rigging materials. Rigging services are provided to transition one event to another at the Facility; and for other special projects or maintenance and repair tasks. The Contractor will engineer, plan, layout, and calculate formulas and principals to suspend, from the Alamodome ceiling, facility and event production, sound and lighting equipment such as banners, trusses, curtain systems and any other installations. Contractor will be responsible for City-owned and Contractor-owned equipment.

Release Date: March 20, 2016
Closing Date: April 20, 2016
Proposed Council Date: September, 2016
Estimated Value: \$2.1 Million
Contact Information: Michael Sawaya, Director of CSF
Phone: 207-8553

FY2017 - FY2018 Human and Workforce Development Services Consolidated Funding (DHS) – Department issued a Request for Proposals seeking qualified responses to provide Human and Workforce Development services that are in alignment with the City Council investment priorities: Children & Family Services, Youth Services, Community Safety Net and Workforce Development.

Release Date: April 1, 2016
Closing Date: May 6, 2016
Proposed Council Date: September, 2016
Estimated Value: \$42 Million
Contact Information: Melody Woosley, Director of Human Services
Phone: 207-8134

Utility Service Line Warranty Program (Finance) – Department of Finance through the Public Utilities Division issued a Request for Proposals solicitation seeking qualified respondents interested in contracting directly with residents to administer a utility service warranty program. The service provider will contract directly with residents for warranty issues and repair for water and sewer service lines.

Release Date: October 30, 2015
Closing Date: December 11, 2015
Proposed Council Date: August, 2016
Estimated Value: \$4 Million
Contact Information: Troy Elliott, Director of Finance
Phone: 207-8604



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Office Furniture (Finance) – Department issued a Request for Competitive Sealed Proposals solicitation seeking qualified respondents for the purchase, delivery, and installation of office furniture for various City departments. Furniture purchased under this contract shall be used to replace existing furniture or provide as required to maintain existing City operations. The awarded contractor(s) shall provide items such as seating, desks/tables, filing and storage cabinets, and systems furniture and accessories. Contractor shall also provide design services such as space planning, reconfiguration of existing systems, and assistance with furniture selection; and installation services to include all labor required to assemble, deliver, set-up, and install office furniture.

Release Date: December 2, 2015
Closing Date: January 20, 2016
Proposed Council Date: September, 2016
Estimated Value: \$7.5 Million
Contact Information: Troy Elliott, Director of Finance
Phone: 207-8604

Broker Dealer Services (Finance) – Department issued a Request for Qualifications seeking Broker/Dealer firms to execute security buy and sell transactions on a competitive basis. Firms must demonstrate extensive fixed income and money market experience and experience with governmental entities and their requirements.

Release Date: June 20, 2016
Closing Date: July 20, 2016
Proposed Council Date: N/A, being approved by Investment Committee
Estimated Value: N/A, Broker/Dealer fees are incorporated into the price of the security offered by the Broker.
Contact Information: Troy Elliott, Director of Finance
Phone: 207-8604

Financial Underwriting Services (Finance) – Department issued a Request for Qualifications seeking qualified firms to establish a financial underwriting pool comprised of firms to be utilized for the selection of underwriting syndicates for financial transactions effectuated by the City over the term of the pool.

Release Date: June 27, 2016
Closing Date: July 29, 2016
Proposed Council Date: September 29, 2016
Estimated Value: N/A, underwriting fees are negotiated per transaction.
Contact Information: Troy Elliott, Director of Finance
Phone: 207-8604

Worker's Compensation Third Party Administrator (Finance) – Department issued a Request for Proposals seeking qualified firms to provide claims administration and related cost containment services. The scope of work will encompass all aspects of City operations and requires extensive experience in worker's compensation, medical cost containment, and knowledge of Worker's Compensation Healthcare Network.

Release Date: June 10, 2016
Closing Date: July 13, 2016
Proposed Council Date: November, 2016
Estimated Value: \$6.1 Million
Contact Information: Troy Elliott, Director of Finance
Phone: 207-8604



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Depository Services, Lockbox Services, and Banking Services (Finance) – Department issued a Request for Proposals seeking proposals from Respondents to provide Depository Banking Services, Lockbox Services, and Merchant Banking Services, respectively, of this Request for Proposal (“RFP”). Respondents may submit proposals to provide services in one, more than one, or for all three services.

Release Date: August 1, 2016
Closing Date: August 30, 2016
Proposed Council Date: December 8, 2016
Estimated Value: \$7.425 Million
Contact Information: Troy Elliott, Director of Finance
Phone: 207-8604

Third Party Administrator (Human Resources) – Department issued a Request for Proposals seeking proposals from qualified firms who are able to administer and adjudicate medical and pharmacy claims for covered full time employees and non Medicare retirees and their dependents. The City manages the risk of medical and pharmacy insurance coverage for all full-time civilian and uniformed employees as opposed to buying insurance.

Release Date: February 17, 2016
Closing Date: April 6, 2016
Proposed Council Date: August, 2016
Estimated Value: \$30 Million
Contact Information: Lori Steward, Director of Human Resources
Phone: 207-1465

Voluntary Vision Insurance (Human Resources) – Department issued a Request for Proposals seeking proposals from qualified firms who are able to administer eligibility enrollment for vision care services for approximately 6,000 full time civilian employees and 360 pre-65 retirees, similar to the plan currently being offered. The City will provide eligibility to the vendor for retirees, however billing and collection will be handled directly by the vendor. Civilian employees and retirees are responsible for the full cost of the premium. Premium for civilian employees is deducted from their bi-weekly paychecks on a pre-tax basis. Retirees would be billed on a monthly basis for coverage.

Release Date: March 28, 2016
Closing Date: April 29, 2016
Proposed Council Date: August 11, 2016
Estimated Value: \$3.4 Million
Contact Information: Lori Steward, Director of Human Resources
Phone: 207-1465



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San Antonio Public Safety Radio System (Information Technology Services) – Department issued a solicitation for the potential replacement or extension of the current Public Safety Radio System. The Request for Qualifications (RFQ) is the first phase of a two-phase solicitation process. Firms and/or Teams qualified in the RFQ phase have been invited to participate in the Request for Proposals (RFP) process upon execution of a Non-Disclosure/Confidentiality Agreement. This procurement has been exempted from Texas Local Government Code 252 and will be processed as a competitive RFP utilizing a Public, Health & Safety Exemption due to the sensitive nature of the data contained within the RFP documents.

RFP Release Date: January 7, 2016
RFP Closing Date: June 3, 2016
Proposed Council Date: April, 2017
Estimated Value: \$31.5 Million
Contact Information: Hugh Miller, Chief Technology Officer
Phone: 207-7907

Annual Contract for City-Wide Maintenance & Repair of Generators and Associated Equipment (Citywide) – Finance Department, on behalf of Fire Department, will issue a Request for Competitive Sealed Proposal solicitation seeking an annual contract for the maintenance and repair of generators and associated equipment. The City has 167 generators throughout various departments. The generators and associated equipment provide emergency backup power for critical sites throughout the City.

Release Date: July 8, 2016
Closing Date: August 15, 2016
Proposed Council Date: November 17, 2016
Estimated Value: \$3 Million
Contact Information: Charles Hood, Fire Chief
Phone: 207-8400

Design Services for Terminal A/B Connector and Security Checkpoint Expansion (Aviation/TCI) – TCI issued a Request for Qualifications on behalf of Aviation seeking professional services to design a facility that connects the concourses of Terminal "A" and Terminal "B" on the ticket level of the terminal buildings. The estimated total size of the facility is roughly 80,000 square feet. A portion of the project is comprised of roughly 25,000 square feet of area to house the security screening checkpoint and passenger processing function for patrons entering the concourse of Terminal "A." The connector project shall connect Concourse "A" in the general area of the existing north food court and extend more than 1,500 feet to join the food court area of the ticket level of Concourse "B." The corridor shall be of adequate width to accommodate pedestrian and motorized people mover equipment such as moving sidewalks or man driven carts and dollies. Escalators and elevators both public and service will be included as well as new public restrooms.

Release Date: January 11, 2016
Closing Date: February 10, 2016
Proposed Council Date: November, 2016
Estimated Value: \$5.3 million
Contact Information: Christie Chapman, Interim Assistant Director of TCI, Loyce Clark, Assistant Director of Aviation
Phone: Christie Chapman -207-2046; Loyce Clark – 207-3839



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On Call Environmental National Environmental Policy Act Consulting Services (TCI) – Department issued a Request for Qualifications seeking qualified firms to perform On-Call Environmental National Environmental Policy Act (NEPA) Consulting Services for various City projects in various locations throughout the City. Typical work to be performed under this On-Call Contract will consist of NEPA related consulting services for water, endangered species, noise and air, vegetation, cultural resources, hazardous material, and compliance with Storm Water and Edwards Aquifer Authority Regulations.

Release Date: April 8, 2016
Closing Date: May 9, 2016
Proposed Council Date: September 1, 2016
Estimated Value: \$600,000 annual capacity, \$1.8 million total contract capacity
Contract Information: Christie Chapman, Interim Assistant Director of TCI
Phone: 207-2046

Fire Station # 2 Replacement (TCI) – Department issued a Request for Competitive Sealed Proposals seeking qualified contractors for the construction of a new Fire Station # 2. The scope of work for this project includes 2 ½ Apparatus Bays, 1 EMS Bay, Living Quarters, and associated site work. The construction services will include, but not be limited to: site work, excavation, utility work, framing, thermal and moisture protection, mechanical, electrical and plumbing.

Release Date: April 27, 2016
Closing Date: May 26, 2016
Proposed Council Date: September, 2016
Estimated Value: \$4.3 million
Contract Information: Christie Chapman, Interim Assistant Director of TCI
Phone: 207-2046