



ADDENDUM I

SUBJECT: Riverwalk Channel Improvements: Staircase and Sidewalks Project, (RFCSP 2026-019, WBS: 19-00036-05/19-00037-05), Scheduled to Close: Tuesday, January 27, 2026;
Date of Issue: Wednesday, December 3, 2025

FROM: Joseph Ramon, MSOL
Procurement Manager

DATE: January 16, 2026

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.

THE ABOVE-MENTIONED REQUEST FOR QUALIFICATIONS IS HEREBY AMENDED AS FOLLOWS:

General Information

1. The bid opening date is hereby extended to Tuesday, February 3, 2026, at 2:00 PM CT
2. Add: Pre-Submittal Conference Presentation is attached, this document will be posted as a separate file
3. Add: Pre-Submittal Conference Sign-In Sheet is attached. This document will be posted as a separate file.
4. Add: Exhibit H – Specification Book
5. Replace: Exhibit F Unit Pricing Sheet with revised Exhibit F Unit Pricing Sheet
6. Replace: Exhibit B Wage Decision General Decision Number: TX20250007 09/19/2025 with updated Exhibit B Wage Decision General Decision Number: TX20260007 01/02/2026

CHANGES TO RFQ

1. Table of Contents

Remove:

Section	Section Name	Page
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Exhibit A	General Conditions	-
Exhibit B	General Wage Decision Number: TX20250007 09/19/2025	-
Exhibit C	Payment and Performance Bond Templates	-
Exhibit D	SBEDA Compliance Provisions	-
Exhibit E	Insurance Requirements	-
Exhibit F	Change Order Unit Pricing Sheet	-
Exhibit G	River Walk Plans	-
Form #	Required Forms	
Form 1	Submittal Checklist and Table of Contents	-
Form 2	Submittal Cover/Signature Sheet	-
Form 3	Contracts Disclosure Instructions Form	-
Form 4	Litigation Disclosure Form	-
Form 5	SBEDA Utilization Plan	-
Form 6	Veteran-Owned Small Business (VOSB) Tracking Form	-
Form 7	Local Preference Program (LPP) Tracking Form	-
Form 8	Heat Illness Prevention Acknowledgment Form	-

Replace:

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Form 7	Local Preference Program (LPP) Tracking Form	-
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**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION IV
PRE-SUBMITTAL CONFERENCE:**

On Friday, December 12, 2025, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for Riverwalk Channel Improvements: Staircase and Sidewalks Project.

QUESTIONS SUBMITTED

No questions were received.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION VIII.3, RESTRICTION OF COMMUNICATIONS:

QUESTIONS SUBMITTED ON CIVCAST

Question 1: Will COSA provide a laydown area?

Response: Per spec section 1100 A.6, A.8 & A.9, the contractor is required to submit a Project Phasing Plan and schedule. The City of San Antonio (COSA) can provide limited storage space for the contractor's use at the City's Marina Building refers to A.8c and A.9. Contractor shall submit other laydown areas for approval by the owner.

Question 2: Is it the responsibility of the contractor to close down sections of the walkway, or is COSA going to coordinate and close off sections of the walkway for construction activities?

Response: Bidder is required to submit a proposed Project Schedule per drawing General Notes sheet A0.2 and spec section 11000 A.6 & A.7

Question 3: Would there be a permit required if a floating barge is used?

Response: No.

Question 4: Is the reinstallation of those historic concrete panels considered a historic restoration?

Response: Refer to spec section 13591 for historic treatment procedures. The project has been given Certificate of Appropriateness (COA) approval.

Question 5: Is there a specification book?

Response: Yes.

Question 6: Will the two each Large Triple Pontoon Work Barges be available for the duration of the project?

Response: Yes.

Question 7: Can a verification scale be added to plan pages?

Response: Scale is noted on the drawings. All existing dimensions should be field verified.

Question 8: Is a Texas Department of Licensing and Regulation (TDLR) inspection required?

Response: Yes, the project has been registered and will require an inspection.

Question 9: Is grade certificate required?

Response: Contractor shall verify existing and finished grades / refer to spec section 1100 A.12 and general notes.

Question 10: Please see Sheet A4.1 note 4. Is it possible to provide more information or a detail?

Response: Intent is to prevent differential movement between separate existing slabs. Arrows point to existing joint between existing slabs. These existing slabs will be sawcut to add dowels as described to connect the existing slabs to avoid future movement. These existing slabs will be covered with new colored cast stone pavers.

Question 11: Can pedestrian traffic be detoured to the south and east side of the river to allow multiple areas to be worked on simultaneously?

Response: Yes, subject to COSA review and consideration. Refer to spec section 11000 A6, A7 & A9. Bidder is required to submit a proposed Project Schedule per drawing General Notes sheet A0.2

Question 12: Will traffic permitting be required for lane closures to pour concrete? Will we have to pay?

Response: Center City Development Office (CCDO) will Waive traffic permit fees. Permitting will be required and contractor will need to provide necessary barricades.

Question 13: Are drain scuppers operational in areas 6 and 7?

Response: Contractor to verify.

Question 14: What are the designated work hours for this project?

Response: Work hours shall be limited to 9 AM to 5 PM. Also refer to spec section 11000 A.9.

Question 15: Can multiple areas be constructed simultaneously?

Response: Yes, subject to COSA review and consideration. Refer to spec section 11000 A.6, A.7 & A.9. Bidder is required to submit a proposed Project Schedule per drawing General Notes on sheet A0.2. CCDO staff will review for approval proposed project schedule submitted by contractor.

Question 16: Who pays for onsite testing?

Response: Owner will engage an independent testing consultant per spec section 033053 3.10

Question 17: Do we need to provide field office for owner/engineer? If yes, where will it be located?

Response: Architect and/or Owner will provide meeting space for regularly scheduled Owner-Architect-Contractor (OAC) meetings.

Question 18: Where will employees park & does contractor pay for that?

Response: The City will provide limited parking for contractor's use without fee for project-related parking only. Refer to spec section 15000, 1.12.

Question 19: Please provide description of what scope each Exhibit F unit price includes.

Response: Refer to spec section 12200, 3.1 and drawings. Specification Section 12200 UNIT PRICES has been updated in this addendum to remove Item 3.1D "Landscaping" to align with Exhibit F and issued drawings.

Question 20: Are we to include cost of a 15-day suspension of work contingency?

Response: The owner's right to require 15-day suspension without additional costs as a contingency is noted in spec section 11000 and should be provided within the schedule and incorporated in contractor's general conditions.

Question 21: Is owner allowance required? If yes, how much?

Response: No.

Question 22: Who pays for barge fuel?

Response: CCDO will pay.

Question 23: Are there any phasing restrictions?

Response: Refer to spec section 11000 A.6, A.7 & A.9. Bidder is required to submit a proposed Project Schedule per drawing General Notes on sheet A0.2. CCDO staff will review for approval proposed project schedule including phasing submitted by contractor.

Question 24: Will barge operators be provided by the city? Can we expect that they will be available to match our work hours? How long is their lunch break?

Response: Contractor's option to provide its own barge and barge driver provided the driver is properly trained by COSA staff. Refer to spec section 11000 A.8. Otherwise, the city can provide a driver and a city owned barge. Driver shall be provided a lunch break for one hour.

Question 25: Does respondent have access to a boat ramp?

Response: Yes, located at 202 E. Nueva, the city marina.

Question 26: Who pays for arborist?

Response: Arborist is not anticipated for this project.

Question 27: Any permits required?

Response: No building permits are required.

Question 28: What is weight capacity of the city barge?

Response: 1500 lbs. per barge.

Question 29: Will permits for lane closures be waived?

Response: CCDO will Waive traffic permit fees. Permitting will be required and contractor will need to provide necessary barricades.

Question 30: What will be award & start dates?

Response: Tentatively in July 2026.

Question 31: Are any contaminated materials expected to be encountered on this project?

Response: Refer to spec section 11000 A.14.

Question 32: Can a pedestrian traffic control plan be provided?

Response: Bidder is required to submit a proposed Project Schedule per drawing General Notes sheet A0.2 and spec section 11000 A.6 & A.7.

Question 33: Can city provide a project schedule that shows how days were calculated?

Response: Bidder is required to submit a proposed Project Schedule per drawing General Notes sheet A0.2 and spec section 11000 A.6 & A.7.

Question 34: Can pedestrian traffic be detoured to the south and east side of the river to allow multiple areas to be worked on simultaneously?

Response: Yes, subject to COSA review and consideration Refer to spec section 11000 A6, A7 & A9 Bidder is required to submit a proposed Project Schedule per drawing General Notes sheet A0.2

Question 35: Will traffic permitting be required for lane closures to pour concrete? If so, does the contractor need to pay?

Response: CCDO will Waive traffic permit fees. Permitting will be required and contractor will need to provide necessary barricades.

Question 36: What are the designated work hours for this project?

Response: Refer to question and response No. 14

Question 37: Can multiple areas be constructed simultaneously?

Response: Refer to question & response No. 15

Question 38: Referring to sheet number A0.1, under "Repair Notes", these notes are very detailed and could potentially be expensive. Can areas on the plans be identified exactly where these notes will apply?

Response: Refer to details for locations of specific associated notes. Repair location is primarily at the stair on A1.1 and A1.2

Question 39: Referring to sheet number A2.2, keynotes 1 indicates re-grout all grouted all walk panels/typical. The plans show "1" pointing to 4 joints. Does "All" in this note refer to those four joints? Or is the note referring to all the joints on sheet A2.2? or all joints on this base bid + Alternate? Or joints of panels highlighted/shaded?

Response: This question does not indicate what is noted on the issued plans. Keynote 1 on Sheet A2.2 is "RE-GROUT JOINTS AT PANELS BEING REMOVED, REPLACED, OR REINSTALLED/TYPICAL."

Question 40: With respect to sheet number A4.1, Keynotes 4, it states that saw cut existing slabs at 3'-0" on center and install 1/2" x 12" long stainless-steel dowel. This area is "noted as contemporary walk panel". Can the city provide more details for this work?

Response: Refer to question and response for No. 10.

Question 41: Would there be a Stormwater Pollution Prevention Plan (SWPPP) required for this project?

Response: No.

Question 42: Can COSA provide an erosion control plan for this project?

Response: No.

Question 43: Is there a noise restriction on this project?

Response: Yes, noisy work such as demolition cannot begin before 9 am. Work hours shall be limited to 9 AM to 5 PM. Also refer to spec section 11000 A.9.

Question 44: Will the road closures be provided by the COSA?

Response: CCDO will Waive traffic permit fees. Permitting will be required and contractor will need to provide necessary barricades.

Question 45: Will COSA provide storage to store the historical pavers during construction or is this the responsibility of the contractor?

Response: This is the responsibility of contractor.

SIGNED AND SEALED BY CONSULTANT (Engineer/Architect of Record)

By signing and sealing this addendum, the Engineer/Architect of Record acknowledges that the sign/seal is only for changes/clarifications to the items associated with the Engineer's/Architect's work referenced in this addendum.



Joseph Ramon

Joseph Ramon, MSOL
Procurement Manager
Finance Department - Procurement Division

2026-019 CCDO Riverwalk Improvements _ Presubmittal Meeting Sign in Sheet_12_12_25

Company Name	Full Name	Title	Email Address	Phone #
Aggregate Logistics	Linda Thomas	Sales San Antonio	LindaT@agglog.com	303-437-7328
Amstar Inc General Contractor	Matthew Moncada	Project Manager	Matthew.moncada@amstarincgc.com	210-452-0735
Amstar, Inc.	Amelia Tapley	Senior Project manager	Amelia@amstarincgc.com	210-322-3031
Amstar, Inc.	Jay Patel	Assistant Project manager	Jay@amstarincgc.com	210-772-2693
Beaty Palmer architects	Tania Gunn	Architect	Tgunn@beatypalmer.com	210-862-5174
E-Z Bel Construction, LLC	Kaelyn Fruia	Jr Estimator	Kfruia@ezbel.com	832-846-6791
Forge builders of texas	Michael Trevino	Sales Rep/ Field Supervisor	Mtrevino@forgebuilderstx.com	210-325-5547
Gallo Paving	Joshua Surface	Project Management	Josh@gallopaving.com	210-573-7423
InTEC	Murali Subramaniam	Vice President	Muralis@intec-sa.com	210-525-9033
Jerdon Enterprise	James Tennant	Estimator	james@jerdonlp.com	210-590-1110
Millis Development & Construction	Gar Lawson	Sr. Estimator	Glawson@milois.com	512-632-6323
Millis Development and Construction- Austin,LLC	Venancio Lopez	Estimating	Vlopez@millis.com	512-507-0227
Prestige from top to bottom	Jennifer cervantez	Office manager	Prestigefromtoptobottom@gmail.com	512-922-5074
Saylee Greer, LLC	James Greer	Project Estimator	Jgreer@sayleegreer.com	210-954-4816
The Sabinal Group	Ron Gonzales	Estimator	Ron@sabinal-group.com	210-226-3400
The Sabinal Group	Ron Gonzales	Estimator	Ron@sabinal-group.com	210-226-3400
Triton Design and Construction	Zring Kareem	Principal	Zring@tritontx.com	210-643-9392

**Request for Competitive Sealed Proposals
Pre-Submittal Meeting for the Riverwalk Channel
Improvements – Staircase and Sidewalks**



RFCSP#: 2025-019

Friday, December 12, 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.



Sign-In Form: <https://forms.office.com/g/1a0xzXiMPt>

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-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 **DECEMBER 17, 2025. The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session meeting.*

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



The City of San Antonio (City), Center City Development & Operations (CCDO) is issuing a Request for Competitive Sealed Proposals (RFCSP) for qualified firms (Respondents) to provide construction services for the River Walk Channel Improvements: Staircase and Sidewalks (Project). The project consists of the renovations of the Riverwalk and other work indicated in the contract documents.

Scope of Services

- The Project consists of repair and rehabilitation as part of the Center City Development & Operations (CCDO) Department's continuing efforts to improve and maintain the infrastructure and the experience of the San Antonio River Walk. CCDO will be utilizing the construction services of a general contractor at several areas along the River Walk utilizing the competitive sealed proposal delivery method for construction. This construction project includes, but is not limited to, the construction of sidewalks, steps, ramps, retaining walls, handrails, and any other work required for the completion of the project as designed in the project plans and specifications.
- **Plans and Specifications of the Construction Documents:** Documents may be downloaded on the CivCast website at <https://www.CivCastusa.com/bids>. Questions received from potential respondents shall be answered by the City by posting on the CivCast website. All provisions and requirements of such issued addenda shall supersede or modify affected portions of the Specifications. All addenda are a part of the Project's Contract Documents. No other explanation or interpretation regarding provisions and/or requirements shall be considered official or binding upon City. Addenda shall be posted on the CivCast website at <https://www.CivCastusa.com/bids>, along with the Project solicitation documents. Respondent understands and agrees that Respondent is responsible for obtaining all issued Addenda and adhering to all requirements in any issued Addenda. City shall not be responsible for incorrect information obtained through other sources.
- **Construction Cost Estimate for Staircase:** \$320,836.00.
- **Construction Cost Estimate for Sidewalk:** \$2,869,009.00.
- **Calendar Days:** Respondent understands and agrees that this is a 305-calendar day contract.



Submission Instructions

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

- Solicitation was released on December 3, 2025; and is due on January 27, 2026, 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.**

Restriction on 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 meeting;
 - Small Business Office (SBO) can be reached until the submittal deadline to address SBEDA questions only;
 - Submit written questions by 4:00 P.M. CT, December 19, 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.

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.
	Statement of Qualifications	<u>Must</u> provide a narrative document addressing all evaluation criteria and project defined in this solicitation.

Proposal Document Requirements



A: Experience, Background, Qualifications of Respondent, 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	One-page Resumes of key team members.
9	Experience with Green Building and Sustainability Practices	Describe experience with green building practices and any green certifications/specialist training.

Proposal Document Requirements



B: Understanding of the Project and Proposed Management Plan (25 points)

TAB	TITLE	DESCRIPTION
10	Project Understanding	Understanding the primary objectives of the project. Constraints and technical challenges.
11	Construction Management Plan	Project management approach. Approach to Quality Control/Assurance.
12	Commitment to Green Building and Sustainability Initiatives, Practices, and Implementation	Commitment to Green Building and Sustainability Initiatives, Practices and Implementation.

Proposal Document Requirements



C: Experience with the San Antonio Region & Past Performance (15 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 RFQ. A portion of the scoring for this section may be based on the City's Consultants' Scorecard.

Proposal Document Requirements



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	25
C. Experience with the San Antonio Region & Past Performance	15
D. Price Proposal	15
E. SBEDA: SBE Prime Contract Program – 10 Points	10
Total Maximum	100 Points



Required Uploads

Upload each document individually
Submittal Cover/Signature Page (Form 2) <i>SOS Filing Number and SAMS DUNS and/or CAGE number</i>
Contracts Disclosure Form (Form 3) https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf
Litigation Disclosure Form (Form 4)
SBEDA Utilization Plan (Form 5)
Veteran-Owned Small Business (VOSB) Program Tracking Form
Local Preference Program (LPP) Identification Form
Heat Illness Prevention Acknowledgment Form
Unit Pricing Sheet and Proof of Insurability
Proposal Guarantee
Certificate of Interested Parties TEC Form 1295 www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

River Walk Main Channel Improvements



Economic Development Department

SBEDA Eligibility & SAePS Registration

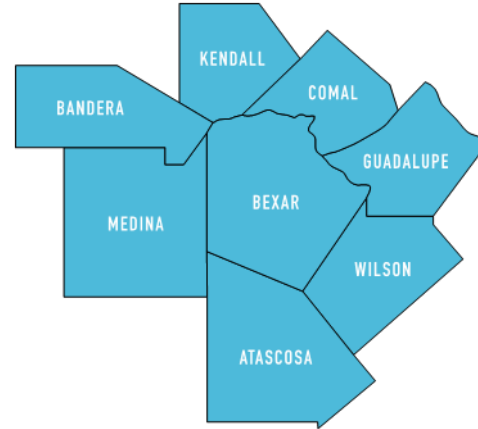
Doing Business with the City

SBEDA Eligibility



Certified by the 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:
www.sanantonio.gov/purchasing/saeps.aspx
- 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

Prime Contract & Subcontracting Programs

SBEDA Tools

SBEDA Tools



Prime Contract Program



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	23%



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

CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

Solicitation Name:

Evaluation Points		

No API Applied Mentor Program Requirement

TO BE
COMPLETED
BY CITY
STAFF

Please review the following information

1. Prime contractor must list **ALL** certified and non-certified Subcontractors/Suppliers and their contract period (see page 2).
2. A Subcontractor/Supplier Utilization Plan that does not satisfy City subcontracting goals stated above, and absent a Subcontracting Goal- Waiver at the time of bid submission (for review by the Economic Development Department) will be deemed non-compliant.
3. For a Prime or Subcontractor to count toward a City required subcontracting goal(s), the Subcontractor/Supplier must be SBEDA eligible and have the same certification(s) as the City required subcontracting goal(s).
4. To be SBEDA eligible, a Prime contractor or Subcontractor must be certified as a Small Business Enterprise (SBE) or Small Business Technology Resource (STBTRCA), must be headquartered in the San Antonio Metropolitan Statistical Area, **AND** each owner's personal net worth (PNW) may not exceed \$2.047 million. SBEDA eligibility can be verified through the [Central Vendor Registry/SaEPS](https://www.sanantonio.gov/procurement/Become-a-Vendor/Search-COSA-Vendors) at <https://www.sanantonio.gov/procurement/Become-a-Vendor/Search-COSA-Vendors>.
5. Please ensure this utilization plan corresponds with the solicitation you are intending to bid on/respond to as indicated above.

PLEASE REVIEW
THOROUGHLY

For further clarification, please refer to the SBEDA language in the solicitation documents. You may also contact the Economic Development Department at (210) 207-3922 or by email at SBEDAdocs@sanantonio.gov

As a SBEDA eligible prime (if applicable), I confirm that my personal net worth to the best of my knowledge and belief. I possess internal documentation from my business or percentage indicated, and I also confirm that the SBEDA Eligible Subcontractor/Supplier I represent, warrant, assure and guarantee that I have the knowledge and authority to bind the business to the statements herein. I understand and agree that if awarded a contract, I will be responsible for the performance of the contract. I hereby affirm that the information on this form is true and complete and that I have the authority to bind the business to the statements herein. I understand and agree that if awarded a contract, I will be responsible for the performance of the contract. I hereby affirm that the information on this form is true and complete and that I have the authority to bind the business to the statements herein.

AFFIRM, SIGN,
& DATE

Prime's Authorized Agent (sign/date) Name Title

Economic Development Director or Designee (sign/date) APPROVED DENIED



PRIME FIRM:				Certification(s):	<input type="checkbox"/> Not Certified
SAePS Vendor #				Business Enterprise	<input type="checkbox"/> Not Certified
Work to be performed (NIGP Code and Description)				Enterprise	SBEDA Eligible? <input type="checkbox"/>
DOLLAR AMOUNT BY PRIME	\$	% OF TOTAL CONTRACT	%	Business Enterprise	
				Business Enterprise	

TO BE COMPLETED BY PRIME CONTRACTOR

SUBCONTRACTOR/SUBCONSULTANT UTILIZATION
List ALL subcontractors/suppliers (certified and non certified) that will be utilized for the entire contract period, excluding possible extensions, renewals, and/or alternates. Use additional pages if necessary.

Sub:				SAePS Vendor #:		Current SCTRCA Certification(s):	<input type="checkbox"/> Minority-Owned Business Enterprise
Dollar Amount by Sub	\$	% of Total Contract	%			<input type="checkbox"/> Emerging Small Business Enterprise	Category <input type="checkbox"/>
Work to be performed (NIGP Code and Description)						Enterprise	<input type="checkbox"/> Not Certified
						Business Enterprise	SBEDA Eligible? <input type="checkbox"/>

ALL SECTIONS MUST BE COMPLETED FOR ALL FIRMS LISTED

Sub:				SAePS Vendor #:		Certification(s):	<input type="checkbox"/> Minority-Owned Business Enterprise
Dollar Amount by Sub	\$	% of Total Contract	%			Business Enterprise	Category <input type="checkbox"/>
Work to be performed (NIGP Code and Description)						Enterprise	<input type="checkbox"/> Not Certified
						Business Enterprise	SBEDA Eligible? <input type="checkbox"/>

Sub:				SAePS Vendor #:		Current SCTRCA Certification(s):	<input type="checkbox"/> Minority-Owned Business Enterprise
Dollar Amount by Sub	\$	% of Total Contract	%			<input type="checkbox"/> Emerging Small Business Enterprise	Category <input type="checkbox"/>
Work to be performed (NIGP Code and Description)						<input type="checkbox"/> Small Business Enterprise	<input type="checkbox"/> Not Certified
						<input type="checkbox"/> Woman-Owned Business Enterprise	SBEDA Eligible? <input type="checkbox"/>

Make sure you include 23% SBE or Waiver Request

Sub:				SAePS Vendor #:		Current SCTRCA Certification(s):	<input type="checkbox"/> Minority-Owned Business Enterprise
Dollar Amount by Sub	\$	% of Total Contract	%			<input type="checkbox"/> Emerging Small Business Enterprise	Category <input type="checkbox"/>
Work to be performed (NIGP Code and Description)						<input type="checkbox"/> Small Business Enterprise	<input type="checkbox"/> Not Certified
						<input type="checkbox"/> Woman-Owned Business Enterprise	SBEDA Eligible? <input type="checkbox"/>

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 other entities, I am jointly and severally responsible for achieving the contracting goals indicated on the solicitation.

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 other entities, I am jointly and severally responsible for achieving the contracting goals indicated on the solicitation. I understand that the City of San Antonio (SBE) through the South-Central Texas Metropolitan Statistical Area, AND each entity can be verified through the Central Vendor Registration System (CVRS) website. [CVRS website](#)

3. I understand that the contracting goals for E/SBE firm participation in the performance of a Commercially Useful Function will be determined per the Joint Venture Utilization Plan and all required documentation.

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 other entities, I do not have the same certifications as the other entities. I understand that the contracting goal requirements utilizing the Utilization Plan will be determined per the Joint Venture Utilization Plan and all required documentation.

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.

PLEASE ACKNOWLEDGE THE STATEMENTS BY INITIALING EACH BOX

EACH JV ENTITY MUST SIGN TO CONFIRM COMMITMENT

If submitting a response as a Joint Venture entity, please acknowledge the provisions in both Sections A & B of this form.

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:

- 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.

Joint Venture Commitment Form



Section B: This side must be completed by ALL joint venture entity respondents.
 Please attach the Joint Venture agreement with all parties with this form:

1. INFORMATION REGARDING BUSINESS ENTITIES ("ENTITY") COMPRISING THE JOINT VENTURE ("JV"):
 Complete all sections for each entity that makes up the joint venture. Note that each JV entities will be referred to hereinafter with the title "E1", "E2", etc., throughout the form to help match information to a specific JV entity.

JV Entity	Entity Name	SBEDA Eligible	Contact Name	Contact Phone #	Contact Email
E1					
E2					
E3					
E4					

PLEASE PROVIDE JOINT VENTURE AND PROFIT AND LOSS STRUCTURE

2. PROFIT AND LOSS _____ percentage each JV entity will share in owners

JV Entity	Ownership %	Equipment Contribution %
E1		
E2		
E3		
E4		

The initials and signatures below affirm that the following statements are correct and include all information necessary to identify and explain the terms and operations of our joint venture. Misrepresentation of any and all information will result in the rejection of our proposal, termination of the contract if awarded, debarment, and action under federal or state laws concerning false statements. We agree and affirm that:

E1 **PLEASE ACKNOWLEDGE THE STATEMENTS BY INITIALING EACH BOX**

I have read and understand the information documented on this form is accurate and that any misrepresentation of any and all information will result in the rejection of our proposal, termination of the contract if awarded, debarment and initiating action under federal or state laws concerning false statements.

I have read and understand the Joint Venture agreement with our response to this form. I agree to the following: Allocation of ownership, right to control, and management of the joint venture, and the joint venture will be performed and managed by each entity, and

I agree that the Joint Venture agreement between all Joint Venture entities will be submitted to the City of San Antonio for approval.

4. We agree to provide the City with current, complete, and accurate information regarding joint venture work payments, changes in provisions of the joint venture agreement, site visits, and examination of records relevant to the joint venture agreement during the solicitation process and during the term of the contract

5. We estimate that _____ percent of this contract will be subcontracted. (Must be completed by the Joint Venture entity, subject to change per the price proposal submission & subcontracting goal requirements)

- The joint prime respondents must complete all sections and pages of this form, clearly designating the percentage each joint venture entity will share in ownership, profits, and losses.
- If awarded the contract, the joint venture entity must register with the Texas Secretary of State to confirm their partnership **before** City Council approval.

Revised August 2025

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.sanantonio.gov/SBO/Forms>

Contact Us



SBEDA Program

- Email: SBEDAdocs@sanantonio.gov
- Phone: 210-207-3922
- 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: www.besanantonio.com



Thank You

Conflict of Interest Questionnaire



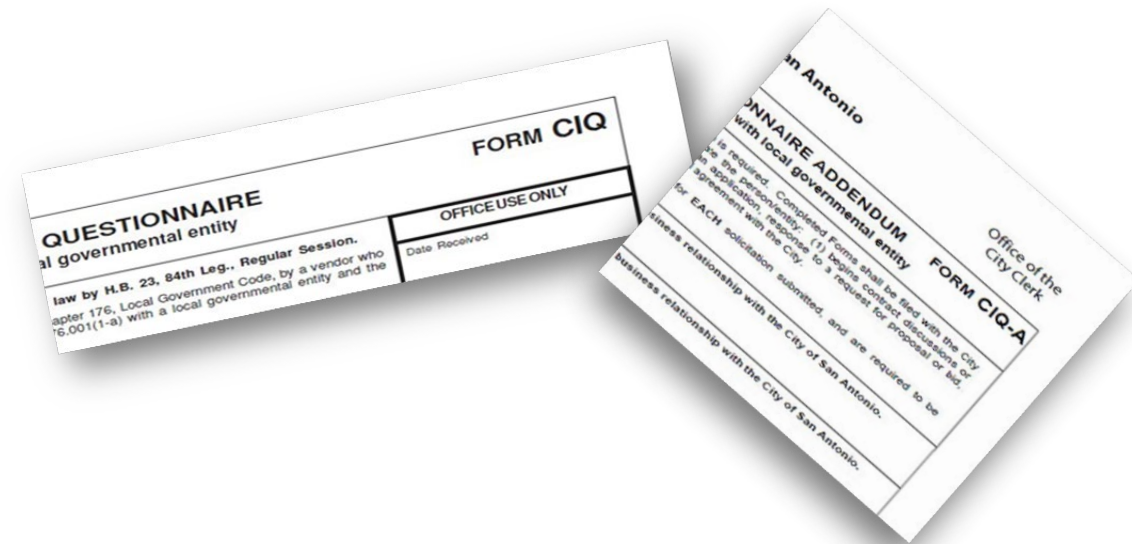
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

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.sa.gov/files/assets/main/v/1/occ/documents/occ-ci-q-addendum.pdf>



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

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 Wage Decision: TX20250007 09/19/2025)

An infographic titled "COMPLIANCE - TOP 10" with a "top 10" graphic in the upper right corner. It lists ten compliance items, each with a number and a description in a colored box. Item 5 is highlighted in yellow, and item 10 is highlighted in grey. At the bottom, there is a small text line: "Should you have any questions during the project, contact the LCO assigned to the project or email lcpcompliance@cityofsanantonio.gov."

Schedule of Events



SOLICITATION



December 2025

- December 3, 2025; RFCSP Released
- December 12, 2025; at 9:00 AM Pre-Submittal Meeting
- December 19, 2025; at 4:00 PM Deadline for Submission of Written Questions

POST SOLICITATION



April 2026

- January 27, 2026; at 2:00 PM Submittals Due
- April 2026; Interviews, if necessary

FINALIZATION



June 2026

- May 2026; Notification of Selection
- June 2026 Anticipated City Council Consideration

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

- Contract documents are not binding until approved at City Council or 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.
- An RFCSP is a legally binding document, if you require a legal review before signing any contracts, please complete that review before you submit a response. City is not obligated to negotiate an RFCSP.
- Final approval of the selected firm(s) is subject to the action of the City Council or City Manager.
- Selected firm(s) awarded a contract(s) will need to complete registration with the Texas Secretary of State and Texas Comptroller of Public Accounts prior to award of the contract.

Reminders - CIVCAST

- Today's Pre-Submittal 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, December 19, 2025.
- Submissions must be uploaded by 2:00 PM CT, January 27, 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.***

QUESTIONS?





Thank You for Attending

Reminder to sign-in

Sign-In Form: <https://forms.office.com/g/1a0xzXiMPt>

