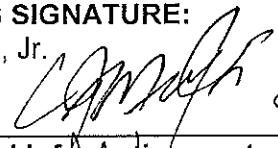
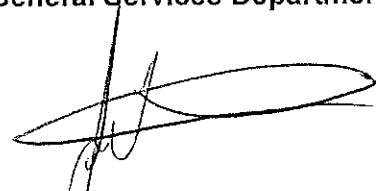


SUBJECT: Approve Task Order Contract for Professional Project Management Services with Vergel Gay & Associates, LLC for the Task Order and Job Order Contracting Program.		Page 1 of 2	Agenda Item
FROM (Department or other point of origin): General Services Department		Origination Date	
DIRECTOR'S SIGNATURE: C. J. Messiah, Jr.  9.13.17		Council District(s) affected: All	
For additional information contact: Jacquelyn L. Nisby Phone: 832-393-8023		Date and identification of prior authorizing Council action:	
RECOMMENDATION: Approve a task order contract for professional project management services with Vergel Gay & Associates, LLC for the Task Order and Job Order Contracting Program.			
Amount and Source of Funding: Maximum contract amount for contract: \$1,200,000 – 5 years		Finance Budget:	
<p>SPECIFIC EXPLANATION: The General Services Department (GSD) recommends that City Council approve a task order contract with Vergel Gay & Associates, LLC (VGA) for professional project management services for the Task Order and Job Order Contracting Program, and delegate authority to the director to approve supplemental allocations up to a maximum contract amount of \$1,200,000. The contract provides for a term of three years with two one-year renewal options. As departments identify projects, funding will be made available through supplemental allocations from various departmental budgets and/or appropriations from various bond funds up to the maximum contract amount.</p> <p>On November 20, 2015 and November 27, 2015, GSD advertised a Request for Proposal (RFP) for project management services. The RFP contained selection criteria that ranked respondents on project management experience, proposed key personnel's experience, team relationships, and sub-consultant's experience. Thirteen firms submitted Statements of Qualifications. A selection committee comprised of representatives from GSD evaluated and ranked the respondents. The selection committee invited nine qualified firms to participate in an interview/presentation session. One firm declined the invitation. VGA received the highest points based on the advertised criteria.</p> <p>SCOPE OF CONTRACT AND FEE: Under the terms of the contract, VGA will provide project management services on an as needed basis for various City departments. Basic services fees for each task order will be negotiated based upon the size and complexity of the project and paid on a lump sum basis.</p> <p>GSD utilizes task order contracts to facilitate roof design, project management services, minor architectural and engineering design services including structural, civil, and mechanical, electrical and plumbing for the construction, repairs, rehabilitations, or alterations of facilities for its client departments. Having these contracts in place allows the City to expedite facility construction projects and can help the City respond quickly to emergency situations.</p>			
REQUIRED AUTHORIZATION		CUIC # 25DSGN110	
General Services Department:  Richard A. Vella Assistant Director Real Estate, Design and Construction			

DATE:	SUBJECT: Approve Task Order Contract for Professional Project Management Services with Vergel Gay & Associates, LLC for the Task Order and Job Order Contracting Program.	Originator's Initials EA	Page 2 of 2
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PROJECT LOCATION: Citywide

M/WBE PARTICIPATION: Due to the technical and specialized nature of the services, the work will be self-performed under task orders that will be issued on an as-needed basis. The Office of Business Opportunity has reviewed the scope of services and approved a waiver of the M/WBE goal for VGA as described in the attached correspondence.

PAY OR PLAY PROGRAM: The proposed contract requires compliance with the City's 'Pay or Play' Ordinance regarding health benefits for employees of City contractors. In this case, VGA has elected to pay into the Contractor Responsibility Fund in compliance with City policy.


CJM:JLN:RAV:JRR:EA

c: Marta Crinejo, Jacquelyn L. Nisby, Morris Scott, Carolyn Hanahan, Marsha E. Murray, James Reddington, Tiko Amador, Martha Leyva

RECEIVED



CITY OF HOUSTON
OFFICE
OF
BUSINESS OPPORTUNITY

OBO

**Goal Modification
Request Form**

1. Date: 03-14-16 2. Requesting Department: GSD 3. Solicitation Number: N/A
4. Solicitation Name: Project Management Services Task Order Contract 5. Estimated Dollar Amount: \$ Up to 1,200,000

6. Description of Solicitation (attach specifications/supporting documents):

The selected firm will enter into a contract that will provide project management support to the City of Houston General Services Design and Construction Division. Some areas of support include, but are not limited to, the following: Cost estimating, project scheduling, project management, contract administration and drawing/specification review. Currently, there is \$300K in the budget. The task order contract is being set up to allow for \$1,200,000.

PLEASE INDICATE WHETHER A PREVIOUS CONTRACT EXISTED FOR THIS SOLICITATION.

A. Previous contract (if any): Yes ☐ No ☒ B. Previous contract number: N/A
C. Goal on last contract N/A D. Was goal met? Yes ☐ No ☐
E. If goal was not met, what percentage did the vendor achieve? N/A %
F. Why wasn't goal achieved?
N/A

SELECT ONE TYPE OF GOAL MODIFICATION REQUEST FROM THE FOUR OPTIONS BELOW.

1. WAIVER

A. I am requesting a waiver of the MWSBE Goal: Yes ☒ No ☐
B. Reason for waiver: (Check one)
☐ A public or administrative emergency exists which requires the goods or services to be provided with unusual immediacy
☐ If goods and services are specialized, technical, or unique nature as to require the City department to select its contractor without application of MWSBE provisions (such as contracts for expert witnesses, certain financial advisors or technical consultants)
☐ MWSBE provisions impose an unwarranted economic burden or risk on the City or unduly delay acquisition of the goods or services, or is not in the best interest of the City; or
☐ Level of MWSBE availability would produce minimal MWSBE participation.
☒ Other: Indivisible work

C. Detailed explanation for Waiver Reason:

The work will be self performed under a task order contract that will be used on an as-needed basis. It is unknown at this time when the services will be required and the duration the support staff will be brought in to perform the services.

2. COOPERATIVE OR INTER-LOCAL AGREEMENT

A. Is this a Cooperative/Inter-Local agreement? Yes ☐ No ☒
B. If yes, please specify the name of the agreement: N/A
C. Did the Department explore opportunities for using certified firms? Yes ☐ No ☐
D. Please explain how the department explored opportunities for using certified firms:

E. Please explain why the Department did not explore opportunities for using certified firms:



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Goal Modification
Request Form

3. REDUCED GOAL (to be completed by the department prior to advertisement)

A. I am requesting a MWSBE contract-specific goal below the following city wide goals:

Construction (34%) Professional Services (24%) Purchasing (11%)

Yes ☐ No ☒ If yes, please complete a Contract-Specific Goal Request Form and submit with this form.

4. GOAL REVISION AFTER ADVERTISEMENT

A. I am requesting a revision of the MWSBE Goal that has already been advertised: Yes ☐ No ☐

B. Original goal: _____ C. Proposed new goal: _____ D. Advertisement date: _____

E. Will the project be re-advertised? Yes ☐ No ☐ F. Estimated dollar amount: \$ _____

G. Detailed reason for request: _____

Concurrence:

Requesting Department Initiator

Date

03-14-16

Department Director or Designee

Date

3-14-16

FOR OBO OFFICE USE ONLY:

APPROVED:

	3/30/16	NON-DIVISIBLE *	W-557
OBO Assistant Director or Designee	Date	OBO Reason	Tracking #

DENIED:

OBO Assistant Director or Designee	Date	OBO Reason	Tracking #

* MWBE opportunities were explored at the Prime level as 8 out of 13 project management companies were contacted to bid.