



## City of San Antonio/Engineering Consultants Committee (CECC)

### Quarterly Meeting with the City of San Antonio

Tuesday, November 8, 2022 \* 3:30 p.m. – 4:30 p.m. \* City Tower

### Meeting Minutes

Attendees: **ACEC SA** – Robert Erazo (LJA), Mark Medina (Moreno Cardenas), Elaiza Alvarez (LAN), Ray Mendez (Mendez Engineering), and Naomi Miller (ACEC SA); **City of San Antonio** – Razi Hosseini, Luis Maltos, David McBeth

#### I. Introductions

#### II. 2023 Joint Capital Improvements Seminar

- a. Norris Conference Center confirmed by ACEC SA for 2/23/23 11:00am-4:00pm
  - i. Recommendation made to move meeting to 2/14 or 2/28 as current date conflicts with E-week and those dates will not conflict with standing city meetings. ACEC will check with venue, then Hosseini's schedule, and let all know of new date.
- b. Naomi Miller in contact with Diane Hoskins at PEPP to coordinate
  - i. Secure panelists before Christmas, if possible
  - ii. Secure Ethics speaker
  - iii. Send save-the-date by December 15
- c. Seminar topics discussed at September 27 meeting
  - i. Update on 2017 and 2022 bond projects. (Razi Hosseini – 20 minutes)
  - ii. Inflation and supply chain issues affecting construction costs. (20 minutes)
    1. ACEC to recommend speakers from TAWWA or TACWA.
    2. John Carlson from Sundt is backup.
  - iii. Improving project delivery. (Luis Maltos/David McBeth – 1 hour)
    1. ACEC to recommend two panelists (one from large firm, one from small firm). Direct experience with city preferred.
    2. Panelists should meet at least twice before the seminar.
    3. Subtopics:
      - a. Quality of work and timely responses from the engineering consultant community.
      - b. QC/QA on process execution and during construction.
      - c. Improving survey information.
      - d. Improving subconsultant coordination from Prime Consultants.
    4. Add topic regarding communication (phone instead of email – direct and in-person preferred)



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- iv. Utility coordination with partnering entities (SAWS and CPS). Discuss lessons learned. (Richard Grochowski, CPSE, SAWS, AT&T – 1 hour)
  - 1. Mike Denning (CPSE), Nina Bittle or Ann Peche (SAWS), someone from AT&T/Broadband (city will ask).
  - 2. **City of SA** has regular meetings with utility reps and will approach them to develop a lessons learned presentation.
- v. Incorporating green infrastructure and sustainable designs. (Will include this topic is dependent on consultants' progress – City will follow up in January to verify)
  - 1. City currently has a consultant on board to develop a Climate Action Plan (CAP) to set criteria and standards.
  - 2. Topic can possibly be led by Robert Reyna.
  - 3. ACEC recommended that a contractor with experience installing green infrastructure be consulted.
  - 4. City is factoring maintenance into CAP.
- vi. Seminar to include an hour for ethics.
  - 1. **ACEC/PEPP** will secure a speaker.

### III. 2022-27 Bond update

- a. Still on track with bond schedule.
- b. City is going to move significantly faster on negotiations – complete by Jan/Feb.
- c. CPSE and SAWS have already been engaged.
- d. Liquidated Damages (as previous contracts) will be included in design contracts – City providing old contract information.
- e. Depending on plan quality or project complexity, City is encouraging bypassing design phases to expedite project delivery- up to the City PM – Payment schedule will adjust to design phase changes.
- f. Will be looking for consultant recommendations to help expedite and/or save money on projects.



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#### IV. RFQ language discussion

- a. ACEC made City aware of the contract acknowledgement language in the RFQ. City will investigate this issue with their legal team and let us know if they will update the language. (please see photo of language below)

#### V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA

City shall conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. City may appoint a selection committee to perform the evaluation. Each submittal shall be analyzed to determine overall responsiveness and qualifications under the RFQ. Respondents shall be aware City may select some, all or none of the submitting Respondents to perform the scope of work outlined in this RFQ. If City elects to conduct interviews following its evaluation of the submittals received, selected Respondent(s) shall be interviewed and re-scored, based upon these same criteria or additional criteria to be determined by the selection committee.

##### For the Statement of Qualifications Submittal:

Respondent shall provide information or response to the following items as it relates to Section II, Scope of Services and Respondent's submittal shall include the following items in the following sequence:

1. **SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #1) (Indexed and labeled as "Tab 1")** – Respondent shall complete this form, which shall be used as the Table of Contents and as a checklist for Respondent's submittal.
2. **CONSULTANTS RANK OF DESIRED PROJECTS (Form #2) (Indexed and labeled as "Tab 2")**  
Respondent shall complete this form, which shall be used to assist with matching selected respondent with projects.
3. **EXECUTIVE SUMMARY (Indexed and labeled as "Tab 3")** – Respondent shall include a one (1) page Executive Summary at the beginning of the Statement of Qualifications. Respondent's Executive Summary shall state the number of years Respondent's team has been in business, Respondent's number of years in business in its local office, Respondent's local office address and the number of employees employed in Respondent's local office.
4. **CONTRACT TEMPLATE AND GENERAL CONDITIONS REVIEW (Indexed and labeled as "Tab 4")** – Respondent shall review the Contract Template and its General Conditions, provided and labeled as RFQ Exhibit A and B, and provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City's General Conditions, in Respondent's submitted proposal under "Tab 3".

#### V. New business

- a. 2023 Civil On-Call coming out 1st part of the year to get contract signed by Aug/Sept 2023 timeframe.

#### VI. Adjourn