



ADDENDUM 1

SUBJECT: Bulverde Rd (Green Spring Dr – Redland Rd) Street Reconstruction (2022 Bond), (ID # 23-03867), Scheduled to Close: July 14, 2026; Date of Issue: June 10, 2026

FROM: Joseph Ramon
Procurement Manager

DATE: July 6, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 – TO THE ABOVE REFERENCED INVITATION FOR BIDS

This addendum is divided into sections for convenience only. All Respondents are responsible for reviewing the entire addendum. Compliance is required for any item included in this addendum, even if it appears only once. All interested parties and affected trades must review this addendum carefully and ensure full compliance in performing the related work. All documents in this addendum shall be attached to and incorporated into the Contract Documents.

Respondents and bidders shall be responsible for reading the entire addendum. All addenda issued for this solicitation shall be attached to and become part of the solicitation and resulting contract documents for this project. By submitting a response to a City solicitation, respondent/bidder is acknowledging the receipt of this addendum.

By virtue of this addendum, the specifications, requirements and amendments stated below become a permanent addition to the solicitation referenced above.

THE ABOVE-MENTIONED INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

GENERAL INFORMATION

1. **Add: Pre-Bid Meeting Presentation**, attached herein.
2. **Add: Pre-Bid Meeting Sign-In Sheet**, attached herein.

CHANGES TO SOLICITATION

1. **Bid Opening**
 - a. Current: July 14, 2026
 - b. Revised: July 21, 2026

Joseph Ramon
Procurement Manager
Finance Department, Procurement Division

Bulverde Rd (Green Spring Dr - Redland Rd)
Pre-Bid Meeting Sign In Sheet June 23, 2026 @ 10:00 AM

First Name	Last Name	Title	Organization	Phone Number	Email Address
Manny	Ibarra	Lead Estimator	Capital Excavation	5124401717	estimating@capitalexexcavation.com
Peter	Duro	Procurement Specialist II	CoSA Finance	210.207.7954	Peter.DuroJR@sanantonio.gov
Pedro	Diaz	Senior estimator	D&D Contractors	2106392441	Pedro@danddcontractors.com
Renuka	Naidu	PS II	COSA Finance	210-207-0599	Renuka.naidu@sanantonio.gov
Matthew	Zuniga	Sr. Economic Development Specialist	COSA EDD, SBEDA	210-207-8110	Matthew.zuniga@sanantonio.gov
Stephen	Morales	Project Engineer	San Antonio Water System	2012333857	stephen.morales@saws.org
Miranda	Castillo	Engineer	SAWS	2102333943	Miranda.castillo@saws.org
Ana	Medina	Engineer I	COSA CDD	2102071320	Ana.medina@sanantonio.gov
Dustin	Bolzle	Project Engineer	San Antonio Water System	2102333734	Dgbolzle@saws.org
Cristina	Martinka	Procurement Specialist	Cash construction	5127710909	Cristina.martinka@cashconstruction.com
Manny	Ibarra	Lead Estimator	Capital Excavation Co	5124401717	estimating@capitalexexcavation.com
Brenton	Burney	Engineer II	COSA	2102072732	Brenton.burney@sanantonio.gov
Casey	Tropp	Estimator	Reytec Construction	214-558-9815	Ctropp@reytec.com
Garrett	Kleypas	Jr estimator	J3 company	8309552247	garrett.kleypas@j3co.com
Guillermo	Cuellar	Sr Engineer	Capital Delivery	2102076026	Guillermo.Cuellar@sanantonio.gov
Byron	Sanderfer	Public Works Practice Director-Central Region	Ardurra	210-822-2232	Bsanderfer@ardurra.com
Sean	Strong	Senior Engineer	COSA-CDD	210-823-9177	Sean.Strong@sanantonio.gov



CAPITAL DELIVERY

City of San Antonio Capital Delivery Department

Pre-bid Meeting Agenda COSA Project No.: 23-03867

PROJECT: Bulverde Road (Green Spring to Redland Road)

DATE: June 22, 2026 @ 10:00am CST

I. Project Background/ Project Scope:

- a. General Scope: Includes the widening and reconstruction of Bulverde Road from Green Spring to Redland Rd with new curbs, sidewalk, shared use path, driveways and signal improvements. The project also includes the construction of a new underground storm sewer system, SAWS water, SAWS sewer and CPS gas improvements. This project is a continuation of the Bulverde Phase 1 (Butterleigh Dr to N of Quiet Meadow St) 2017 Bond project.
- b. Design Consultant:
 - i. Bryan Spina, PE- Project Manager w/ Ardurra
- c. COSA Team
 - i. PM Design Team
 - 1. Sean Strong, PE – Project Manager
 - 2. Ana Medina, PE- Project Engineer
 - 3. Rogelio Aranda, PE- Project Engineer
 - ii. PM Construction Team
 - 1. Guillermo Cuellar, PE – Project Manager
 - 2. Brenton Burney, PE – Project Engineer
 - iii. PWD Inspections
 - 1. Marcus De La Fuentes - Inspections Supervisor
 - 2. TBD - Inspector

II. Construction Estimate and Utility Report

a. Cost Estimate

	COSA	SAWS Sewer	SAWS Water	CPS Gas	Total
Base Bid	\$10,868,000.00	\$284,000.00	\$172,000.00	\$384,000.00	\$11,708,000.00
Additive Alternate 1	\$3,090,000.00	\$22,000.00	\$0.00	\$0.00	\$3,112,000.00
Additive Alternate 2	\$2,800,000.00	\$38,000.00	\$7,000.00	\$0.00	\$2,845,000.00
Total	\$16,758,000.00	\$344,000.00	\$179,000.00	\$384,000.00	\$17,665,000.00

- b. Utility Report - Overview of utility status
 - i. SAWS Water & Sewer (Joint Bid)
 - 1. SAWS water scope of work includes a ~400 LF 12" water main relocation on Bulverde Rd north of Green Spring, water surface adjustments, and fire hydrant relocations
 - 2. SAWS sewer scope of work includes a ~600 LF 8" sewer main relocation north of Green Spring, manhole surface adjustments, and manhole reconstructions
 - ii. CPS Energy Gas (Joint Bid)
 - 1. Scope of work includes the installation of a new 8" gas main along the east side of Bulverde Rd
 - 2. For CPS gas contractor requirements, please see CPS Energy Exhibit Gas-1 in spec book
 - iii. CPS Energy Overhead Electric (Non-Joint Bid)
 - 1. Pole relocations complete
 - 2. Overhead fiber installation complete
 - 3. Old poles to be removed once remaining overhead utility transfers are complete
 - iv. Grande Overhead (Non-Joint Bid)
 - 1. Pending completion of overhead transfer to newly installed CPS poles
 - v. Spectrum (Non-Joint Bid)
 - 1. Pending completion of overhead transfer to newly installed CPS poles
 - vi. AT&T (Non-Joint Bid)
 - 1. Pending completion of overhead transfer to newly installed CPS poles
 - 2. Underground conduit abandoned in place

III. Additional information

- a. Liquidated Damages:
 - i. Substantial Completion: \$ 1,900
 - ii. Final Completion: \$ 1,100
- b. 060 Supplemental Conditions: 90-day Utility Delay to Contractor NTP
 - i. City may elect to delay issuing an NTP for up to 90 days following the City Council contract award of the project due to pending utility relocations or other conflicts within the project limits
 - ii. Please see 060 Supplemental Conditions document
- c. Schedule – Project duration includes the following:
 - i. Base bid: 540 days
 - ii. Additive alternate 1: 30 days
 - iii. Additive alternate 2: 60 days
 - iv. Total: 630 days
- d. The City will be utilizing an incentive pay model on this project, an arrangement that incentivizes the contractor to deliver the project before the agreed-upon deadline. The City will provide an incentive payment of up to 10% from the project's contingency, incentive allowance, or other available project funds for early completion.

IV. Questions and Answers

- V. Addendum will be posted with meeting minutes.**
- VI. Bid Opening on July 14, 2026 @ 2 P.M. CST via WebEx. See Civcast page for WebEx information.**

Invitation for Bid - Pre-Bid Meeting for Bulverde Rd (Green Spring Dr - Redland Rd) Street Reconstruction (2022 Bond)



Project # 23-03867
Monday, June 22, 2026

Sign-In Instructions



Everyone attending today's meeting **is highly encouraged** to scan the QR Code with your phone/tablet or click/type the URL link on your computer and complete the Sign-In Form.

All information provided by you on this form may be posted on the City's website or otherwise disseminated publicly. By including this information, you hereby affirmatively consent to the release of the information you provide.

By signing in, this will confirm your attendance for today's meeting. If you do not complete the form, your information will not be added to the sign in sheet and may miss critical updates should the City need to release notifications. The QR code will not be available after the meeting.



Sign-In Form: <https://forms.office.com/g/33de5xpuX8>

Introductions



City Staff Only:

We will begin with City staff introductions who are attending today's meeting.

PLEASE HOLD ALL QUESTIONS UNTIL THE END
OF THE PRE-BID CONFERENCE.

Submission Instructions



Online submission will be utilized via CivCast at:

www.civcastusa.com/bids

- Solicitations were released on June 10, 2026, and is due on July 14, 2026, at 2:00 P.M. CT.
- **Hard or emailed copies of submissions will not be accepted.**
- Company/Firm legal name must match the Texas Secretary of State website listing.
- CivCast can be accessed using any internet desktop browser.
- **Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last minute challenges.**

Restriction of Communications

- No communication with 1) City Officials from the release of the solicitation until the contract is posted for consideration as an agenda item and 2) City staff from the release of the solicitation until Contract Award except:
 - Questions at today's pre-bid conference;
 - Economic Development Department can be reached until the submittal deadline (do not recommend);
 - Submit written questions by 4:00 p.m. CT, June 30, 2026.
- Failure to adhere to the restrictions on communications policy may lead to disqualification of Respondent's submittal from consideration.
- City staff can reach out to Respondents to clarify documents submitted and to begin negotiations once evaluation is completed, if applicable.

Solicitation Details



- Online bidding will be utilized via CivCast: www.civcastusa.com
- Type of Solicitation: Invitation for Bid (IFB)
- Calendar Days: 540
- Workweek: 6 days
- Estimated Construction Budget: \$17,665,000.00
- SBEDA Requirements: SBE 7%
- Wage Decision: Highway

Solicitation Forms



- 010 Invitation for Bids
- 020 Contract Signature Page
- 040 Standard Instructions to Respondent
- 041 Certificate of Interested Parties (Form 1295)
- 060 Supplemental Conditions
- 075 Performance Bond
- 076 Payment Bond
- 081 General Conditions
- 095 SAWS Special Conditions
- Insurance Requirements
- Local Preference Program Identification Form
- VOSB Program Tracking Form
- Heat Illness Prevention Acknowledgement Form
- Wage Decision
- SBEDA Compliance Provisions
- SBEDA Subcontractor/Supplier Utilization Plan



010 Invitation for Bids

- Solicitation Instructions
- Estimated Construction Budget
- Required Documents to be Uploaded
- Contact Information
- Other Relevant Project Information

CITY OF SAN ANTONIO

Issued By: Public Works Department
ID NO.: XX-XXXXXXX

Date Issued: January 1, 2019

(010) FORMAL INVITATION FOR BIDS (IFB) to CONTRACT

Online bidding will be utilized via CivCast at <https://www.civcastusa.com/bids>. Online bid services will open for bidding on **Friday, February 21, 2020** and close on **Tuesday, March 24, 2020 at 2:00 P.M. CST**. Follow submittal instructions on <https://www.civcastusa.com/>. **Hard Copies will not be accepted for this solicitation.** Bids will be opened and the Bid Results will be posted on Civcast on day of the deadline. Bid Results will **not** be read out loud in City Council Chambers, but will be read aloud utilizing WebEx. You can access WebEx by phone at 1-415-655-0001, Access Code: XXX, Password: XXX, and/or by utilizing <https://www.webex.com/> using the aforementioned information.

A Non-Mandatory Pre-bid meeting will be held through WebEx on **Tuesday, January 14, 2020 at 9:00 A.M. CST**. You can access WebEx by phone at 1-415-655-0001, Access Code: XXX, Password: XXX and/or by utilizing <https://www.webex.com/> using the aforementioned information. **The Deadline for questions is scheduled for January 17, 2020 at 4:00 P.M. CST.**

The consultant's construction estimated for this contract is:

CoSA:	SAWS:	CPS Energy:	Other:
Base Bid: \$XX.XX	Base Bid: \$XX.XX	Base Bid: \$XX.XX	Base Bid: \$XX.XX

[The bidder acknowledges that this is a unit price contract; that unit prices established will remain in effect and valid throughout the duration of the contract; the quantities shown are estimated quantities for budgetary purposes only; the award of this contract does not guarantee contractor the entire work shown in this FORMAL INVITATION FOR BID (IFB); the City may order all, some, or none of the work shown in this IFB; and projects will be assigned as they become available. **The City may elect to award this Project based solely on the base bid, based on a combination of the base bid plus any combination of selected alternates or based on a combination of the base bid plus all alternates that serve the best interest of City. All bids must include a price for all units or line items, including any alternates. Entering a price of "\$0.00" shall mean the units or line items will be provided at no cost to the City. A unit price left blank shall result in the bid being deemed nonresponsive and disqualified from consideration. City reserves the right to delete line items prior to award.**

This invitation includes the following Contract Documents which are **required downloads** in CivCast:

010	Invitation for Bids	075	Performance Bond
020	Contract Signature Page	076	Payment Bond
024	Unit Pricing Form (Lump Sum Bids Only)	081	General Conditions for Construction Contracts
040	Standard Instructions to Respondent	095	SAWS Special Conditions
041	Certificate of Interested Parties (TEC Form 1295)	☐	Subcontractor/Supplier Utilization Plan
050.01	SBEDA Guidelines	☐	Wage Decision
060	Supplemental Conditions	☐	Insurance Requirements

The City of San Antonio point of contact for this solicitation is XXXXXXXXXX. Questions are to be submitted in writing in the Questions and Answers section on Civcast. Bid documents, addenda's, and this solicitation will be posted on Civcast at <https://www.civcastusa.com>. The bidder understands and agrees to the responsibility for obtaining any and all addenda and adhering to all requirements in addenda(s). City is not responsible for incorrect information obtained through other sources.

Bid Documents must contain "Legal Name of Company" as listed by the Texas Secretary of State Registry (<http://www.sos.state.tx.us/>). The documents required in CivCast (fully completed and with digital signatures) constitute the required information to be submitted as a part of the bid proposal.

The following documents constitute the required information to be submitted as a part of the bid proposal and are **required uploads** in CivCast:



095 SAWS Special Conditions

- This is a Joint Bid project with SAWS
- The project contains San Antonio Water System Waterworks and/or Sanitary Sewer Construction Special Conditions.

095

SAN ANTONIO WATER SYSTEM WATERWORKS AND SANITARY SEWER CONSTRUCTION SPECIAL CONDITIONS

The following changes are made to the Contract Documents:

1. Add to the Contract Definitions

San Antonio Water System: San Antonio Water System Board of Trustees.

2. Add to the Invitation for Bid

The San Antonio Water System area of construction operations is coincident with the area of construction operations specified in the contract documents for the project. All water and sewer facility adjustment and attendant work as shown on the Plans is considered to be an integral part of the project, and the Contractor shall be responsible for the timely scheduling and accomplishment of all water and sewer main and attendant work in conjunction with the work outlined in paragraph 1 of the City of San Antonio Invitation for Bid.

3. Add to the General Conditions

All resident inspection of water and sewer facility adjustment and attendant work will be performed by an authorized representative of the San Antonio Water System who will in turn be responsible directly to the inspectors designated above.

4. Add to the General Conditions Paragraph

Materials for Water and Sanitary Sewer Main Replacement and adjustments: The Contractor shall also furnish all materials required for the installation of all water and sanitary main replacement and adjustments, service lines, sanitary sewer laterals, manholes and attendant work as shown on the drawings and in accordance with the San Antonio Water System Material Specifications.

5. Add to General Conditions

Water Mains: The Contractor shall be responsible for the establishment in the field of all lines and grades for water works construction utilizing as may be appropriate the survey base control data provided by the Engineer for the work indicated in Paragraph 1 of the City of San Antonio Invitation for Bid. All construction staking, additional survey, layout and measurement work shall also be performed by the Contractor as part of his work.

6. Add to the General Conditions

Warranty/Correction Period for Water and Sewer Works: During a period of 24 months from and after the date of the final acceptance by the San Antonio Water

Rev. 06/06/2016

SAWS-1

020 Contract Signature Page

- Enter Project Name
- Enter Legal Company Name as it appears on the Texas Secretary of State website <https://www.sos.state.tx.us/corp/sosda/index.shtml>
- The person listed on this form will be the City's point of contact for all correspondence
- Sign and Date



020 CONTRACT SIGNATURE PAGE



Project Name	
Legal Name of Company	
Person Authorized to Sign Bid/Contract	Title
Address	City State Zip Code
Telephone Number	Email Address
Proposed Project Manager	Proposed Site Superintendent
☐ Local Headquarters (check one)	☐ Local Branch (check one)
Tax Id Number	Texas Secretary of State Filing Number (https://www.sos.state.tx.us/)
System for Award Management (SAM) - Unique Entity ID (www.sam.gov)	
The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with Contract Documents for the amount(s) shown on the accompanying bid sheet(s). The work proposed to be done shall be accepted when fully completed and finished to the entire satisfaction of the City. The undersigned certifies all prices contained in this bid have been carefully checked and are submitted as correct and final. The bidder by submitting this bid and signing below, acknowledges that he/she has received & read the entire Bid and Contract document and agrees to be bound by the terms therein, has received all Addenda, and agrees to the terms, conditions, and requirements of the bidder's bid proposal and all documents listed in the tables above and the enabling Ordinance and associated documentation that form the entire Contract upon approval by the City Council.	
Original Signature of Person Authorized to Sign Bid/Contract (Please Sign)	Signer's Name (Please Print)
Date	

040 Standard Instruction to Respondent

- The Standard Instructions to Respondent provides information on what to expect during the solicitation process of a City project.
- Provides detailed instructions on how to prepare a bid.
- Provides details on Award of Contract
- Explains Restriction on Communication
- Details of the Texas Government Codes that all respondents must adhere to.

040 STANDARD INSTRUCTIONS TO BIDDER/RESPONDENT

Read Carefully

1. STANDARD TERMS AND CONDITIONS

1.1 By submitting this bid/proposal, Bidder/Respondent:

- affirms that it is duly authorized to execute the proposed contract. Bidders/Respondent's company, corporation, firm, partnership or individual has not prepared this bid/proposal in collusion with any other Bidder/Respondent and the contents of this bid/proposal, with regard to prices, terms or conditions of said bid/proposal, neither have been communicated by Bidder/Respondent nor by any employee or agent of Bidder/Respondent to any other person engaged in this type of business, prior to the public bid/proposal opening or official award of this contract, as applicable.
- represents, to the best of its knowledge, it is not indebted to the City of San Antonio (City). Bidder/Respondent acknowledges indebtedness to City may be basis for non-award of a contract and/or cancellation of any contract award.
- agrees to comply with City Ordinance Number 2008-11-20-1045, concerning Wage and Hour Labor Standard Provisions for City of San Antonio Construction Projects (amending City Ordinance Number 71312). This is a public works contract and Chapter 2258 of the Texas Government Code requires not less than the prevailing wage rate for work of a similar character in this locality shall be paid to all laborers, workmen and mechanics employed in the construction of this Project. This includes overtime regulations. Bidder/Respondent shall refer to the wage decision posted with this solicitation to determine the prevailing wage rates that shall be utilized for work on this Project.

1.2 Bidder/Respondent is required to submit its bid/proposal upon the following expressed conditions:

- Bidder/Respondent thoroughly shall examine the drawings, specifications, schedule(s), instructions and all other solicitation and contract documents.
- Bidder/Respondent shall make all investigations necessary to thoroughly inform itself of conditions at the Project site, as well as the Project's Specifications, Plans and any Addenda to the Specifications and/or Plans issued by City. No plea of ignorance by Bidder/Respondent of conditions which exist or may hereafter exist, as a result of failure or omission on the part of Bidder/Respondent to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, shall be accepted as a basis for varying the requirements of City or the compensation to Bidder/Respondent.
- Bidder/Respondent is advised that all City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, state and federal statutes. Any bid/proposal, after being opened, becomes subject to the Open Information Act, V.T.C.A. Government Code Chapter 552. Therefore, in the event of City receiving an Open Information Request, Bidder/Respondent clearly must indicate any portion of the submitted bid/proposal which Bidder/Respondent claims is not subject to public inspection under the Open Information Act.
- No officer or employee of City shall have a financial interest, either direct or indirect, in any contract with the City or shall benefit financially, either directly or indirectly, in the sale to City of any materials, supplies or services, except on behalf of City as an officer or employee. This financial interest prohibition extends to City Public Service Board, San Antonio Water System and all City boards and commissions, other than those which purely are advisory. In this instance, a City employee is defined as any employee of City who is required to file a financial involvement report, pursuant to City's ethics ordinance.

1.3 For federally funded projects, Bidder/Respondent certifies:

- It does not and will not maintain or provide for its employees any segregated facilities at any of his/her offices and will not permit its employees to perform services at any location under Bidder's/Respondent's control where segregated facilities are maintained.
- In accordance with the guidelines referenced below, that neither Bidder/Respondent nor its principal(s) presently are debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- Where a prospective lower tier participant is unable to certify any of the statements referenced in Paragraph 1.3(b) above and herein below, such prospective participant shall attach an explanation of its status to this bid/proposal.

Texas Government Code 2251.022



Time for Payment by Vendor

- A vendor who receives a payment from a governmental entity, such as the City of San Antonio, shall pay a Subcontractor for the appropriate share of the payment no later than the 10th day after the date the vendor has received payment.
- Payments to Subcontractors are overdue on the 11th day after the date the vendor receives the payment.
- Is required by State Law
- Failure to comply is considered a Breach of Contract

041 Certificate of Interested Parties (Form 1295)

State of Texas Requirement

- Form 1295 must be completed online. Please print a copy and attach to your bid as a required upload.
<https://www.ethics.state.tx.us/filinginfo/1295/>
- Bidder is required to list the name of business on the Form 1295, Box 1, as it appears with the Texas Secretary of State
<https://www.sos.state.tx.us/corp/sosda/index.shtml>
- The business entity name must be consistent on all bid documents.



041 – Certificate of Interested Parties (Form 1295)

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

Print your completed Form 1295 and the certification of filing. Sign Form 1295 and submit it along with the certification of filing, with your response to this solicitation. The name listed in Box 1 of the 1295 form should match exactly with the active name on file with the Texas Secretary of State, which can be found at: <https://www.sos.state.tx.us/>. In Box 3 of Form 1295, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234).

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

“Intermediary,” for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- 1) receives compensation from the business entity for the person’s participation;
- 2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and,
- 3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

060 Supplemental Conditions

060

SUPPLEMENTAL CONDITIONS

1. Scope of the Work - The Contractor shall furnish all the materials and perform all the Work called for in the Contract Documents and more specifically described in the Plans and Specification for the Project entitled.
2. The Contractor shall begin Work at the job site within seven (7) calendar days after the date of the Owner's written Authorization to Proceed issued by the Owner's Representative.
3. **Liquidated Damages for Delay in Substantial Completion & Final Completion:** Contractor shall pay Owner the sum indicated on the table below for each and every calendar day of unexcused delay in achieving Substantial Completion/Final Completion beyond the Scheduled Completion/Final Completion Dates. Any sums due and payable hereunder by Contractor shall be payable, not as a penalty, but as Liquidated Damages representing an estimate of delay damages likely to be sustained by Owner, estimated at the time of executing the Contract. Such Liquidated Damages shall apply regardless of whether Contractor has been terminated by Owner prior to Substantial Completion, so long as Contractor's actions or inactions contributed to the delay. Such Liquidated Damages shall be in addition to and not in preclusion of any recovery of actual damages resulting from other defects in Contractor's performance hereunder for matters other than delays in Substantial Completion/Final Completion. When Owner reasonably believes that Substantial Completion/Final Completion will be inexcusably delayed, Owner shall be entitled, but not required, to withhold from any amounts otherwise due to Contractor an amount then believed by Owner to be adequate to recover liquidated damages applicable to such delays. ~~If, and, when~~ Contractor overcomes the delay in achieving Substantial Completion/Final Completion, or any part thereof, for which Owner has withheld payment, Owner promptly shall release to Contractor those funds withheld but no longer applicable as Liquidated Damages.

Contractual Milestone	Contractual Milestone Description and Requirements	From	To	Liquidated Damages
1	Substantial Completion	NTP	300 calendar days	\$500.00 per day
2	Final Completion	Substantial Completion	As stated in the Letter of Conditional Approval	\$275.00 per day

4. The Contract Sum - The Owner shall pay the Contractor for the proper performance of the Contract, subject to additions and deduction provided therein, the Contract sum is listed in the Purchase Order.
5. Partial Payment - Each month, the Owner shall make a progress payment as approved by the Owner's Representative in accordance with the General Conditions.
6. Acceptance and Final Payment - Final Payment shall be due on final Owner acceptance of the Project Work, provided the Contract has been completed by Contractor as provided in the General Conditions. Before issuance of the final payment, the Contractor shall submit an affidavit and reasonable additional supporting evidence if required, as satisfactory to the Director of Finance, City of San Antonio, that all labor payrolls, construction materials and supply bills, subcontractors, and other indebtedness connected with the Work have been paid in full, or that an outstanding debt is being disputed and that the corporate surety or its agent is processing the outstanding claim and is willing to defend and/or indemnify the City should the City make final Contract payment.
7. Contractor shall comply with Standard Specification 1000 in its invoicing.

Project Name: XXXXXXXXXXXXXXXXXXXXXXXX
Project No.: 23-03796

- The Liquidated Damages shown on this form are the cost the City incurs for each day the project is late in completing.
- The Liquidated Damages are not a penalty but are an additional cost sustained by City.
- Contractor shall pay sum indicated on the table for every calendar day(s) of unexcused delay in achieving Substantial/Final Completion.
- Substantial & Final Completion specified per task order
- Delay in Substantial Completion: \$1900.00 per day, per task order
- Delay in Final Completion: \$1110.00 per day, per task order



081 General Conditions

- General Conditions for City of San Antonio construction contracts set the minimum performance requirements for the contractor.
- These conditions include the rights and responsibilities of the parties involved.
- They are attached to all City contracts and are legally binding.
- Please be sure to read these General Conditions thoroughly.

GENERAL CONDITIONS FOR CITY OF SAN ANTONIO CONSTRUCTION CONTRACTS

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Local Preference Program (LPP) Identification Form

- Currently, the Local Preference Program (LPP) **does not** apply to City of San Antonio Construction Projects
- This form will only be used for reporting and tracking purposes
- The form must be submitted with your bid



City of San Antonio
Finance Department - Purchasing Division
Local Preference Program Identification Form

CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION TO VALIDATE BIDDERS'/RESPONDENTS' DESIGNATION AS A CITY BUSINESS.

COMPLETE THE FOLLOWING FORM AND SUBMIT WITH YOUR RESPONSE EVEN IF YOU ARE NOT SEEKING A LOCAL PREFERENCE. THE BIDDER / RESPONDENT MUST COMPLETE THE FOLLOWING FORM TO BE IDENTIFIED AS A CITY BUSINESS. IF BIDDER / RESPONDENT IS SUBMITTING AS A JOINT VENTURE, EACH CITY BUSINESS THAT IS A MEMBER OF THE JOINT VENTURE MUST COMPLETE AND SIGN THIS FORM.

PROVIDE THE FOLLOWING INFORMATION IF BIDDER/ RESPONDENT IS SUBMITTING AS PART OF A JOINT VENTURE. Joint Venture means a collaboration of for-profit business entities, in response to a solicitation, which is manifested by a written agreement, between two or more independently owned and controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture.

STATE BIDDER'S / RESPONDENT'S PERCENTAGE OF OWNERSHIP IN THE JOINT VENTURE: _____%

SUBMIT A COPY OF THE JOINT VENTURE AGREEMENT. SUBMIT ANY OTHER DOCUMENTATION REQUESTED BY CITY TO SUBSTANTIATE THE EXISTANCE OF AND/OR PARTICIPATION IN THE JOINT VENTURE. NO PREFERENCE POINTS WILL BE ALLOCATED TO A JOINT VENTURE THAT FAILS TO SUBMIT REQUIRED DOCUMENTATION.

SOLICITATION NAME/NUMBER: _____

PROVIDE THE FOLLOWING INFORMATION REGARDING BIDDER'S / RESPONDENT'S HEADQUARTERS:

Name of Business:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Provide the total number of full-time, part-time, and contract personnel employed by Bidder / Respondent: _____		
Is Business headquartered within the incorporated San Antonio city limits? (circle one)	Yes	No
Has the business been headquartered in the incorporated San Antonio city limits for one year or more? (circle one)	Yes	No
If the answers to the questions above are "Yes", stop here. If the answer to either of the above questions is "No", provide responses to the following questions:		

Veteran-Owned Small Business Program (VOSB) Tracking Form

- Currently, the Veteran-Owned Small Business Program (VOSB) **does not** apply to City of San Antonio Construction Projects
- This form will only be used for reporting and tracking purposes
- The form must be submitted with your bid



City of San Antonio Veteran-Owned Small Business Program Tracking Form

SOLICITATION NAME/NUMBER: _____

Name of Respondent:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is Respondent certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is Respondent certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified Respondent as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount:		

Is Respondent subcontracting with a business that is certified as a VOSB? (circle one)	Yes	No
Name of SUBCONTRACTOR Veteran-Owned Small Business:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is SUBCONTRACTOR certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is SUBCONTRACTOR certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified SUBCONTRACTOR as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount		

Heat Illness Prevention Acknowledgement Form

- Effective August 31, 2023, the Heat Illness Prevention Ordinance implemented requirements to certain City-funded contracts involving activities in outdoor and unconditioned spaces.
- To comply with the Heat Illness Prevention Ordinance, contractors are required to submit this acknowledgement form as part of their response to City solicitations where this ordinance may be applied.



Heat Illness Prevention Ordinance 2023-08-31-0585

HEAT ILLNESS PREVENTION ORDINANCE ACKNOWLEDGEMENT FORM

Effective August 31, 2023, the Heat Illness Prevention Ordinance implemented requirements to certain City-funded contracts involving activities in outdoor and unconditioned spaces.

To comply with the Heat Illness Prevention Ordinance, respondents/bidders are required to submit this acknowledgement form as part of their response to City solicitations, where this ordinance may be applied.

1. Respondent/Bidder acknowledges that, as an employer, Respondent/Bidder is currently responsible under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act of 1970 (the "Act") to provide their employees with a place of employment that "is free from recognized hazards that are causing or likely to cause death or serious harm to employees", including heat-related hazards that are likely to cause death or serious bodily harm.
2. Respondent/Bidder acknowledges that the San Antonio City Council approved an ordinance on August 31, 2023, to provide criteria to further guide contractors in San Antonio heat conditions to better protect its residents and contractor employees working in San Antonio (the "Heat Illness Prevention Ordinance"), which provides:

When the heat index for San Antonio, Texas equals or exceeds 95 degrees Fahrenheit, Contractor is required to take all of the following actions for all onsite workers working outdoors or unconditioned spaces (without air conditioning):

- a) Mandate at least a fifteen (15) minute rest break for every four (4) hours worked. No employee may be required to work more than 3.75 continuous hours without a rest break. These rest breaks are in addition to and shall not take the place of other required or otherwise provided rest breaks.
 - b) Provide a heat relief station at the Site with a shaded area and water.
 - c) Train supervisors and workers to recognize heat hazards and take appropriate actions.
 - d) Post signage with City requirements in both English and Spanish within the Site where notices to employees are customarily posted. City will prescribe the size, content, and location of signs within applicable design guidance manuals.
 - e) Contractor shall submit a "heat safety plan" as part of Contractor's proposal.
3. Respondent/Bidder ☐ agrees ☐ does not agree to adhere to the City's Heat Illness Prevention Ordinance. Respondent's/Bidder's agreement to adhere to the City's Heat Illness Prevention Ordinance may constitute Respondent's/Bidder's "heat safety plan" or Respondent/Bidder may choose to submit one with this Acknowledgement.

Project/Solicitation Name & No. _____

Acknowledged:

(Signature) Authorized Representative of Respondent/Bidder

(Print Name) Authorized Representative of Respondent/Bidder

Title

Contractor/Firm Name

Date

Bid Form

- To view the Bid Form in CivCast
 - Click on “Bidding”
 - Click on “Bid Form”
- Enter Unit Price according to the Plans and Specifications
- The Bid Form can also be downloaded into and Excel file.
 - Enter Unit Pricing on Excel file
 - Import Bid Form into CivCast

Base Bid						New Section ▾
Base Bid Items						
Item No.	Description	Unit	Qty	Unit Price		
100.1	MOBILIZATION	LS	1		Edit	Disable
100.2	INSURANCE AND BOND	LS	1		Edit	Disable
101.1	PREPARING RIGHT-OF-WAY	LS	1		Edit	Disable
102.1	OBLITERATING ABANDONED STREET	SY	34,964		Edit	Disable
103.1	REMOVE CONCRETE CURB	LF	5,308		Edit	Disable
103.3	REMOVE SIDEWALKS AND DRIVEWAYS	SF	6,712		Edit	Disable
103.4	REMOVE MISCELLANEOUS CONCRETE	SF	30,766		Edit	Disable
105.1	CHANNEL EXCAVATION	CY	137,786		Edit	Disable
106.1	BOX CULVERT EXCAVATION AND BACKFILL	CY	30,312		Edit	Disable
200.1	FLEXIBLE BASE (6" COMPACTED DEPTH)	SY	5,141.5		Edit	Disable
202.1	PRIME COAT	GAL	1,066.59		Edit	Disable
203.1	TACK COAT	GAL	533.29		Edit	Disable
205.3	HOT MIX ASPHALTIC PAVEMENT, TYPE C (2" COMP. DEPTH)	SY	5,332.94		Edit	Disable
307.1	CONCRETE STRUCTURE (RETAINING WALLS)	CY	1,955		Edit	Disable
401.1	REINFORCED CONCRETE PIPE (CLASS III) (18" DIA)	LF	1,723		Edit	Disable
401.1	REINFORCED CONCRETE PIPE (CLASS III) (30" DIA)	LF	30		Edit	Disable
401.1	REINFORCED CONCRETE PIPE (CLASS III) (42" DIA)	LF	18		Edit	Disable
403.13	3'X3' JUNCTION BOX	EA	6		Edit	Disable
403.1	SPECIAL INLET (4-WAY)	EA	2		Edit	Disable

Surety Bonds



- Each Bid is required to have a Bid Bond issued by a Corporate Surety Company. The Bid Bond must be signed by the Bidder, surety company, and witnesses. **Failure to submit the Bid Bond with the required signatures will deem the Bidder's bid/proposal non-responsive.** (refer to "040 Standard Instructions to Respondent: Section 8" for details)
- Bid Bonds will be verified for validity.
- 10 days after award, Payment and Performance Bonds must be submitted to the City of San Antonio.
- Contract is considered in Breach if Payment and Performance Bonds are not provided to the City prior to start of construction.
- Project name must be included on the bonds as specified in the approved City Ordinance. The bonds must be provided on the City templates (refer to 075 Performance Bond and 076 Payment Bond).
- The bond total must match the amount listed in the City Ordinance.

Insurance Requirements

- This document contains the following
 - Insurance Requirements and Provisions
 - Indemnification
 - Insurance Table
- It is agreed and understood the following provisions and insurance table are binding and are a part of the contract.
- The City shall have no duty to pay or perform under this Agreement until such certificates and endorsements have been received and approved by the City's Public Works Department. No officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement.
- Failure to comply is considered a Breach of Contract

Addenda to Solicitation

- Changes and responses to questions received, in compliance with Restriction on Communications, will be posted as part of an addendum.
- No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the solicitation. Changes, if any, shall be made in writing only.
- Respondent must confirm receipt of all amendments/addenda.
- It is Respondent's responsibility to review site and ascertain whether addenda or revisions have been made prior to submission of a proposal.

Contract Requirements



- Vendor Registration
 - All vendors wishing to do business with the City of San Antonio must register in the Central Vendor Registry (CVR) before entering into a contract.
 - For more information, please visit <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>
- Small Business Economic Development Advocacy (SBEDA) Compliance
 - All Prime Contractors and Subcontractors participating on a City contract with SBEDA contract requirements must utilize the City Contract Management System (CCMS).
 - For more information, please visit <https://www.sanantonio.gov/SBO/Compliance>

Contract Requirements



- PRIMELink
 - PrimeLink allows staff, consultants, contractors, and utility companies to collaborate, and markup plans and specifications. Awarded contractors will be required to utilize the PrimeLink System.
 - For more information and training dates, please visit www.sanantonio.gov/PublicWorks/Current-Vendor-Resources/COSA-PRIMELink
- Capital Delivery Department Schedules
 - Awarded bidder is responsible for compliance of all contractual scheduling requirements in Section 3.10 of the General Conditions. Non-compliance of requirements will result in negated claims, impacted change orders, and delayed payments
 - Schedules will be developed using Primavera P6 software, version 24 or less.
 - Contractor will be responsible for purchasing the necessary software and/or hiring the personnel that is proficient in Primavera P6. Bidding implies your firm possesses access to the software and/or resources to perform these requirements.
 - All schedule updates and schedule related communications must be sent to cdd.schedules@sanantonio.gov. *Contact with their office is prohibited unless your firm is the winning bidder.*

Award of Contract



- Contract documents are not binding until approved at City Council or through City Manager Delegation.
- No work shall commence until City signs the contract documents and Respondent provides the necessary evidence of insurance and bonds as required.
- Final approval of the selected firm(s) is subject to the action of the City Council or City Manager.
- Selected firm awarded a contract will need to complete registration with the Texas Secretary of State and Texas Comptroller of Public Accounts prior to award of the contract.

Responsible Bidders Ordinance



Ordinance 2023-01-26-0041, establishes responsible bidder and best value criteria; authorizes the City to refuse contracts with entities deemed “not a Responsible Bidder.” (Refer to **040 Standard Instructions to Respondent: Section 7** for further details.)

Disqualification Conditions & Time-Out Periods

- **Indebtedness to City**
 - Any person/company owing money to the City is “not a Responsible Bidder”.
 - Time-out period will be until indebtedness is paid in full.
- **Frivolous Claims or Litigation**
 - Active frivolous claims or litigation against the City disqualify the bidder.
 - Time-out period will be until all claims/litigation are settled or dropped.
- **Contract Termination**
 - If the City terminated a contract with the bidder for cause within the past three (3) years.
 - Time-out period will be for three (3) years.
- **History of Poor Performance**
 - Noncompliance with project requirements or City project scorecards rated below 70% within the past three (3) years.
 - Time-out period will be for three (3) years.
- **Failure to Disclose Violation of Criminal Law**
 - Any failure to disclose any violations (Prime or Sub) results in disqualification.
 - Time-out period will be for three (3) years.

Labor Compliance

- The awarded Prime Contractor and their subcontractors must comply with the Prevailing Wage Decision.
- The Wage Decision assigned to this project is the current Highway TX20260291 01/02/2026

COMPLIANCE - TOP 10

- 1 Post the appropriate Wage Determination and Notices for the project in a conspicuous location.
- 2 Pay time-and-a-half to workers who work on any of the 7 listed City Holidays.
- 3 Pay time-and-a-half to workers who work in excess of 40 hours in a given week.
- 4 Workers must be classified for the work performed, in accordance to the Wage Determination.
- 5 Prime Contractor is accountable and responsible for ensuring that all workers are paid the prevailing wage rates, including subcontractors.
- 6 Certified payrolls must be submitted through the LCP Tracker System, weekly.
- 7 Apprentices must be registered in an Apprenticeship Training Program which is approved by the US Department of Labor.
- 8 All workers must be paid on an hourly rate basis. No piece work or day labor rates.
- 9 Site Visits may be conducted to ensure proper work classification and wage rates.
- 10 If workers are underpaid, restitution to the worker is required and the City will impose penalties in accordance to the contract.

Should you have any questions during the project, contact the LCO assigned to the project or e-mail labcompliance@sanantonio.gov.

Bulverde Road (Green Spring to Redland Road)



Economic Development Department

SBEDA Eligibility & SAePS Registration

Doing Business with the City

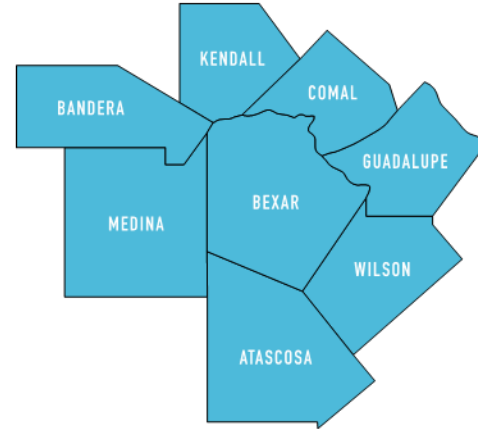
SBEDA Eligibility



Certified by Supply SA/SCTRCA as a Small Business Enterprise (SBE)

Primes and/or subcontractors must be certified at the time of bid submission/close date to count towards SBEDA eligibility.

Emerging Small Business Enterprise (ESBE) certification may also be required for certain solicitations.



Headquartered in the San Antonio Metropolitan Statistical Area (SAMSA)

A firm's headquarter must be located in the San Antonio Metro area.

SAMSA is defined as Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson Counties



Personal Net Worth (PNW) less than \$2.047 million

Each majority owner(s) of a small business firm must confirm that their PNW is below \$2.047 million.

PNW is calculated from the value of the majority owner(s) assets minus the liabilities they owe.



Register Your Business with the City

- To register, please follow the link:
<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>
- Once registered, the SAePS portal will state online if your firm is SBEDA eligible or not
- Prime respondents and all listed subcontractors (certified and non-certified) **must** be registered in the Central Vendor Registry
- SAePS is a great way to market your business and learn about upcoming solicitation opportunities

SBE Contracting Program

SBEDA Tools

Contracting Program

For a Prime Contractor or Subcontractor to count toward a City required contracting goal(s), the Prime Contractor or Subcontractor must be SBEDA eligible and certified as ESBE and/or SBE per the goal applied.

Goal Type	Percentage
SBE	7%



Contracting Program Important Notes



- Self-Performance of contracting goals by SBEDA eligible Prime respondent(s) **IS ALLOWED** if their certifications (ESBE/SBE) match the goals applied.
- Not meeting the contracting goals at the time bids are due will deem a bid non-responsive *unless Aspirational Contracting goals are applied*.
- The City of San Antonio has a vendor search function to find SBEDA eligible E/SBEs. Please visit the COSA vendor Listing to view or to download a listing of SBEDA eligible vendors registered with the City:
www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx
- ASSISTANCE IS AVAILABLE FOR COMPLETING THE SBEDA FORMS.

Utilization Plan, Joint Venture Commitment Form, and Pre-Award Waiver Requests

SBEDA Forms

Revised April 2025

- AFFIRM,
SIGN,
& DATE**

**TO BE
COMPLETED BY
CITY STAFF**

Updated Utilization Plan



Prime Name:	SAePS Vendor #	Scope of Work (NIGP Code)	SBEDA Eligible ☐
Base Bid Amount \$	Values for alternates are not applicable to this form.		Current Supply SA Certifications: SBE ☐ ESBE ☐ Not Certified ☐

SUBCONTRACTOR/SUBCONSULTANT UTILIZATION

List ALL subcontractors/suppliers (certified and non-certified) that will be utilized for the Base Bid Contract Period, *excluding possible extensions, renewals, and/or alternates.*

Sub:	SAePS Vendor #	Scope of Work (NIGP Code)
Sub Amount: \$ 0 %	SBEDA Eligible: ☐	Current Supply SA Certifications: SBE ☐ ESBE ☐ Not Certified ☐
Sub:	SAePS Vendor #	Scope of Work (NIGP Code)
Sub Amount: \$ 0 %	SBEDA Eligible: ☐	Current Supply SA Certifications: SBE ☐ ESBE ☐ Not Certified ☐
Sub:	SAePS Vendor #	Scope of Work (NIGP Code)
Sub Amount: \$ 0 %	SBEDA Eligible: ☐	Current Supply SA Certifications: SBE ☐ ESBE ☐ Not Certified ☐
Sub:	SAePS Vendor #	Scope of Work (NIGP Code)
Sub Amount: \$ 0 %	SBEDA Eligible: ☐	Current Supply SA Certifications: SBE ☐ ESBE ☐ Not Certified ☐
Sub:	SAePS Vendor #	Scope of Work (NIGP Code)
Sub Amount: \$ 0 %	SBEDA Eligible: ☐	Current Supply SA Certifications: SBE ☐ ESBE ☐ Not Certified ☐
Sub:	SAePS Vendor #	Scope of Work (NIGP Code)
Sub Amount: \$ 0 %	SBEDA Eligible: ☐	Current Supply SA Certifications: SBE ☐ ESBE ☐ Not Certified ☐
Sub:	SAePS Vendor #	Scope of Work (NIGP Code)
Sub Amount: \$ 0 %	SBEDA Eligible: ☐	Current Supply SA Certifications: SBE ☐ ESBE ☐ Not Certified ☐

A. Total Sub Participation: \$ 0 % B. Total Prime Value: \$ 0 %

C. Total Prime & Sub Participation: \$ 0 %

Page 1

Revised April 2020

- Complete this form using the base bid amount **ONLY**.
- Enter all subcontractors/subconsultants you will be using on this project and fill all the requested information for each vendor.
- Most importantly, this form auto-calculates total participation using the base bid amount entered in the Prime section. Any calculation errors will display in red at the bottom of page 2.
- Ensure SBEDA-eligible participation meets or exceeds the required goal. If the goal is not met, be sure to include a Contracting Goal Waiver Request with your response to this solicitation.

Contracting Goal Waiver Request



SECTION A: Sufficient Commercially Useful Work Identified to Meet Subcontracting Goal

Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- ☐ List the specific scope of work identified for each of the S/M/WBEs contacted
- ☐ Ensure the scope of work identified for S/M/WBEs is greater than or equal to the subcontracting goal(s)
- ☐ Additional comments, if any

SECTION B: Initial Communications to Potential S/M/WBE Subcontractors Using Central Vendor Registry (CVR) / Website Posting of Subcontractor Solicitations

Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- ☐ Contact **at least five (5)** S/M/WBEs for each S/M/WBE goal category (AABE, ABE, HABE, NABE, WBE) registered in the Central Vendor Registry (CVR) for each scope of work identified to be subcontracted in Section A
Note: If less than 5 S/M/WBEs are registered for a scope of work, contact the total available for that goal category.
- ☐ Include current documentation of searches from the City of San Antonio Vendor Registry (SAePS/CVR) per scope of work (<http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>)
- ☐ Notify S/M/WBEs at least seven (7) calendar days prior to the bid closing date
- ☐ Submit all communications with S/M/WBEs (emails/call logs). For a sample call log, see [Good Faith Effort Documentation](#).

SECTION C: Follow-Up Communications & Bid Negotiations with Potential Subcontractors

Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- ☐ Follow up with S/M/WBEs at least three (3) calendar days prior to the bid closing date. Note that an alternate form of communication is required from the communication methods used in Section B
- ☐ Document if a response was received from S/M/WBEs contacted. If a S/M/WBE submitted a bid, indicate negotiations and reasoning for not accepting the bid
- ☐ Additional comments, if any

- A full or partial waiver of a specified goal may be requested, for good cause, by submitting a Contracting Goal Waiver Request form with the solicitation response and UP at the time bids are due.

- Form is available at:
<https://www.sa.gov/Directory/Departments/EDD/Programs-Grants/Preference/SBEDA/Forms>

Contracting Goal Waiver Request



SECTION D: Attendance at Pre-Submittal Conference

City staff maintains documentation regarding attendance at the pre-submittal conference:

- ☐ Below, list the individuals from your firm that attended the pre-submittal conference

SECTION E: Other Criteria (Bonding / Insurance /Supplier Credit Assistance)

Please provide documentation and supporting evidence to show how the criteria was fulfilled. To receive all 15 points, three (3) additional good faith efforts must be completed. Note the items below are recommendations of 'other criteria'.

The vendor may identify other good faith efforts in the area provided below (subject to approval):

- ☐ Participate in a mentoring program in the San Antonio Metropolitan Statistical Area (SAMSA)
- ☐ Provide easy access to plans and specifications for S/M/WBEs
- ☐ Host outreach events for S/M/WBEs in SAMSA
- ☐ Offer joint check services or bonding assistance or lines of credit to S/M/WBEs
- ☐ Advertise and utilize member listings from multiple trade organizations and Chambers of Commerce
- ☐ Other (If Other Please List Below)

- Please ensure each task within a given section is completed and the back up documentation is provided.
- Note that submitting a waiver request does NOT guarantee responsiveness as waiver requests are subject to approval.

Joint Venture Commitment Form



City of San Antonio Joint Venture Form

Instructions: Note that this form must be completed and signed by ALL joint venture entity respondents and submitted WITH the SBEDA forms provided for the solicitation. Please submit the Joint Venture agreement document with all parties with this form.

Solicitation Name:

Joint Venture Name:

Section A: If you are submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture entity, please acknowledge the statements below by initialing the box:

☐ 1. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more partners, I am required to submit a Joint Venture Agreement document with this form.

☐ 2. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more partners, I am required to submit a Joint Venture Agreement document with this form.

☐ 3. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more partners, I am required to submit a Joint Venture Agreement document with this form.

☐ 4. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more partners, I am required to submit a Joint Venture Agreement document with this form.

☐ 5. I understand that in the event of an approved Subcontracting Waiver Request granted by the City, the failure of a Joint Venture entity to attain the contracting goals for E/SBE firm participation in the performance of a Commercially Useful Function under the terms of its contract shall be a material breach and subject to penalties and/or sanctions available under the terms of this Agreement for violations of the SBEDA Ordinance, or under any other law. These penalties and/or sanctions will apply to all Joint Venture entity partners.

☐ 6. I understand that failure to submit a completed and signed Subcontractor/Supplier Utilization Form OR Subcontractor/Supplier Commitment Form with this form, by the Joint Venture entity responding to a solicitation will deem the response NON-RESPONSIVE.

☐ 7. I understand that all Joint Venture entity partners agree to provisions in Sections A & B of this form.

If submitting a response as a Joint Venture entity, I understand and agree to the provisions in both Sections A & B of this page as needed.

JV Entity 1 Entity Name:

Signature:

Print Name: Date:

JV Entity 2 Entity Name:

Signature: Title:

Print Name: Date:

PLEASE
ACKNOWLEDGE THE
STATEMENTS BY
INITIALING EACH BOX

EACH JV ENTITY
MUST SIGN TO
CONFIRM
COMMITMENT

- If submitting as a joint venture entity, a Joint Venture Commitment Form must be completed and submitted **with** the Utilization Plan **or** Commitment Form at the time bids are due.
- Contracting goal responsiveness will be based on SBEDA eligibility and certifications.
- SBEDA eligible joint venture partner(s) will count towards the applied contracting goals if they have the same certifications as the contracting goal(s) applied to the solicitation.

The logo of the City of San Antonio, featuring a red shield with a white border. Inside the shield, the words "CITY OF" are at the top, "SAN ANTONIO" is in the center in large bold letters, and "— TEXAS —" is at the bottom. There are small white stars above and below the text.

Revised August 2025

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CCMS Reporting and Post-Award Waivers

Post-Award Information

City Contract Management System (CCMS)

- Report payments to subcontractors and monitor attainment of the SBEDA goals on a monthly basis.
- Submit Change of Utilization Plans if the value of the contract changes or if subcontractors are added, removed, or reduced in value with proper documentation.



Post-Award Waiver Request



Post-Award Vendor Contracting Goal Waiver Request Form

Contract Name:

Prime Name: Date:

Contract #: Phone #:

Contact Person: Contact Email:

The purpose of this waiver is to address the good faith efforts made in meeting the required contracting goal(s) for this project. The Prime should submit or have submitted a change of Utilization Plan with this waiver request.

1. Describe the rationale for your waiver request for not meeting the contracting goal(s) applied to this project.

Check the box(es) that best explain why the contracting goal(s) applied were not met.

- ☐ The city issued a change order that limited subcontracting opportunities or required expedited completion of the scope of work causing the subcontracting goal(s) to not be met.
- ☐ A S/M/WBE to be utilized lost certification and could not be replaced with another S/M/WBE who could perform the scope of work.
- ☐ There were other issue(s) that resulted in the subcontracting goal(s) not being met.

Please provide further detail for the checked box(es) above.

- Once awarded, if a Prime Contractor can not meet a committed goal, a Post Award Vendor Contracting Waiver Request form should be submitted for consideration and approval by the Small Business Office.
- For more details see this link:
<https://www.sa.gov/Directory/Departments/EDD/Programs-Grants/Preference/SBEDA/Forms>

Contact Us



SBEDA Program

- Email: SBEDAdocs@sanantonio.gov
- Phone: 210-207-8080
- Website: <https://www.sa.gov/Directory/Departments/EDD/Programs-Grants/Preference/SBEDA>

Central Vendor Registry Support

- Phone: 210-207-0118
- Email: vendors@sanantonio.gov
- Website: <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>

South Central Texas Regional Certification Agency (SCTRCA)/Supply SA

- Phone: 210-458-3225
- Website: www.sctrca.org or www.supply-sa.org

Mentor Protégé Program

Glenn Goolsby, Occupational Program Coordinator

- Email: ggoolsby5@alamo.edu
- Phone: 210-485-0831
- Website: <https://www.sa.gov/Directory/Departments/EDD/Programs-Grants/Vendor-Development-Academy>



Thank You

Scope of Services



Project includes the reconstruction and widening of Bulverde Road from Green Spring to Redland Rd with new curbs, sidewalks, shared use path, new driveways and signal improvements. The project also includes the construction of a new underground storm sewer, SAWS water, sewer and CPS gas improvements.

QUESTIONS?



Reminders

- Today's Pre-Bid Presentation will be released through the portal/site.
- Failure to adhere to the Restrictions on Communications may deem your submittal non-responsive.
- Submit written questions by question deadline 4:00 PM CT, June 30, 2026.
- Submissions must be uploaded:
 - 2:00 P.M. on July 14, 2026
- ***Please remember to click the “Submit Bid” button. If not, your bid will not be received by the City. LATE PROPOSALS WILL NOT BE ACCEPTED. Failure to properly click SUBMIT will not be grounds for acceptance of late proposal.***



Thank You

Reminder to Sign-In



Sign-In Form: <https://forms.office.com/g/33de5xpuX8>