



## **ADDENDUM II**

**SUBJECT:** Father Roman Community Center Replacement, (RFCSP 2026-059|WBS: 23-04158), Scheduled to Close: Tuesday, March 24, 2026; Date of Issue: Friday, February 6, 2026

**FROM:** Joseph Ramon, MSOL  
Procurement Manager

**DATE:** February 20, 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.

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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 COMPETITIVE SEALED PROPOSALS IS HEREBY AMENDED AS FOLLOWS:**

#### **GENERAL INFORMATION**

1. **Add:** Pre-Submittal Conference Presentation, this document will be posted as a separate file.
2. **Add:** Pre-Submittal Conference Sign in Sheet, this document will be posted as a separate file.
3. **Add:** Pre-Submittal Site-Visit Sign in Sheet, this document will be posted as a separate file.

## CHANGES TO RFCSP

### 1. VI. Submission Instructions – Page 15

Current:

Join by phone: 1-415-655-0001

Meeting number (access code): 2349 426 0070

Meeting password: COSA

Join by meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m1c1135153eaea830b13f3a7c07c4aea1>

Revised:

Join by phone: 1-415-655-0001

Meeting number (access code): 1770 23 1452

Meeting password: 3HrMPWvWr58

Join by meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc7e4d1be209b5a788596e6963fa96dc7>

### 2. Prohibited Campaign Contributions – Page 1

Current:

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 **February 17, 2026**.*

*The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session*

Revised:

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 **February 20, 2026**.*

*The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session*

### 3. Pre-Submittal PPT

Current:

Slide 5 “High Profile Solicitation”

*\*For this solicitation, the first-day contributions are prohibited is **Monday, February 23, 2026**. The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session meeting.*

Revised:

Slide 5 “High Profile Solicitation”

*\*For this solicitation, the first-day contributions are prohibited is **Friday, February 20, 2026**. The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session meeting.*

*Joseph Ramon*

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Joseph Ramon, MSOL  
Procurement Manager  
Finance Department - Procurement Division

# **Request for Competitive Sealed Proposal Pre-Submittal Meeting for the Father Roman Community Center Replacement**



**2026-059**

Thursday, February 19, 2026

# 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/9cF18jzPE0>

# Introductions

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*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 **Monday, February 23, 2026**. 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

In 2023, the City of San Antonio engaged Intelligent Engineering Services to conduct a structural assessment of the previous Father Roman Community Center. In this assessment, the facility was deemed structurally unsound and was closed to the public soon after. In 2024, the City of San Antonio engaged Marmon Mok to begin design services for the reconstruction of the new facility.

The City intends to award up to 1 contract.

This is a 425-calendar day contract.



# Scope of Services

The Father Roman Community Center Replacement project is a 12,000-square-foot new construction project located in District 3 at 11030 Ruidosa Street, San Antonio, Texas 78214. The new facility will replace the recently demolished community center and serve as a modern gathering place for the neighborhood. The one-story building will include a lobby, gymnasium, two classrooms for community programs, and dedicated office space for Parks Department staff.

# Submission Instructions



Online submission will be utilized via CivCast at: [www.civcastusa.com/bids](http://www.civcastusa.com/bids)

- Solicitation was released on February 6, 2026; and is due on March 24, 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.
- CivCast can be accessed using any internet desktop browser.
- **Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last minute challenges.**

# Restriction of Communications



- No communication with 1) City Officials from the release of the solicitation until the contract is posted for consideration as an agenda item and 2) City staff from the release of the solicitation until Contract Award except:
  - Questions at today's pre-submittal conference;
  - Economic Development Department can be reached until the submittal deadline (do not recommend);
  - Submit written questions by 4:00 p.m. CT, March 5, 2026.
- Failure to adhere to the restrictions on communications policy may lead to disqualification of Respondent's submittal from consideration.
- City staff can reach out to Respondents to clarify documents submitted and to begin negotiations once evaluation is completed, if applicable.

# Solicitation 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	<b><u>Must</u></b> 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	<b><u>Must</u></b> provide a narrative document addressing all evaluation criteria and project defined in this solicitation.

# Evaluation Criteria



## A: Experience, Background, & Qualifications of Firm, Key Personnel, and Key Sub-Consultants (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	Organizational 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.

# Evaluation Criteria



## B: Understanding of the Project and Proposed Management Plan (30 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 and Sustainability Initiatives and Practices and how they will be incorporated.

# Evaluation Criteria



## C: Experience with the San Antonio Region & Past Performance (10 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 <a href="https://www.civcastusa.com/bids">https://www.civcastusa.com/bids</a> .

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-Consultants	35
B. Understanding of the Project and Proposed Management Plan	30
C. Experience with the San Antonio Region & Past Performance	10
D. Price Proposal	15
E. Small Business Economic Development Advocacy Program (SBEDA) SBE Prime Contract Program – 10 Points	10
Total Maximum	100 Points

# Required Uploads



## Upload each Document Individually

Submittal Cover/Signature Page (Form 2)

*SOS Filing Number and SAMS Unique Entity ID and/or CAGE number*

Contracts Disclosure Form (Form 3)

<https://webapp1.sanantonio.gov/ContractsDisclosure/>

Litigation Disclosure Form (Form 4)

SBEDA Utilization Plan Form (Form 5)

Proof of Insurability

Proposal Guarantee

Certificate of Interested Parties Form (Form 1295)

<https://www.ethics.state.tx.us/filinginfo/1295/>

# **Father Roman Community Center**



**Economic Development Department**

SBEDA Eligibility & SAePS Registration

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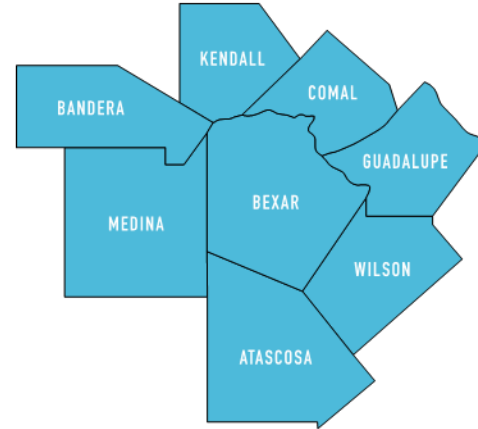
# Doing Business with the City

# SBEDA Eligibility



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

Primes and/or subcontractors must be certified at the time of bid submission/close date to count towards SBEDA eligibility. Emerging Small Business Enterprise (ESBE) certification may also be required for certain solicitations.



## Headquartered in the San Antonio Metropolitan Statistical Area (SAMSA)

A firm's headquarter must be located in the San Antonio Metro area. SAMSA is defined as Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson Counties



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

Each majority owner(s) of a small business firm must confirm that their PNW is below \$2.047 million. PNW is calculated from the value of the majority owner(s) assets minus the liabilities they owe.



## Register Your Business with the City

- To register, please follow the link:  
[www.sanantonio.gov/purchasing/saeps.aspx](http://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 & Contracting Programs

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# SBEDA Tools

# SBEDA Tools



## Prime Contract Program



SBE SBEDA  
Eligible Prime



51% SBE  
Prime and/or Sub



10  
Points

## 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	6%



## 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](http://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

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# SBEDA Forms

**CITY OF SAN ANTONIO  
SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN**

Solicitation Name:

Evaluation Points			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TO BE COMPLETED BY CITY STAFF**

No API Applied       Mentor Program Requirement

**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 SBCRCA, 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):	
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):	
Dollar Amount by Sub		\$		<input type="checkbox"/> Minority-Owned Business Enterprise	Category
Work to be performed (NIGP Code and Description)				<input type="checkbox"/> Emerging Small Business Enterprise	<input type="checkbox"/> Not Certified
				Enterprise	SBEDA Eligible? <input type="checkbox"/>

**ALL SECTIONS MUST BE COMPLETED FOR ALL FIRMS LISTED**

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

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

**Make sure you include 6% SBE or Waiver Request**

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

# 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 agree to 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 agree to the contracting goals indicated on the solicitation. I understand that the contracting goal requirements for E/SBE firm participation in the performance of a Commercially Useful Function in the Metropolitan Statistical Area, AND each can be verified through the Central Vendor Utilization Plan (CVUP) [Endorsers](#).

3. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more other entities, I agree to the contracting goals indicated on the solicitation. I understand that the contracting goal requirements for E/SBE firm participation in the performance of a Commercially Useful Function in the Metropolitan Statistical Area, AND each can be verified through the Central Vendor Utilization Plan (CVUP) [Endorsers](#).

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 agree to the contracting goals indicated on the solicitation. I understand that the contracting goal requirements for E/SBE firm participation in the performance of a Commercially Useful Function in the Metropolitan Statistical Area, AND each can be verified through the Central Vendor Utilization Plan (CVUP) [Endorsers](#).

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 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

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# 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](mailto: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](mailto: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](http://www.sctrca.org) or [www.supply-sa.org](http://www.supply-sa.org)

## Mentor Protégé Program

*Glenn Goolsby, Occupational Program Coordinator*

- Email: [ggoolsby5@alamo.edu](mailto:ggoolsby5@alamo.edu)
- Phone: 210-485-0831
- Website: [www.besanantonio.com](http://www.besanantonio.com)



**Thank You**

# Labor Compliance



- The awarded Prime Contractor and their subcontractors must comply with the Prevailing Wage Decision.
- The Building Wage Decision assigned to this project is the current TX20260231 01/02/2026

**COMPLIANCE - TOP 10**

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

Should you have any questions during the project, contact the LCO assigned to the project or e-mail [lcpcompliance@cityofsanantonio.gov](mailto:lcpcompliance@cityofsanantonio.gov).

# Conflict of Interest Questionnaire



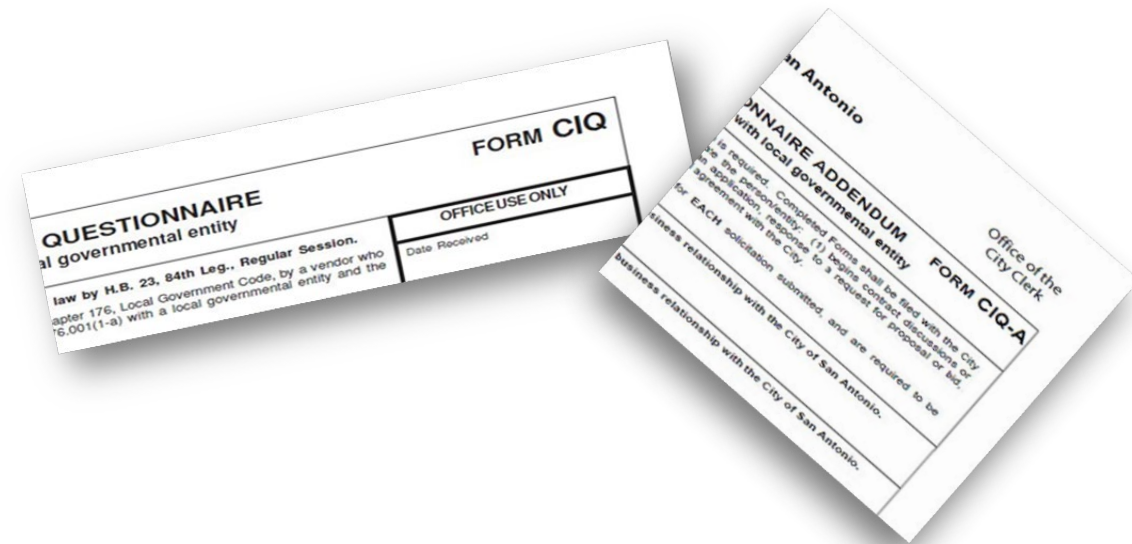
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

**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

# Schedule of Events



## SOLICITATION



February / March 2026

- Feb. 6, 2026; RFCSP Released
- Feb. 19, 2026; at 10:00 AM CT: Pre-Submittal Conference
- February 20, 2026; at 2:00 P.M. Site visit
- March 5, 2026; at 4:00 PM CT: Final Questions Accepted

## POST SOLICITATION



March / April/ May 2026

- March 24, 2026; at 2:00 PM CT: Submittals Due
- Mar. – May 2026; Evaluation Process

## FINALIZATION



August 2026

- August 2026; Anticipated Award 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.
- Site Visit is scheduled for Friday, February 20, 2026; at 2:00 PM CT. Please refer to the solicitation for instructions.
- Failure to adhere to the Restrictions on Communications may deem your submittal non-responsive.
- Submit written questions by question deadline 4:00 PM CT, March 5, 2026.
- Submissions must be uploaded by 2:00 PM CT, March 24, 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**  
Reminder to Sign-In

Sign-In Form: <https://forms.office.com/g/9cF18jzPE0>



## 2026-059 Father Roman Community Center Replacement \_ Presubmittal Meeting Sign in Sheet\_2\_19\_26

Full Name	Title	Company Name	Email Address	Phone #
Drake Cannon	Estimator	Canco Construction	Drake@cancoconstructions.com	(210) 279-4430
Nick Wickersham	San Antonio Regional Manager	D Wilson Construction	Nickw@dwilsonconstruction.com	2104907600
Lauren Sharp	Business Development Manager	Guido Construction	Lsharp@guidoco.com	210-338-7514
Joey Sanchez	Project Manager	J Sanchez Contracting, inc	Joey@jsci-sa.com	210-924-3696
Abelardo Hernandez	Owner	Metal Roof & Tpo Specialist LLC	abel@mrtpo.com	210-957-1581
Elliot veron	Estimator	Nunnely General contractor	Elliot@nunnely.com	210-284-4848
Ron Gonzales	Estimator	The Sabinal Group	Ron@sabinal-group.com	210-226-3400
Harvey Jones	Project Manager	The Trevino Group	Hjones@trevinogroup.com	210-556-5403

## 2026-059 Father Roman Community Center Replacement \_ Site Visit Sign in Sheet 2\_20\_26

Company Name	Full Name	Title	Email Address	Phone #
Canco Construction	Drake Cannon	Estimator	Drake@cancoconstructions.com	(210) 279-4430
Jordan Foster Construction	Colton Brehm	Estimator	cbrehm@jordanfosterconstruction.com	(210) 279-8617
Jordan Foster Construction	Thomas Baker	MEP Coordinator	Tbaker@jordanfosterconstruction.com	2106082085
Metal Roof & Tpo Specialist LLC	Abel Hernandez	President	abel@mrtpo.com	210-957-1581
Metal Roof & TPO Specialist LLC	Juan Matute	Sales & Estimating Manager	juanm@mrtpo.com	210-557-9065
Nunnely General contractor	Elliot Veron	Estimator	Elliot@nunnely.com	2102844848
Pavilion Construction	Nathan Long	Vice President Iperations	Nlong@pavilionconstruction.com	5052392768
The Sabinal Group	Ron Gonzales	Estimator	Ron@sabinal-group.com	210-236-3400