



ADDENDUM NO. II

SUBJECT: Request for Competitive Sealed Proposals - Public Works Job Order Contracting (JOC) Program

RFCSP#: 2024-043

FROM: Jonathan Miranda, Procurement Administrator

DATE: June 7, 2024

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II – TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

This addendum is separated into sections for convenience; however, all Respondents, and other parties shall be responsible for reading the entire addendum. The failure to list an item or items in all affected sections of this addendum does not relieve any party affected from performing as per instructions, providing that the information is set forth one time any place in this addendum. These documents shall be attached to and become part of the Contract Documents for this project. The Respondent shall be required to acknowledge the receipt of this addendum.

1. The following changes and/or additions to the Contract Documents, via this addendum, shall apply to submittals made for and to the execution of the various parts of the work affected thereby.
2. Careful note of the addendum shall be taken by all interested parties and all trades affected shall be fully advised in their performance of the work involved.
3. Addendum II is responding to most of the questions asked during the pre-submittal, workshop and/or via Civcast. Remaining questions will be addressed on a forthcoming addendum.

GENERAL INFORMATION:

1. Form 8 Coefficient Proposal Form is revised.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION IV, PRE-SUBMITTAL CONFERENCE:

On Wednesday, April 17, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Public Works Job Order Contracting (JOC) Program Request for Competitive Sealed Proposals.

Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Are the SBE and DBE Goals going to be for the full amount of the JOC contract or per task?
Response: Subcontracting goals will apply to the total payment amount to each prime contractor(s) at the end of all contract terms.

Question 2: How the City is going to track SBE goals?

Response: The City of San Antonio uses City Contract Monitoring System (CCMS) to track all payments to prime contractors and their assigned subcontractors/ subconsultants monthly.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION V, WORKSHOP:

On Wednesday, April 24, 2024, the City of San Antonio hosted a Workshop Conference to answer any questions bidders may have regarding 4Click Cost Data software, Job Order Contracting (JOC) Coefficients, Small Business Economic Development Advocacy (SBEDA), and Civcast reminders on submission deadlines for the Public Works Job Order Contracting (JOC) Program Request for Competitive Sealed Proposals. Below is a list of questions that were asked at the workshop conference. The City's official response to questions asked is as follows:

Question 1: Regarding SBEDA eligibility, can a respondent be eligible if they are part on an Employee Stock Ownership Plan (ESOP)?

Response: Yes, to be SBEDA eligible any for-profit firm needs to meet the BOTH the criteria:

1. Current certification from South Central Texas Regional Certification Agency (SCTRCA) as a small business enterprise (SBE).
2. Headquartered in one of the eight counties: Atascosa, Bexar, Bandera, Comal, Guadalupe, Kendall, Medina, and Wilson (San Antonio Metropolitan Statistical Area) OR show significant business presence if located in San Antonio Metropolitan Statistical Area for at least 1 year (per response due date) AND have 20% of their total employees located in the branch location.

Please note, at this time City of San Antonio accepts certifications from South Central Texas Regional Certification Agency (SCTRCA) only, that follows the federal standards set by the Small Business Administration (SBA) for reviewing documentation and validating standards for SBE, MBE, WBE certifications. For more application information, please contact SCTRCA at <https://sctrca.org/sctrca/>.

QUESTIONS SUBMITTED ON CIVCAST IN ACCORDANCE WITH SECTION IX, RESTRICTION OF COMMUNICATIONS:

Question 1: Form 8, it's specified that costs for temporary fencing should be considered in the Contractor's Coefficient. However, there's inconsistency regarding the length mentioned, which is stated as "up to five hundred (1000) feet." Could you please clarify whether the intended length for temporary fencing is 500 feet or 1000 feet?

Response: This has been revised to "temporary fencing up to one thousand (1000) feet".

Question 2: Since the City is using SBEDA as a selection criteria element for the City JOC, will this bar the use of any federal funding for job orders issued under an award made using these SBEDA guidelines?

Response: At this time, the City of San Antonio does not anticipate utilizing federal funding for this contract. As a result, various SBEDA Ordinance tools, such as evaluation preference points and subcontracting goals, were eligible to be applied to this solicitation/contract.

Question 3: The SBEDA award criteria allocate up to 20 points for a bidder's MWBE, local SBE, and ESBE criteria. Is it possible for a bidder who is a certified local small business, certified emerging small business and certified MWBE business to earn all 20 points? This seems excessive as these sub-criteria are conceivably additive: An ESBE is automatically an SBE, and an MWBE is almost always an SBE.

- Response: A SBEDA eligible prime respondent that is certified as an ESBE, SBE and M/WBE will receive the 20 SBEDA evaluation preference points applied to this solicitation.
- Question 4: Under the last couple of bidding iterations for the City’s JOC program, what percent of awarded contractors were awarded some or the majority of the available SBEDA points?
- Response: After careful review, it has been determined that the question/comment submitted is not specifically relevant to the solicitation and will not directly contribute to assisting respondents in developing their submission. As a result, a response to this question will not be provided. We highly encourage potential respondents to review the solicitation documents, addendums and specifications provided, as they contain all pertinent information for proposal/submittal preparation.
- Question 5: The published SBEDA criteria weighting appears to discriminate against non-certified but lower priced and more qualified bidders. Has the City considered that the SBEDA points allocation could result in less qualified, higher priced firms to meet the project needs of City Departments and the Citizens of San Antonio?
- Response: After careful review, it has been determined that the question/comment submitted is not specifically relevant to the solicitation and will not directly contribute to assisting respondents in developing their submission. As a result, a response to this question will not be provided. We highly encourage potential respondents to review the solicitation documents, addendums and specifications provided, as they contain all pertinent information for proposal/submittal preparation.


REVISIONS TO DOCUMENTS:

1. Form 8 – Coefficient Proposal Form.

REVISED LANGUAGE: “Ladder, scaffolding, and other similar equipment will be considered as a cost of the Contractor and included within consideration of the Contractor’s Coefficient for work below the height of fifteen (15) above any particular work surface, and temporary fencing up to one thousand (1000) feet”.

REVISED LANGUAGE: “Activities associated to labor, within the line items: manual loading, unloading, and storing of materials to vehicle and job site, tools of the trade, moving and storage of tools, material and equipment handling up to three (3) stories of a building, and to fifteen (15) feet above finished floor height and up to three hundred (300) feet off the project site, material delivery, layout, assembly, temporary fencing up to one thousand (1000) feet, and measuring are considered in the Contractor’s coefficient”.

END OF ADDENDUM No. II


Jonathan Miranda, MSJP
Procurement Administrator
Finance Department – Procurement Division

Form 8

Coefficient Price Proposal Form Public Works Job Order Contracting Program RFCSP - 2024-043

1. City of San Antonio Interpretation of select line items used in UPB:

General Pricing Information and Requirements: Line items covered in the pre-priced UPB, within the scope and general intent of the contract and necessary to complete the requirements of a specific task order may be negotiated and incorporated into the task order by the Contracting Officer. The line items stated in the Unit Price Book (UPB) include labor, materials and equipment for a complete and in place installation associated to a specific construction project. The contractor shall assume all risk for labor, material and equipment rate increases after award of a contract. These line items and associated definitions shall take precedent over line item definitions in the UPB. For the purpose of generating coefficients; any errors and omissions, alternate definitions, and interpretations found in other exhibits of this solicitation or its originating document are superseded by the following:

1. All prices in the UPB are for completed and in-place construction unless explicitly described otherwise. Incidental fasteners, such as, nails, screws, bolts, weldments, connectors, and adhesives are included in the bare material cost. Unless specifically omitted in the UPB line item description, testing, adjusting, balancing, and start-up of installed equipment is included in the unit price line number cost found in the UPB. Line items are for end finishes. For example, the line item price for concrete broom finish included all finishes necessary to result in the broom finish.
2. While the Contractor may find differences with the UPB, in comparison to local market equipment and material costs, it is the sole responsibility of the Contractor to verify ALL items within the UPB and make the appropriate adjustment per the Contractor's coefficient. At no time during the base period and/or option periods(s) will increases or adjustments be allowed to line items and/or the Contractor's Coefficient.
3. Variances in Davis-Bacon/prevailing wages and market labor rates are included in coefficients.
4. The UPB prices include line items with a "Minimum labor/equipment charge." This minimum charge is often the price a tradesman would charge to make a special visit to perform that work. If the contractor is already on-site then the minimum is met, and this line item shall not be used as an adjustment to the firm fixed price.
5. All line item prices assume the installation of the material under normal working conditions. This includes working from scaffolding or similar line items (for example) when appropriate. In other words, the productivity for brick veneer is based upon working not only from the ground, but also working from scaffolding. Therefore, unless the division has specific height exceptions, no allowance or change to the unit price is required for working at different heights. The cost to rent and erect the scaffolding is required. All scaffolding line items are based upon a one-month rental of the scaffolding. Scaffolding is measured by the square foot of face area where the work is being performed (working height in feet multiplied by the length of the wall in feet) or, in the case of when scaffolding must be erected inside a structure in order to access the ceiling, by the cubic feet (volume) of the actual scaffolding components. Scaffolding is priced separately. There are line items for the material costs and line items for erection/dismantling. It is not appropriate to use the scaffolding line items separately for each subcontractor. Scaffolding should be applied to the job cost once, and the subcontractors are "allowed" to use it.

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6. Ladder, scaffolding, and other similar equipment will be considered as a cost of the Contractor and included within consideration of the Contractor's Coefficient for work below the height of fifteen (15) above any particular work surface, and temporary fencing up to one thousand (1000) feet.
7. Working distances are standardized and considered as included with the Contractor's Coefficient: Up to fifteen (15) feet above finished floor, material handling for three hundred (300) feet in distance, inclusive of demolition debris, and within three (3) stories of a building.
8. Square, level and plumb, are the sole responsibility of the Contractor, measuring, layout and/or staking out in conjunction with drawing specifications and joint scope will be considered include within the Contractor's coefficient.
9. Line items for mobilization and demobilization are for one or the other unless noted otherwise. Normally, a piece of equipment will need to be mobilized and demobilized. Therefore, the line item would normally be included twice per piece of equipment used. Small equipment placed in rear of truck or towed by a pickup truck is limited to those items included in the RSMMeans crews.
10. Crew line items in RS Means: The UPB has many line items that include labor or crews. These line items include composites of labor types and levels as well as equipment and tools. Crew specific line items are not to be used unless approved by the city in specific instances.
11. Trades line items in RS Means: The UPB has many line items that are designated as trades and are used as priced items. These are for hrs. to complete particular tasks. Much like crews they should be used sparingly, and these items are not to be used unless approved by the city in specific instances. (e.g. Contractor can use a % of labor hours totaled for per trade, with a max of 60%).
12. Activities associated to labor, within the line items: manual loading, unloading, and storing of materials to vehicle and job site, tools of the trade, moving and storage of tools, material and equipment handling up to three (3) stories of a building, and to fifteen (15) feet above finished floor height and up to three hundred (300) feet off the project site, material delivery, layout, assembly, temporary fencing up to one thousand (1000) feet, and measuring are considered in the Contractor's coefficient.
13. Items associated to materials, within the line items: All materials will be sales tax exempt, or rather delivered to the city tax free. Inclusive of all related/associated accessories necessary for proper manufacturer or specification installation, submittals, sample and shop drawings, and delivery of material within three hundred (300) feet of the project site.
14. Items associated to equipment, within the line items: loading, unloading, storage, handling up to three (3) stories of a building, and to fifteen (15) feet above finished floor height and up to three hundred (300) feet of the project site and installation into its final location. Rental equipment up to and including single unit rates of \$5000.
15. Demolition lines items do exist for each section of the UPB, albeit limited. Since the installation line items are more prevalent, they may be turned into demolition line items, if there is no line item for selective demolition. The Contractor will create an alternate pre-priced line item removing the cost for the material and equipment, and the remaining labor amount will be multiplied by 50%. This will be used as the line item to demolish that item. This line item will be pre-priced. If the line item cannot be found in the UPB, the demolition will be an NPI. Unless a line item description states differently, demolition is the complete

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removal of a selected item, clean-up of the area, loading and handling of demolished material into a dumpster, truck or trailer within three hundred (300) feet off the project site. Smaller item(s) requiring removal during demolition that are attached to larger item(s) (i.e., toilet accessories to a toilet partition, insulation on ductwork, etc.) will be included in the larger items' removal line item.

16. Owner requested salvaged material, (defined as material, items, products, or etc. that has intrinsic value to the city and will either be returned/replaced on this or other projects. These items will be priced using an R&R calculation and will not cost any more than a demolition line item. Contractor will be held responsible for a salvaged items disposition, until it is turned over to the Owner.

2. COEFFICIENT REQUIREMENTS AND EXCLUSIONS

Coefficient Allowances: Contractor shall define and calculate the coefficient for this submittal based on general requirements, general conditions, costs of doing business and the following:

1. The elements that **shall be included** in respondents' coefficient for this submittal:

- Overhead
- Profit (prime and subcontractors)
- Insurance
- Compliance with all laws
- Protection or moving of City property (common to trade, e.g. floor protection, plastic sheeting, temp walls)
- Administrative work
- Submittals: Costs for preparation of reports, correspondence and documentation required by law or the Contract shall be included as well as costs to provide submittals, interface with the City, and coordinate with facility occupants
- Price quotations
- Clean-up (Daily and Final)
- All waste and excess materials
- Sustainable Construction Practices
- Permits, licenses, and fees (except for building permit costs which will be added to each Job Assignment as appropriate and paid at actual cost plus Non-Priced Coefficient)
- Costs for survey and layout (other than legal property boundaries)
- Close-out for total contract and each Task Order Assignment
- Signs and barriers-(including barricades and police presence)
- Project management and supervision
- Quality Control
- Safety Program and Personal Protective Equipment
- Office supplies, equipment, hardware, software and staffing
- General-purpose vehicles and tools of the trade
- Interest associated with funding of equipment and payroll
- Depreciation of mobile offices, if applicable
- Employee wages, payroll taxes, insurance and fringe benefits
- Risk of lower than expected contract dollar volume
- Risk of high inflation costs
- Risk of poor subcontractor performance
- Other risks of doing business
- Risk of lower than expected contract dollar volume
- Risk of high inflation costs
- Risk of poor subcontractor performance
- Other risks of doing business
- Business taxes, contributions, memberships, corporate headquarters support
- Any and all subcontractor costs
- Other incidental costs

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- The following sections are excluded from estimates unless expressly requested by the city or negotiated during scope definition with the city as to the need to use items from these sections.

These costs shall be covered in the contractor's coefficients:

- Division 01 Subdivisions 11-91.

Only the following Subdivisions or Subsections of Division 1 are acceptable under the named conditions, and are subject to the same negotiations as other line items:

- i. Subdivision 1.21.53.60 (Security) and Subdivision 1.56.32.50 (Watchman)– If project requires based on location such as Airport, police HQ, or similar.
- ii. Subdivision 1.45.23.xx (QC-Testing)– If expressly requested by the city.
- iii. Subdivision 1.54.23.70 (Scaffolding)– If project requires, beyond standardized 15'.
- iv. Subdivision 1.54.33.xx (Equipment)- If 1 unit price is \$5,000 or more.
- v. Subdivision 1.54.36.50 (Mobilization)– In lieu of the majority of equipment items under \$5,000.
- vi. Subdivision 1.56.26.50 (Temporary Fencing)– If project requires, beyond standardized 1,000'.

2. The elements that **shall be excluded** from respondents' coefficient for this submittal:

- Legal and administrative costs to review and negotiate the Contract Documents.
- Fines, penalties, sanctions or impositions assessed or imposed by any governmental body, instrumentality or tribunal arising from the fault of Job Order Contractor.
- Costs incurred by Job Order Contractor resulting from the failure of Contractor or its Subcontractors to coordinate their work with that of Owner and Owner's Third-Party Contractors.
- Costs resulting from the failure of Job Order Contractor or any Subcontractor to procure and maintain insurance as and to the extent required by the Contract Documents.
- Costs related to Job Order Contractor's indemnification obligations pursuant to the master contract general conditions.
- The cost of capital, including, without limitation, interest on capital, regardless of whether it is related to the Project.
- Liquidated or actual damages imposed by Owner for failure of Job Order Contractor to complete the Work on or before each Task Order Assignment Final Completion Date.
- Costs of payment and performance bond

Respondents must submit a Coefficient to cover overhead, profit, and any other costs that are not included in the UPB, which for the purposes of this contract would be the Construction Cost Estimating Software of their choice. The Respondent's Coefficient is a numerical value, to three (3) decimal places, that the Respondent proposes as a multiplier to the UPB. For each Job Order, the cost of any payment and performance bonds shall be applied after application of the coefficient to the UPB sum. **The coefficient amounts are a maximum of what can be proposed. Respondent may reduce the amounts if applicable and within the capabilities of 4Clicks system if desired.**

No variable Coefficient shall be applied to NPI items, and all respondents will have the same standard maximum 15% coefficient, applied to NPI items. Non-priced items shall not exceed ten percent (10%) of the total cost for any Job Order Contract.

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An example of coefficient use: If the labor unit price for painting 1 square foot of gypsum board from the 4Clicks™ Cost Data, is \$15.00 and the coefficient is 0.853, the unit labor price for the item would be \$12.79 (\$15.00 x .853 = \$12.79). The coefficient shall be the net decrease from or increase to the UPB Total column. Respondents are required to submit the Coefficients for Standard Working Hours (7:00 am-6:00 pm, Monday-Friday); Non-Standard Working Hours (6:00 pm-7:00 am, Monday-Friday and weekends, holidays not included); as required in the **Coefficient Proposal Form (Form #8)**.

A weighted single coefficient: Known as **Evaluation Coefficient**, is used for scoring purposes. The weighting is 85% for Standard Working Hours, 15% for Non-Standard Working Hours. Non-Priced will not be factored in the weighted score. The percentage will be applied to each coefficient and then added together to create the **Evaluation Coefficient**.

As an example:

Formula: Lowest Weighted Coefficient/Respondent's Weighted Coefficient X 20 points = Score
 Standard Working Hours Coefficient 1.020 (1.020 * .85) Weighted .867
 Non-Standard Working Hours Coefficient 1.130 (1.130 * .15) Weighted .169
 Coefficient for evaluation purposes (.867 + .169) = 1.036

RESPONDENT:	WEIGHTED COEFFICIENT:	CALCULATION:	POINTS AWARDED:
A	1.036	1.036/1.036x 20	20
B	1.132	1.036/1.132 x 20	18.30
C	1.216	1.036/1.216 x 20	17.04
D	1.289	1.036/1.289 x 20	16.07
E	1.332	1.036/1.332 x 20	15.56

Evaluation Coefficient, also known also as the respondent's total weighted coefficient must be entered in the Bid Form section of the Civcast website at <https://www.civcastusa.com/bids>. This number is calculated as follows.

COEFFICIENT WORKSHEET			
Example			
Standard/ Non-standard	Proposed Coefficient	Calculation	Weighted Totals
Standard	1.02	x .85	.867
Non-standard	1.13	x .15	0.169
			Sum these two numbers, rounded to 3 decimals.
Evaluation Coefficient			1.036

Coefficient Proposal Form

Respondents must submit a Coefficient to cover overhead, profit, and any other costs that are not included in the UPB, which for the purposes of this contract would be the Construction Cost Estimating Software of their choice. The Respondent's Coefficient is a numerical value, to three (3) decimal places, that the Respondent proposes as a multiplier to the UPB. For each Job Order, the cost of any payment and performance bonds shall be applied after application of the coefficient to the UPB sum.

City shall record for use on the contract's duration respondent's coefficient standard working hours and non-standard working hours as indicated on the following **"Coefficient Price Proposal Form" (grey fields)**. The coefficient amounts are a maximum of what can be proposed. Respondents may reduce the amounts if applicable and within the capabilities of 4Clicks system and/or the RS Means Construction Cost Estimating Software if desired.

If there is a discrepancy on Form #8 - Coefficient Worksheet between the Respondent's Price / Coefficient Factor and the extended Weighted Totals for a Pre-Priced Item (Standard or Non-Standard), the Respondent's Price / Coefficient Factor shall govern.

Evaluation Coefficient, also known also as the respondent's total weighted coefficient must be entered in the Bid Form section of the Civcast website at <https://www.civcastusa.com/bids>. If there is a discrepancy between the Evaluation Coefficient on Form #8 - Coefficient Price Proposal Form, and the Bid Form section of the Civcast website, the Bid Form section of the Civcast website shall govern.

Respondents are to calculate the evaluation coefficient as defined with the following **"Coefficient Worksheet" (grey fields)**.

Coefficient Price Proposal Form 2025	
A. Pre-Priced Items	Respondent's Price
1. Coefficient Factor: Standard/Normal Working Hours	
2. Coefficient Factor: Non-Standard/Normal Working Hours	
B. Non-Priced Items	Respondent's Price
1. Coefficient Factor: Standard/Normal Working Hours*	1.15
2. Coefficient Factor: Non-Standard/Normal Working Hours*	1.15

* No variable Coefficient shall be applied to NPI items, and all respondents will have the same standard maximum 15% coefficient, applied to NPI items. Non-priced items shall not exceed ten percent (10%) of the total cost for any Job Order Contract.

COEFFICIENT WORKSHEET			
Respondents Calculations			
Standard/ Non-standard	Proposed Coefficient	Calculation	Weighted Totals
Standard		x .85	
Non-standard		x .15	
			Sum these two numbers, rounded to 3 decimals.
Evaluation Coefficient			

Respondent/Contractor Company Name

Authorized Signature

Name: _____

Title: _____

Date: _____