

CITY COUNCIL AGENDA  
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**CITY OF SAN ANTONIO  
INFORMATION TECHNOLOGY SERVICES DEPARTMENT  
CITY COUNCIL AGENDA MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Hugh Miller, Acting Director, Information Technology Services

**SUBJECT:** Telecommunications Consultant Contract

**DATE:** December 15, 2005

**SUMMARY AND RECOMMENDATIONS**

Request the approval of an Ordinance to accept the proposal of Alexander Utility Engineering, Inc., for consulting services to develop a strategic plan and prepare a Request for Proposal to acquire telecommunication services.

Staff recommends approval of this contract between the City of San Antonio and Alexander Utility Engineering.

**BACKGROUND INFORMATION**

The purpose of this request is for the City Council to approve a contract between the City of San Antonio (City) and Alexander Utility Engineering, Inc (AUE) in an amount not to exceed \$73,450.00. The contract with AUE will include consulting services for developing a telecommunication strategic plan and for drafting a Request for Proposals (RFP) for acquiring telecommunication services. Additionally, AUE will provide assistance, guidance and expert advice, throughout the provider selection process, contractual negotiations and contractual creation. The RFP will include, but is not limited to, these services:

- Local Voice
- Long Distance
- Internet Services
- Mobile Wireless Voice
- Mobile Wireless Data
- Voice Circuits
- Data Circuits
- Paging

Alexander Utility Engineering, Inc. will conduct a detailed assessment of the City's current telecommunications environment which will include the City's various usages services, business processes and existing hardware. Based on the assessment, AUE will make improvement suggestions and then help build a RFP for the required telecommunications services. Based on the RFP responses,

AUE will help the City determine whether to award these services to one provider or to multiple providers. AUE will assist in negotiating a contract for a telecommunication provider, broker and/or integrator.

AUE will provide a project management plan to include the following:

- Develop a strategic plan to acquire and to implement future telecommunication services within sixty (60) days from the date of contract award.
- Develop an RFP to obtain telecommunication services required by the City
- Provide technical assistance to an evaluation team during review of proposals. This will include the analysis of technical and pricing components of the responses.
- Provide assistance to City staff during contract negotiations.
- Assist in the development of the contract(s).

AUE is not eligible to respond to, or assist any party in the preparation of, any bid or proposal to be submitted in response to the RFP developed under this contract. This includes, but is not limited to, assisting any telecommunications service provider or participating in any way as a prime contractor or subcontractor in the awarded contract.

All work performed by AEU hereunder shall be to the satisfaction of the Chief Technology Office (CTO)/Director of Information Technology Services Department (ITSD). Determinations made by the CTO shall be final, conclusive and binding on all Parties hereto. The City shall be under no obligation to pay for any work performed by AUE, which is not satisfactory to CTO. The City shall have the right to terminate this Agreement in whole or in part, should AEU's work not be satisfactory to the CTO; however, the City shall have no obligation to terminate and may withhold payment for any unsatisfactory work, as stated herein, even should the City elect not to terminate.

The Information Technology Services Department currently has multiple contracts for the previous listed telecommunication services. The proposed contract will help reduce cost and improve efficiencies by consolidating contracts, expanding the scope of services and providing more effective telecommunication business processes for City departments.

ITSD released a RFP for consulting services on June 27, 2005. A committee was formed to evaluate proposals and score vendors on the following five (5) criteria:

1. Understanding of Scope of Services (5%)
2. Respondent's Experience / Capability (25%).
  - Background of Respondent.
  - Relevant experience of Respondent.
  - Specific experience with public entity clients, especially large municipalities.
  - References from projects of similar size and scope.
  - Other resources, including total number of employees, number and location offices.
3. Project Team Qualifications (25%) Key personnel assigned to this project
  - Professional qualifications of each individual
  - Specific experience of each individual

- Availability or percent of time dedicated solely to this project
  - Length of time working in respondent's capacity
4. Evaluation of Pricing Schedule (25%)
  5. Small Business Economic Development Advocacy Program (SBEDA) (20%)

Based on the above criteria four finalists were identified. Finalists were interviewed by the selection committee and were scored, based on their responses. Alexander Utility Engineering, Inc (AEU) received the highest score and was selected.

The City and Alexander Utility Engineering, Inc met to discuss and confirm the intent of this contract along with their expected performance. The City performed final negotiations with AUE and received a "Best and Final" offer from them. The City and AUE have reached a mutual understanding to the terms and conditions of the contract.

### **POLICY ANALYSIS**

In the past, ITSD would solicit these services through individual contracts that would expire at different times with different vendors at fixed prices which did not always reflect the most current competitive pricing.

This contract is to acquire a professional telecommunication consultant who will assist ITSD with the consolidation of all telecommunications services, help the City determine whether to award these services to one provider or to multiple providers and to assist in negotiating a contract(s) for a telecommunication provider, broker and/or integrator. This concept is to provide the City with a means of obtaining the most state of the art services at the most current competitive rates.

### **FISCAL IMPACT**

The estimated total one-time expenditure will not exceed \$73,450.00. Funding for this project is appropriated in the FY 05-06 budget.

Payment will be made upon the completion of each milestone defined below:

Flat fee to develop a final strategic plan to acquire and to implement future telecommunication services within sixty (60) days from the date of City Council approval.	\$41,670
Flat fee to develop a solicitation document to obtain telecommunication services utilizing a telecommunications broker and/or integrator.	\$13,500
Flat fee to provide technical assistance to an evaluation team during review of bids or proposals as required. This will include the analysis of technical and pricing components of the responses.	\$8,080
Flat fee to provide assistance to City staff during contract negotiations.	\$7,640
Flat fee to assist in the development of contract(s)	\$2,560

This contract is not to exceed 12 months. However, this contract is estimated to be completed in 6 months.

**COORDINATION**

This item has been coordinated with the City Attorney's Office, Risk Management, Contract Services, Budget and Finance departments.

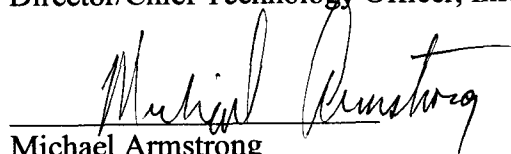
**SUPPLEMENTARY COMMENTS**

Alexander Utility Engineering, Inc has signed the attached proposed contract.



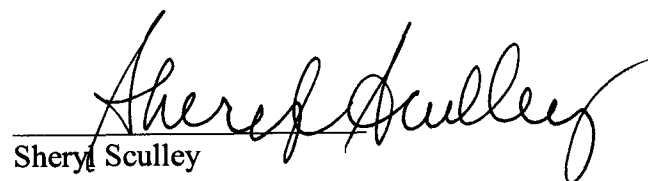
Hugh Miller

Director/Chief Technology Officer, Information Technology Services Department



Michael Armstrong

Assistant City Manager/Chief Information Officer



Sheryl Sculley  
City Manager

Firm Name: Alexander Utility Group

Project Name: Telecommunications Consultant

	Evaluator 1 Jose Medina	Evaluator 2 John Foddrill	Evaluator 3 Mike Mitchell	Evaluator 4 Diana Gonzalez	Average
Understanding of Scope of Services 5 Points Maximum	4.5	5.0	5.0	5.0	4.9
Respondent's Experience / Capability 25 Points Maximum	20.0	23.0	18.7	20.0	20.4
Project Team Qualifications 25 Points Maximum	20.5	22.0	18.0	25.0	21.4

Project/Program Name: Benefits Consulting 2005

## TOTAL SCORE

	Tetra Tech	Elert & Assoc.	VillaGarcia & Assoc.	CES Network	RCC Consultants	ACG, Inc.	Alexander Utility Group
Understanding of Scope of Services 5 Points Maximum	3.0	2.5	1.5	3.3	4.0	4.3	4.1
Respondent's Experience / Capability 25 Points Maximum	15.6	14.5	7.6	13.9	17.1	17.3	17.5
Project Team Qualifications 25 Points Maximum	14.5	15.0	4.3	14.8	17.5	15.3	19.3
Evaluation of Pricing Schedule 25 Points Maximum	13.5	19.3	12.9	25.0	6.9	5.0	11.6
Local Business Enterprise 10 Points Max	6.0	0.0	0.0	0.0	0.0	0.0	10.0
Historically Underutilized Enterprise 5 Points Max	0.0	0.0	0.0	5.0	0.0	5.0	0.0
Compliance w/SBEDA Policy 5 Points Max	1.0	2.0	1.0	3.0	1.0	3.0	2.0
TOTAL SCORE	53.6	53.3	27.2	64.9	46.5	49.8	64.5