

HIGH PROFILE CONTRACT COUNCIL COMMITTEE MEETING MINUTES

TUESDAY, FEBRUARY 11, 2014

10:00 A.M.

MEDIA BRIEFING ROOM

Members Present: Councilmember Diego Bernal, Chair, *District 1*
Councilmember Ivy Taylor, *District 2*
Councilmember Rebecca Viagran, *District 3*
Councilmember Rey A. Saldaña, *District 4*
Councilmember Ray Lopez, *District 6*

Members Absent: None

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*; Ed Belmares, *Assistant City Manager*; Stephen Whitworth, *Assistant City Attorney*; Jonathon Kaplan, *Assistant City Attorney*; Lauren O'Connor, *Assistant City Attorney*; Jed Maebius, *Mayor's Office*; Stephen Whitworth, *Assistant City Attorney*; Katinka Howell, *Assistant City Attorney*; Nancy Reyes, *Assistant City Attorney*; Lisa Brice, *Special Projects Manager*; Laurel Jensen, *Contract Manager, Parks*; Gloria Hurtado, *Assistant City Manager*; Lisa Biediger, *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*; Michael Sawaya, *Director, CSF*; Xavier Urrutia, *Director, Parks*; Hugh Miller, *Chief Technology Officer, ITSD*; Ryan Cook, *Office of the City Clerk*

I. Approval of Minutes from the January 14, 2014 High Profile Contract Council Committee Meeting

Councilmember Taylor moved to approve the Minutes from the January 14, 2014 High Profile Contract Council Committee Meeting. Councilmember Saldaña seconded the motion. Motion carried unanimously by those present.

II. Individual High Profile Contract Initiatives for consideration:

A. Pre-solicitation briefings:

1. Alamodome Cleaning Conversion Services and Rigging Services Contracts [Michael Sawaya, Director, Convention & Sports Facilities]

Mike Sawaya provided a briefing and update of the Alamodome Cleaning Conversion Services and Rigging Services Contracts to include the following:

- Procurement Overviews
- Project Scopes
- Solicitation Requirements
- Project Evaluation Committees
- Proposed Project Timelines

Mr. Sawaya reported that the City currently has one contract for both Rigging Services and Cleaning Conversion Services. He stated that the contract will be separated into two contracts this year. He reported that the current contract will expire November 30, 2015, but due to an increase in events at the Alamodome; the contracts' capacity will be exhausted by July 2014. He defined Rigging as the Installation of Attachments such as Trussing, Lighting and Banners to the Structural Steel of the building. Mr. Sawaya stated that Rigging is a very exclusive service; therefore, Subcontracting would not be part of the Rigging Services Contract.

Councilmember Lopez inquired about the number of Employees. Mr. Sawaya responded that the number of Employees will vary depending on the Event Type; however, there are 55 Full-Time Employees at the Alamodome and approximately 250 Temporary Employees that work during Events. Councilmember Lopez asked if the separation of the contracts would create more Job Opportunities. Mr. Sawaya replied that it would. Councilman Lopez asked if the City of San Antonio is the largest Contract for the current Contractor. Mr. Sawaya replied yes and added that he is unaware of any other Clients that they may service. Councilman Lopez asked if the current Contractor is able to bid on one or both parts of the Contract. In response, Mr. Sawaya stated that the current Contractor is able to bid on both.

Chairman Bernal inquired about the Solicitation Requirements. Mr. Sawaya stated that Riggers are typically Independent Contractors that are hired for their Labor. He added that there is not a Rigging Provider in the Market and those who do perform Rigging Services have not been designated as Small Businesses. Chairman Bernal asked of Providers in a potentially Non-Existent Market. Mr. Sawaya replied that the City has one Contractor who provides Rigging at the Alamodome and another at the Convention Center. He noted that neither Contractor is designated as a Small Business; however, he believes that there may be more providers.

No action was required for Item II-1.

2. Custodial Services [Xavier Urrutia, Director, Parks and Recreation]

Xavier Urrutia provided a briefing and update of the Parks and Recreation Custodial Services to include the following:

- Procurement Overview
- Project Scope
- Solicitation Requirements
- Project Evaluation Committee
- Proposed Project Timeline

Mr. Urrutia reported that the Solicitation is for Custodial Services at 44 Park Facilities. He stated that the services would be provided within specified timeframes to minimize the impact to patrons. He noted that most Park Facilities are serviced six days a week to ensure cleanliness and attractive conditions. He noted that the Contractor would provide all Manpower, Equipment and Supplies.

Councilmember Lopez asked how the Park Grounds would be cared for. Mr. Urrutia replied that City Staff care for the Grounds. Councilmember Lopez asked of the Linear Parks Sidewalks. Mr. Urrutia replied that through the Budget Process and as Capital Projects are completed, City Staff is requested to maintain them. Councilmember Lopez asked if Outside Contractors would become a necessity to meet the demands of the Linear Parks. Mr. Urrutia replied that through the years, the City has moved to augment and enhance existing City Forces with Contracts obtained through the Purchasing Department. Discussion ensued regarding Custodial Services and the Linear Parks.

Councilmember Viagran inquired about the number of employees. Mr. Urrutia replied that it would depend on the plan of the Respondent. He noted that a base line of five teams with three employees would be sufficient. Councilmember Viagran suggested that a Member of the Parks and Recreation Board be included on the Project Evaluation Committee.

Chairman Bernal asked if the City was doing everything within its power to ensure that Local Small Businesses are given an opportunity to compete. Mr. Elliott replied that the City conducts a great amount of outreach, and that the Scope of the Contract for Custodial Services has been reduced into manageable portions so that a Small or Minority-Owned Business may bid. He noted that the Custodial Contracts are multiplying and the current contracts are not as large as they used to be.

No action was required for Item II-2.

3. Structured Cabling Services [Hugh Miller, Chief Technology Officer, Information Technology Services]

Hugh Miller provided a briefing and update of the Structured Cabling Services to include the following:

- Procurement Overview
- Project Scope
- Solicitation Requirements
- Project Evaluation Committee
- Proposed Project Timeline

Mr. Miller reported that the previous Contractor became financially strained due to the volume of work required by the City and also by the costs incurred from the work. He reported that the City was forced to use the State Department of Information Resources Contract and have been doing so for the last few years. He stated that the Economic Development Council Committee suggested that the City work with a large entity who would substitute with a Local Small Minority Owned Business to supplement the work.

Councilmember Taylor asked of the current Contractor. Mr. Miller replied that the City is currently using the State Department of Information Resources Contract; however, it allows for multiple entities to respond to the City's needs. He added that Presidio, formally known as INX, is the current Contractor. Councilmember Taylor asked how the Value of the Contract is estimated. Mr. Miller replied that the Value is an estimate based on History and the Project Portfolio.

Councilmember Lopez asked how this Contract would differ from the Job Order Contracts (JOC). Mr. Miller replied that the intent of this Contract is to open an avenue primarily for Local, Small, and Minority-Owned Businesses. He added that at times, a JOC would be leveraged; however, the Contract is specific to standards set within Information Technology Services Department (ITSD).

Councilmember Viagran asked how long the original Contractor held the contract. Mr. Miller replied that they worked with the City for approximately nine months before they started having financial issues. He stated that the new Contract is set up differently in an effort to avoid placing strain on Local, Small, and Minority-Owned Businesses. Councilmember Viagran suggested that an Outside Industry Expert be included on the Evaluation Committee.

No action was required for Item II-3.

4. Marketing and Advertising Services for San Antonio International Airport [Frank Miller, Director, Aviation]

Frank Miller provided a briefing and update on the Marketing and Advertising Services for San Antonio International Airport to include the following:

- Procurement Overview
- Project Scope
- Solicitation Requirements
- Project Evaluation Committee
- Proposed Project Timeline

Mr. Miller reported that the successful Respondent would provide the Aviation Department with Advertising, Marketing, and Public Relations Services for the City's Airline Incentive Program, Airport Concessions Marketing Campaigns, San Antonio International Airport-City Gateway Advertising, and Miscellaneous On-Call Airport Advertising, Graphic Design, Print Production, and Installation Projects.

Councilmember Lopez asked if the Respondent would be implementing the Marketing and Advertising Strategies or if they would Create Messaging. Mr. Miller replied that it would depend on the Airline. Councilmember Lopez asked if the Branding Commitments being made would retain the City's continuity and be considered in the Advertising and Marketing Scenarios. Mr. Miller replied that the Aviation Department would be working closely with the Contractor to ensure that it would be taken into consideration.

Councilmember Viagran asked if Stinson Municipal Airport was included in the conversations and if the Contract was part of the Convention and Visitor's Bureau (CVB) Marketing Campaign. Mr. Miller replied that Stinson Municipal Airport was not involved in this Contract because the Advertising was for the International Airport. He noted that Aviation consulted with the CVB and used their marketing expertise; however, the Contract is separate.

No action was required for Item II-4.

III. 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]

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

IV. Executive Session

The Executive Session was not held.

V. Consideration of items for future meetings:

A. Next meeting date: March 11, 2014

V. Adjourn

There being no further discussion, the meeting was adjourned at 10:55 a.m.



Diego Bernal, Chair

Respectfully Submitted,



Ryan J. Cook
Office of the City Clerk