

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
AVIATION DEPARTMENT**

**TO:** Mayor and City Council

**FROM:** Kevin C. Dolliole, Aviation Director

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Christopher J. Brady, Finance, Office of Management & Budget, Public Works,  
File

**SUBJECT:** Contract Award – Signage Upgrade Project at San Antonio International Airport

**DATE:** April 10, 2003

**SUMMARY AND RECOMMENDATIONS**

This proposed ordinance accepts the low, qualified bid of Architectural Graphics, Inc. in the amount of \$569,301.00 for the Signage Upgrade Project at San Antonio International Airport and authorizes the execution of a construction contract. This proposed ordinance further authorizes \$56,930.00 for construction contingencies for a total appropriation of \$626,231.00.

Staff recommends the approval of this ordinance.

**BACKGROUND INFORMATION**

The City has in its Five Year Capital Program a project to upgrade the roadside and wayfinding signage at San Antonio International Airport.

The contract documents for the Signage Upgrade Project at San Antonio International Airport (Project) have been completed by the Consultant, Bender Wells Clark Design, and the Project was advertised in the Commercial Recorder, The Informer, and La Prensa on January 13, 2003.

Due to the complexity of the Project and the rigid requirements regarding bidders qualifications, a mandatory pre-bid meeting was conducted on February 14, 2003 at which 17 prospective bidders were in attendance.

Five (5) bids were received ranging from a low bid of \$564,508.00 to a high bid of \$731,290.00. The bid from Action Construction in the amount of \$564,508.00 was determined to be non-responsive and therefore rejected. Action Construction failed to submit a price for alternate bid items and did not submit a complete set of qualification documents, required by the bid documents, as outlined below:

- Experience Documentation provided was incomplete as follows:
  - Only one (partial) project experience form was provided; Three were required.
  - No photographs of representative work were provided.
  - No qualifications were provided for the Sign sub-consultant
  - No qualifications were provided for the Electrical sub-consultant
  - Bidding firm did not submit the "Profile of Company" form.
- Incomplete Personnel Documentation provided
  - No resumes provided
- Incomplete Reference Documentation provided
  - Only one reference was provided. Three references were requested.

Based on the foregoing, it was determined that the bid of Action Construction was non-responsive.

The remaining four (4) bids were evaluated by the consultant and Aviation Department staff, and the bid from Architectural Graphics, Inc. in the amount of \$569,301.00 was determined to be the low qualified bid. This bid is considered to be fair and reasonable for the work involved.

The consultant's estimate of cost for the project is \$605,000.00.

### **POLICY ANALYSIS**

This proposed action continues the policy of improving facilities at San Antonio International Airport.

### **FISCAL IMPACT**

This Project is funded by the Airport System 1996 Construction Fund. This ordinance appropriates \$569,301.00 for construction costs and \$56,930.00 for contingent expenses for a total appropriation of \$626,231.00.

### **COORDINATION**

This request for ordinance has been coordinated with the Public Works, Finance and Office of Management & Budget Departments.

### **SUPPLEMENTARY COMMENTS**

The construction contract is not a discretionary contract and therefore an Ethics Disclosure Statement is not required from Architectural Graphics, Inc.

Bids for this package were opened on February 26, 2003 with four (4) responsive bidders. The bids received are as follows:


Architectural Graphics, Inc.	\$ 569,301.00
Central Electric	\$ 572,773.00

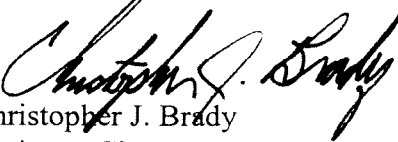
Mica Corporation  
Matrix Builders

\$ 617,440.00  
\$ 731,290.00


The Economic Development Department has reviewed the list of subcontractors and approved the Good Faith Effort Plan submitted by Architectural Graphics, Inc. The contract provides for 75 calendar days or approximately 4 months to complete.

**SIGNATURES**

  
Kevin C. Dolliole  
Aviation Director

  
Christopher J. Brady  
Assistant City Manager

Approved:

  
Terry M. Brechtel  
City Manager