

While you Wait



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

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.

The QR code will not be available after the meeting.



<https://forms.office.com/g/kNNMwUN0f9?origin=lprLink>

**PLEASE MUTE YOURSELF DURING THE
PRESENTATION. QUESTIONS WILL BE TAKEN
AT THE END**

THANK YOU!

Request for Competitive Sealed Proposals Pre-Submittal Meeting for the Cassiano Park (2022 Bond)



RFCSP# 2025-100

Monday, July 28, 2025

Sign-In Instructions



Everyone attending today's conference **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.



<https://forms.office.com/g/kNNMwUN0f9?origin=lprLink>

Introductions



City Staff Only:

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

**PLEASE REMEMBER TO MUTE YOUR
EQUIPMENT & HOLD ALL QUESTIONS UNTIL
THE END OF THE PRE-SUBMITTAL
CONFERENCE.**

High Profile Solicitation



This solicitation has been identified as High-Profile.

Prohibition against Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections beginning on the 10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council (“blackout” period).

1. Any individual seeking a high-profile contract;
2. Any owner, officer, officer of board, executive committee member, and general board member of an entity seeking a high-profile contract;
3. The legal signatory of the high-profile contract;
4. Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
5. Subcontractors hired or retained to provide services under the high-profile contract;
6. Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection; and
7. Any corporate political action committee (PAC) established or formed by the entity seeking a high-profile contract.

Please refer to the solicitation and the Contracts Disclosure Form for additional details.

High Profile Solicitation



This solicitation has been identified as High-Profile.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution was made by any of these individuals during the “blackout” period.

For this solicitation, the first-day contributions are prohibited is **August 1, 2025. The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session.*

For more information on updates to the Ethics Code and Municipal Campaign Finance Code, approved by City Council on May 2, 2024, and were effective on October 1, 2024, please visit: <https://www.sa.gov/Directory/Departments/OCC/Ethics/Revisions>. Resources are available to include a Vendor Frequently Asked Questions (FAQs) with key changes and compliance requirements for vendors working with the City, including non-profit organizations.

Solicitation Background/Scope of Work



The City of San Antonio (City), Public Works Department (PWD) is issuing a Request for Competitive Sealed Proposals (RFCSP) for qualified firms (Respondents) to provide construction services to Cassiano Park a 2022 Bond project. This project is in Council District 5 located at 1728 Potosi St., at the intersection of S. Zarzamora and Potosi.

This project consists of furnishing all labor, materials, services, equipment and appliances required with, or properly incidental to all construction detailed in the project contract documents which shall include, but are not limited to: demolition, concrete walk, swimming pool, swimming pool equipment, swimming pool amenities, parking, drainage, site furnishings, masonry, signage, concrete flatwork, concrete foundations, site grading, restroom building, pump room building, lighting, landscaping and irrigation.

Additionally, the following additive alternates are proposed.

Alternates:

1. Cultural Plaza: including, but not limited to, new concrete walkway with stone block seat walls.
2. Low Impact Development (LID) Feature areas with work including, but not limited to, soil preparation, plant material, river rock mulch, hardwood mulch and sod.
3. Site Amenities: including, but not limited to, climbing wall(s), pool slide, lifeguard chairs, pool lane marker, tables, and chairs.
4. Permanent Site Irrigation System, complete and in place.
5. Shade Structures including, but not limited to, new shade structure at the shower tower and the shade structure re-use/ upgrades.
6. Tree plantings with irrigation: work including, but not limited to, soil preparation, tree planting, tree staking and tree ring mulch.

Build America, Buy America



Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

- As required by Section 70914 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, on or after May 14, 2022, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. The requirements of this section must be included in all subawards, including all contracts and purchase orders for work or products under this program.
- **Firms can review section IX. Award of Contract and Reservation of Rights; V. Build America, Buy America for more information about this requirement.**

DBE Presentation



Disadvantaged Business Enterprise (DBE) Program

DBE - Program Objectives



- Public Works DBE Program was in accordance with the Texas Department of Transportation (TXDOT)
- Ensures Public Works complies with 49 CFR
- Remedy past and current discrimination against Disadvantaged businesses
- Ensure non-discrimination in the award of DOT and locally funded contracts
- Create a level playing field where DBEs can compete fairly on federally assisted contracts
- Assist the development of firms that can compete successfully in the contracting arena outside the DBE program

Disadvantaged Business Enterprise (DBE)



- Project is in part funded by Federal Funds and is subject to 49 CFR Part 26 and USDOT DBE Program
- Form 5 – DBE Good Faith Efforts Plan - Documentation of DBE Outreach Efforts- Successful Submitter must provide within 10 days following the award of contract, along with the related supporting documentation
- Form 6 – DBE Commitment Form- All Submitters must provide at the time of submittal. Failure to submit = **Non-Responsive**
- DBE Certification – Registered with South Central Texas Certification Agency or Texas Department of Transportation (TXDOT)
- DBE Goal (3%) – Can be met or exceeded by Prime being certified DBE or through DBE Subcontractors

Public Works DBE Program

Point Of Contact:
Courtney McClure
(210) 207-4633
courtney.mcclure@sanantonio.gov

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 (Heavy and Highway: TX20250007 01/03/2025)

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 email laborcompliance@cityofsanantonio.gov.

Schedule of Events



SOLICITATION



July – August 2025

- July 18, 2025; RFCSP Released
- July 28, 2025; at 10:00 AM CT: Pre-Bid/Submittal Conference
- July 28, 2025; at 3:00 PM CT: Site Visit Meeting
- August 14, 2025; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



September 2025

- September 2, 2025; at 2:00 PM CT: Submittals Due
- September 2025; Evaluation Process

FINALIZATION



November 2025

- November 2025; Anticipated City Council Consideration

Solicitation Document Requirements



TAB	TITLE	DESCRIPTION
1	Submittal Checklist and Table of Contents (Form 1)	Ensure all required information is in correct order.
2	Executive Summary	One (1) page summary stating relevant information of your firm.
3	General Conditions Review	<u>Must</u> provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City's General Conditions.
4	Letter of References	Maximum of 5 letters for projects completed within 5 years
	Statement of Qualifications	<u>Must</u> provide a narrative document addressing all evaluation criteria and project defined in this solicitation.

Solicitation Document Requirements



A: Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Contractors (35 points)

TAB	TITLE	DESCRIPTION
5	Experience	Respondent's qualifications relating to scope.
6	Project Sheets	Maximum of 5 project sheets.
7	Proposed Key Personnel/ Organizational Chart	Org. Chart of proposed team
8	Resumes	1 pages resumes of key team members.
9	Experience with Green Building and Sustainability Practices	Describe Respondent's experience in construction of buildings using green and sustainable design practices

Solicitation Document Requirements



B: Understanding of the Project and Proposed Management Plan (30 points)

TAB	TITLE	DESCRIPTION
10	Project Understanding	Describe Respondent's understanding of the primary objectives of the Project;
11	Construction Management Plan	Project management approach. Approach to Quality Control/Assurance.
12	Commitment to Green Building and Sustainability Initiatives	Describe Respondent's commitment to Green and Sustainability initiatives

Solicitation Document Requirements



C: Experience with the San Antonio Region & Past Performance (20 points)

TAB	TITLE	DESCRIPTION
13	Experience with the San Antonio Region & Past Performance	Narrative form. Work in San Antonio or surrounding area in past 5 years. Reference projects listed in the project sheets. Describe the teams experience in the areas listed in the solicitation. A portion of the scoring for this section may be based on the City's Consultants' Scorecard.

Evaluation Criteria



D: Price Proposal (15 points)

TAB	TITLE	DESCRIPTION
	Price Proposal	Respondent's must enter Price Proposal in the Bid Form section of CivCast https://www.civcastusa.com/bids .

The submitted Price Proposal reflecting the lowest price total including the base proposal, allowances (if any) and all alternates (if any) will receive the maximum fifteen (15) points. Refer to formula and example listed below:

Formula: $\text{Lowest price proposal} / \text{Firm's price proposal} \times 15 \text{ points} = \text{Score}$



Evaluation Criteria Summary

Evaluation Criteria Summary	Maximum Points
A. Experience, Background, & Qualifications of Respondent, Key Personnel, and Key Sub-Contractors	35
B. Understanding of the Project and Proposed Management Plan	30
C. Experience with San Antonio Region and Past Performance	20
D. Price Proposal	15
Total Maximum	100 Points

Bid Form

- To view the Bid Form in CivCast
 - Click on “Bidding”
 - Click on “Bid Form”
- Enter a Lump Sum bid amount according to the Plans and Specifications for Base Bid and any Alternates

Bid Form



Add Bid Form ▾

Template

Item No.	Description	Unit	Qty	Unit Price	
Base Bid A				Add Section ▾	Delete Bid Form
Base Bid A				Add Bid Item	Delete Section
1.	Provide Lump Sum bid according to Plans & Specifications.	LS	1		Select ▾

Item No.	Description	Unit	Qty	Unit Price	
Base Bid B				Allow No Bid? ☐ No	Add Section ▾ Delete Bid Form
Base Bid B				Add Bid Item	Delete Section
2.	Provide Lump Sum bid according to Plans & Specifications.	LS	1		Select ▾

Required Uploads



Upload each document individually

Submittal Cover/Signature Page (Form 2)
SOS Filing Number and SAMS DUNS and/or CAGE number

Contracts Disclosure Form (Form 3)
<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

Litigation Disclosure Form (Form 4)

Disadvantage Business Enterprise (DBE) Program Good Faith Effort Plan (Form 5)

Disadvantage Business Enterprise (DBE) Program Commitment Agreement Form (Form 6)

Disadvantage Material Supplier Commitment Agreement Form (Form 7)

Veteran-Owned Small Business (VOSB) Program Tracking Form (Form 8)

Local Preference Program (LPP) Identification Tracking Form (Form 9)

Heat Illness Prevention Acknowledgment Form (Form 10)

Change Order Unit Pricing Sheet (Exhibit – F)

Proposal Guarantee

Proof of Insurability

Certificate of Interested Parties TEC Form 1295
www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Local Preference Program (LPP) Identification Tracking 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 (VOSBP) Tracking Form

- Currently, the Veteran-Owned Small Business Program (VOSBP) 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

Insurance Requirements - Exhibit F



- This document contains the following:
 - Insurance Requirements and Provisions
 - Indemnification
 - Insurance Table with standard coverages to also include the following:
 - Pollution Liability
- It is agreed and understood the 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 Finance Department – Procurement Division.
- 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

Conflict of Interest Questionnaire



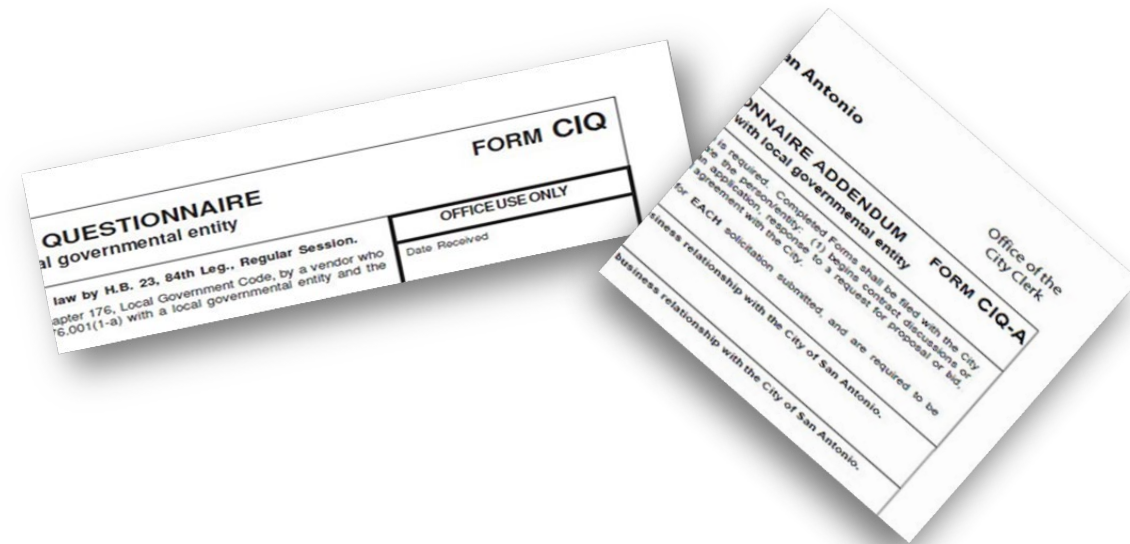
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

Do not include these forms with your proposal. The Procurement Division will not deliver the forms to the City Clerk for you.

CIQ: <https://www.ethics.state.tx.us/forms/conflict/>

CIQ-A:

<https://www.sanantonio.gov/Portals/0/Files/Ethics/CC-CIQ-Addendum.pdf>



Completed forms must be mailed to:
Office of the City Clerk, P.O. Box 839966, San Antonio, TX. 78283-3966

Submission Instructions



Online submission will be utilized via CivCast at: www.civcastusa.com/bids

- Solicitation was released on **July 18, 2025**; and is due on **September 2, 2025**, at 2:00 P.M. CT.
- **Hard or emailed copies of proposals will not be accepted.**
- Utilize the Table of Contents/Submittal Checklist to ensure tabs and forms are in the identified order listed in solicitation.
- Keep submittal relevant to project.
- Company/Firm legal name must match the Texas Secretary of State website listing.
- **Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last-minute challenges.**

Addendums to Solicitation

- Changes and responses to questions received, in compliance with Restriction on Communications, will be posted as part of an addendum. It is Respondent's responsibility to review and ascertain whether addendums or revisions have been made prior to submission of a proposal. 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.

Award of Contract

- A contract or contracts, if awarded, shall be awarded to the selected Respondent(s) whose submittal(s) is/are deemed most advantageous to City, as determined by the selection committee and upon approval by City Council.
- No work shall commence until City signs the executed agreement and Respondent provides the necessary evidence of insurance as required.
- In the event the parties cannot negotiate and execute a contract within the time specified by City, City reserves the right to terminate negotiations with that selected Respondent and commence negotiations with another Respondent.
- Final approval of the selected firm is subject to the action of the San Antonio City Council.

Restriction of Communications

- No communication with:
 - 1) City Officials from the release of the solicitation until the contract is posted for consideration as an “A Session” agenda item and
 - 2) City Staff from the release of the solicitation until Contract Award except:
 - Questions at today’s pre-bid/submittal conference;
 - Submit written questions by **4:00 p.m. CT, August 14, 2025**
- 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.

QUESTIONS?



Reminder to Sign-In

Reminders

- Today's Pre-Submittal Presentation and Sign-In-Sheet will be posted on the Civcast website after the meeting.
- July 28, 2025; at 3:00 PM CT: Site Visit Meeting at the Cassiano Park located at 1728 Potosi St., San Antonio, Texas 78207
- Failure to adhere to the restrictions on communication may deem your submittal non-responsive.
- Submit written questions through Civcast: <https://www.civcastusa.com/>. Deadline for written questions is 4:00 PM, August 14, 2025. Responses will be addressed via addendum.
- RFCSP must be uploaded by 2:00 P.M., September 2, 2025.
- ***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.***



Reminder to Sign-In

Thank You
Reminder to Sign-In

<https://forms.office.com/g/kNNMwUN0f9?origin=lprLink>