

HIGH PROFILE CONTRACT COUNCIL COMMITTEE MEETING MINUTES

TUESDAY, JANUARY 14, 2014

10:00 A.M.

MEDIA BRIEFING ROOM

Members Present: Councilmember Diego Bernal, Chair, *District 1*
Councilmember Ivy Taylor, *District 2*
Councilmember Rey A. Saldaña, *District 4*

Members Absent: Councilmember Rebecca Viagran, *District 3*
Councilmember Ray Lopez, *District 6*

Staff Present: Frank Miller, *Aviation Director*; Loyce Clark, *Assistant Director Aviation*; Troy Elliott, *Finance Director*; Kevin Barthold, *City Auditor*; Ben Gorzell, *Chief Financial Officer*; Peter Zanoni, *Deputy City Manager*; Debbie Sittre, *Assistant Director, TCI*; Alex Lopez, *Assistant Director, EDD*; Stephen Whitworth, *Assistant City Attorney*; Jim Mery, *Deputy Director, CCDO*; Bruce Martin, *Contract Manager, CCDO*; Chris Zaldivar, *Contract Coordinator, CCDO*; Lori Houston, *Director, CCDO*; Marc Druck, *Compliance Auditor*; Ryan Cook, *Office of the City Clerk*

Also Present: Bill Kaufman, *K&K Law Firm*; Ben Lira, *Finance Director, RSAC*; Joann Boone, *President, CEO, RSAC*

I. Approval of Minutes from the December 10, 2013 High Profile Contract Council Committee Meeting

Councilmember Saldaña moved to approve the Minutes from the December 10, 2013 High Profile Contract Council Committee Meeting. Councilmember Taylor seconded the motion. Motion carried unanimously by those present.

II. Update to Bi-Annual High Profile Report [Troy Elliott, Director, Finance Department]

Mr. Troy Elliott provided an update of the Bi-Annual High Profile Report to include the following:

- Items Proposed as Individual:
 - Janitorial, Supplemental Conversion/Labor and Rigging Services (Alamodome)-CSF
 - Structured Cabling- ITSD
- Items Proposed as Consent:
 - On-call Construction Inspection Services - TCI
 - On-call Civil Engineering Services- TCI
- Update to Consent Items:

- On-Call General Engineering Services- Aviation

Mr. Elliott reported that the Janitorial, Supplemental Conversion/Labor and Rigging Services (Alamodome) Convention & Sports Facilities for the Alamodome Contract expires Nov 30, 2014; however, the value of the contract will be exceeded prior to this time. He noted that the solicitation process provides the City the opportunity to create multiple contracts. He added that the Local Preference Program and the new Local Veteran Program would not be applicable to the listed contracts per Statute Chapter 252 under the Request for Competitive Sealed Proposals (RFCSP).

Chairman Bernal requested more information regarding Local Preference and why it would not be applied to said contracts. Mr. Elliott stated that the Statute does not give the specific authority to grant a preference; therefore, it cannot be used. Discussion ensued regarding the Local Preference Program.

Mr. Elliott reported that the Structured Cabling issued by the Information Technology Services Department (ITSD) has an estimated contract value of \$15 million and based on the type and size of the project; it has the opportunity to award multiple contracts. He noted that the City will be using a Competitive Process which will allow more Small Business Economic Development Advocacy (SBEDA) Options such as the Prime Contracts Program, Subcontracting Program, and the Joint Venture Incentives.

Mr. Elliott reported that the On-Call Service for Construction Inspections issued by the Transportation and Capital Improvements Department (TCI) has an estimated value of \$16 million with four existing contracts set to expire in April/May 2014.

Councilmember Saldaña inquired about the On-Call Services for Construction Inspections estimated contract value. Ms. Debbie Sittre replied that they have a value of \$3 million per year which can be used by multiple firms. She stated that it was a capacity contract so as the City needs their services, the dollars are appropriated into the project. Discussion ensued regarding the contract.

Mr. Elliott reported that the Aviation Department has reevaluated the need for their future projects and resulted in a material change to the value for On-Call Engineering Services. He stated that based on their review, the original estimated contract value of \$5 million has been increased to \$10 million; two contracts at \$5 million each.

Councilmember Saldaña inquired about the contract increase. Mr. Frank Miller replied that two firms were identified, each at \$5 million. He stated that prior to the increase, they were looking at only one. However, it was decided that two firms were more productive and efficient. He added that the value of each contract was not to exceed \$5 million over the term of the contract. Discussion ensued regarding the contract.

No action was required for Item II.

III. Individual High Profile Contact Initiatives for consideration:

A. Pre-Solicitation briefing:

1. River Barge Concessions Contract [Lori Houston, Director, Center City Development Office]

Ms. Lori Houston provided a briefing and update on the River Barge Concessions Contract to include the following:

- Procurement Overview
- Project Scope
- Project Timeline

Ms. Houston reported that the current River Barge Concessions Contract will expire on August 31, 2015. She stated that the contract revenue value is estimated to \$110 million of which the City will receive an estimated \$60 million. She reported that the selected operator shall be responsible for ownership, management, and day-to-day operation of river barges and river barge concessions on the San Antonio River. She noted that after the briefing, a Request for Proposals (RFP) would be drafted and an Evaluation Team to review the RFP would be established.

Councilmember Saldaña asked of the Evaluation Team. Ms. Houston replied that the team would consist of members from the Finance Department, City Manager's Office (CMO), Convention and Visitors Bureau (CVB), Issuing Department and the Conservation Society. Councilmember Saldaña asked of conflicts within the Evaluation Team. Ms. Houston replied that there were no conflicts identified. Discussion ensued regarding the contract.

Councilmember Taylor asked how lessons learned would be incorporated. Ms. Houston replied that they were looking into opportunities to increase revenue and improve management.

Chairman Bernal inquired about Local Preference. Mr. Elliott replied that if the RFP was issued as a Discretionary Contract, it would have Local Preference as well as Veteran Preference. Chairman Bernal suggested that a Customer Component be incorporated.

No action was required for Item III A-1.

B. Post-solicitation briefing:

1. Design Services for Hemisfair Civic Park [Debbie Sittre, Assistant Director, Transportation & Capital Improvements Department]

Ms. Debbie Sittre provided a briefing and update of the Design Services for Hemisfair Civic Park to include the following:

- Procurement Overview
- Significant Dates
- Project Scope
- Solicitation Requirements
- Project Evaluation Committee
- Procurement Overview-Due Diligence

Mr. Kevin Barthold, City Auditor, reported that no conflicts of interest were found during the Due Diligence Review.

Councilmember Saldaña asked if the Project Evaluation Committee was evaluating the teams and bids; not the project. Ms. Sittre replied that was correct. Councilmember Saldaña asked how Firm Contributions were tracked. Mr. Barthold stated that currently, there is no way to track Firm Contributions. However, he noted that there is no viable reason that the Firms would be contributing.

Discussion ensued regarding the Solicitation Requirements-SBEDA Requirements.

No action was required for Item III-B1.

IV. Consent High Profile Contract Initiatives for consideration:

A. Pre-solicitation item:

1. On-Call Civil Engineering Services [Debbie Sittre, Assistant Director, Transportation & Capital Improvements Department]

Mr. Elliott reported that the On-Call for Civil Engineering issued by TCI has four existing contracts set to expire July 31, 2014. He stated that the estimated contract value of \$9 million is expected to be exhausted prior to this time. He added that Local Preference is not applicable.

Councilmember Saldaña moved to forward On-Call for Civil Engineering Services to the full City Council. Councilmember Taylor seconded the motion. Motion carried unanimously by those present.

V. Executive Session

Executive Session was not held.

VI. Consideration of items for future meetings:

A. Next meeting date: February 11, 2014

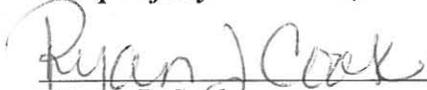
V. Adjourn

There being no further discussion, the meeting was adjourned at 10:34 a.m.



Diego Bernal, Chair

Respectfully Submitted,



Ryan J. Cook
Office of the City Clerk