REQUEST FOR QUALIFICATIONS:

DESIGN-BUILD SERVICES
FOR
SAN ANTONIO ZOO PARKING GARAGE
RFQ #122217CM

Notice Regarding Prohibition on 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 contributing to City Council elections from January 16, 2018, until 30 calendar days after the contract has been awarded (black out period):

1. Legal signatory of a high-profile contract;
2. Any individual seeking a high-profile contract;
3. Any owner or officer of an entity seeking a high-profile contract;
4. The spouse of any of these individuals;
5. Any attorney, lobbyist or consultant retained to assist in seeking contract.

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

HIGH PROFILE

RFQ ISSUE DATE:
December 22, 2017

SUBMITTAL DEADLINE:
January 24, 2018 10:00 A.M. Local Time
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. BACKGROUND</td>
<td>4</td>
</tr>
<tr>
<td>II. PROJECT DESCRIPTION/SCOPE OF WORK</td>
<td>4</td>
</tr>
<tr>
<td>III. TENTATIVE SCHEDULE FOR SELECTION PROCESS AND AWARD</td>
<td>9</td>
</tr>
<tr>
<td>IV. PRE-SUBMITTAL CONFERENCE</td>
<td>9</td>
</tr>
<tr>
<td>V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA</td>
<td>9</td>
</tr>
<tr>
<td>VI. PHASE I. EVALUATION CRITERIA</td>
<td>10</td>
</tr>
<tr>
<td>VII. PHASE II EVALUATION CRITERIA (INTERVIEWS), IF SELECTED</td>
<td>13</td>
</tr>
<tr>
<td>VIII. SUBMISSION INSTRUCTIONS</td>
<td>15</td>
</tr>
<tr>
<td>IX. AMENDMENTS TO RFQ</td>
<td>16</td>
</tr>
<tr>
<td>X. RESTRICTION ON COMMUNICATIONS</td>
<td>16</td>
</tr>
<tr>
<td>XI. AWARD OF CONTRACT AND RESERVATION OF RIGHTS</td>
<td>17</td>
</tr>
</tbody>
</table>
**ATTACHMENTS**

<table>
<thead>
<tr>
<th>Document</th>
<th>Exhibit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Build Contract Template</td>
<td>Exhibit A</td>
</tr>
<tr>
<td>SBEDA Ordinance Contract Provisions</td>
<td>Exhibit B</td>
</tr>
<tr>
<td>General Conditions for City of San Antonio Design Build Contracts</td>
<td>Exhibit C</td>
</tr>
<tr>
<td>CoSA Programming Document</td>
<td>Exhibit D</td>
</tr>
<tr>
<td>Capital Project Soil Relocation Policy and Communication Plan</td>
<td>Exhibit E</td>
</tr>
</tbody>
</table>

**Forms for Submittal with Statement of Qualifications:**

- Submittal Checklist and Table of Contents                              | Form 1    |

**Required Forms (to be submitted in separate packet):**

- Respondent Submittal Cover Sheet                                       | Form 2    |
- Contracts Disclosure Form and Instructions                             | Form 3    |
- Litigation Disclosure Form                                              | Form 4    |
- SBEDA: Sub-Consultant Utilization Commitment Form                       | Form 5    |
I. BACKGROUND

The City of San Antonio (hereafter referred to as “City” or “Owner”) Transportation & Capital Improvements Department (hereafter referred to as “TCI”) is soliciting for the selection of one Design-Build (hereafter referred to as “DB”) Firm for design and construction services for the San Antonio Zoo Parking Garage. In 2016, The San Antonio Zoological Society proposed to the City of San Antonio a development partnership to build a new parking garage on land near the Zoo. On May 6, 2017 the voters approved the 2017 Bond Program; including Proposition 3 which had identified the Zoo Parking Garage as a Parks, Recreation, and Open Space Improvement. The new structure would benefit all of San Antonio by providing increased parking accommodation to the Zoo, and to its neighboring institutions: Alamo Stadium, Brackenridge Park, The Witte Museum, the Japanese Tea Gardens, Sunken Garden Amphitheater, and the DoSeum.

The San Antonio Zoo began in 1914, when Colonel George W. Brackenridge placed a collection of animals onto part of the land that had become Brackenridge Park in 1899. Today, the 56 acre Zoo houses animals representing 750 species from all over the world.

The new parking garage will alleviate automobile congestion along North Saint Mary’s Street and Tuleta Drive, will create a safe and organized vehicle parking location, and will organize the visitor approach to the zoo into an orderly and enjoyable procession from large arteries into Brackenridge Park. It will also improve pedestrian safety and modes of accessibility for patrons of the zoo as well as its Brackenridge vicinity neighbors. With more than 1.2 million annual visitors, it has become a challenge to accommodate parking for zoo patrons, as well as visitors to the neighboring cultural attractions. Currently, the available parking lots are filled before noon on a typical Saturday, meaning that afternoon visitors create traffic and parking pressure on the surrounding neighborhoods and traffic arteries. While overflow parking lots are utilized, even they cannot satisfy peak time parking demand. Additionally, the traffic created by the search for parking poses a hazard to pedestrians and other drivers.

This Request for Qualifications (hereafter referred to as “RFQ”) is the first of a two-phase solicitation process. City will qualify a maximum of up to five (5) DB firms which will be invited to participate in Phase II of the solicitation process consisting of a request for additional information and potential interviews.

Through this single, two-phase solicitation, it is the City’s intent to select one DB firm to design and construct the project.

The Project is intended to be substantially complete by March 2019. The Project budget is $10.1 Million. The budget is inclusive but not limited to: design, pre-construction services, construction, environmental services, historical survey, geotechnical investigation and reports, bonds, fees and insurance.

II. PROJECT DESCRIPTION/SCOPE OF WORK

This section is intended to provide potential Respondents to this RFQ with summary information concerning the project requirements, budget, scope and schedule to ensure that Respondent understand City’s basic expectations and to allow the Respondent to submit their qualifications accordingly.

City is seeking to contract with a Design-Builder who will take City’s provided programming documents and, via a DB contract, complete construction documents as the Architect of Record and perform all required construction for the project. Upon completion, the Design-Builder will deliver the completed operational infrastructure to City.

A. The DB team is asked to provide qualification for the delivery of the Project which may consist of, but is not limited to the following:

1. 600 spaces to be provided on three (3) levels or more, depending on configuration.
2. Construction will need to be cast-in-place or precast concrete.
3. A green screen will clad two (2) sides, one (1) side to be lit at night (along Tuleta), and one (1) along Hwy. 281 to screen cars from view.

4. If upper levels extend above Hwy. 281, they will need to be screened from highway view corridor to prevent confusion to drivers (the UDC requires screening of garages in Rio and other requirements for massing).

5. Vertical circulation will be provided by two (2) elevators (in one (1) bank) and three (3) stairs, located separately.

6. The two (2) cab elevator enclosure should act as a beacon.

7. Plan for **possible future** connection to Japanese Tea Garden/Sunken Garden Theater from an upper level of garage.

8. Plan for future structural expansion of one additional floor and approx. 140 spaces (if less than five (5) stories are built).

9. Storage will be provided under ramp for the Zoo’s use only.

10. Rainwater Catchment System to be included in the Design (with fuel/oil separator filtration included). Tax Abatements per San Antonio River Authority (SARA) to be pursued.

11. Plan for a large art piece (a large Monarch butterfly sculpture) to be seen from Highway and to be added later; shall provide support as required.

12. Incorporate way-finding into site design and interiors (“colored/themed” levels with way-finding to reflect the Zoo).

13. Supply water to Janitor Closet and two (2) hose bibs at each level for cleaning.

14. Furniture, Fixtures and Equipment to be included.

15. Trash Cans and Recycling at all elevators and all stair entries.

16. LED lighting preferred throughout, exterior up-lighting at entry facade and green screen to be provided.

17. Limited utilities are present on site.

18. Existing topography may require cut and fill or other strategy. Retaining walls and ramps for ADA access to be included, as required, depending on strategy chosen by the Design Build Team.

19. Two (2) approaches /entry /exits need to be provided along Tuleta Drive.

20. Improved sidewalks and a highly visible, signalized crosswalk will be provided between the garage site and the Zoo.

B. Construction phase services may include, but are not limited to, the following:

1. Construction of the infrastructure as outlined above;
2. Coordination with City, Consultants and Stakeholders;
3. Procurement of materials and equipment;
4. Scheduling and management of site operations;
5. Quality control management plan;
6. Bonding and insurance of the construction;
7. Maintaining a safe work site for all Project participants;
8. Multiple fixed price proposals for various packages, if required; and
9. Bidding, award and management of all construction-related contracts, in compliance with City’s solicitation requirements, including City’s Small Business Economic Development Advocacy Policy.

The scope of work of this Project may include, but is not limited to, the following:

C. **General**

1. Respondent should submit qualifications demonstrating capability to perform architectural design services, for the completion of the parking garage inclusive of all steel, reinforcing of bars and rods, fire protection for architectural services, construction of parking lot and alley, concrete, metal work, mechanical, electrical, plumbing, specialty systems, and landscaping to include design, fertilizing, planning, etc. (overhead and underground), design related to the San Antonio Zoo Parking Garage project. In addition, Respondent should demonstrate capability to construct and furnish the proposed improvements.

2. All design shall be in conformance with the technical standards described in the following documents:
   a. City of San Antonio’s Facility Design Guidelines and Standards for City Buildings and Parks
   b. City of San Antonio’s Physical Security System Infrastructure Guideline
c. City of San Antonio’s Standard Specifications for Construction and Standard Details

d. City of San Antonio’s Structured Cabling Infrastructure Guideline for Facility Construction or Renovations

e. City of San Antonio – AD 1.10 Standards for Office Space, Furniture, Fixtures, and Equipment

3. In addition, development in the City of San Antonio requires conformance with all adopted building codes, land use regulations and the City’s design and construction standards.

a. On January 29, 2015, San Antonio City Council approved the adoption of the 2015 International Code Council (ICC) building-related, fire and property maintenance codes with local amendments. With the exception of the 2015 International Energy Conservation Codes (IECC), these codes went into effect on May 1, 2015.

- 2015 International Building Code (IBC)
- 2015 International Residential Code for One and Two Family Dwellings
- 2015 International Mechanical Code
- 2015 International Plumbing Code
- 2015 International Existing Building Code
- 2015 International Fuel Gas Code
- 2015 International Fire Code
- 2014 National Electric Code
- Chapter 28 - Signs and Billboard Ordinance went into effect July 3, 2017
- The International Energy Conservation Codes (IECC) will go into effect July 15, 2015

b. The following Amendments are also noted on the City’s website:

- Chapter 28 - Signs and Billboard Ordinance went into effect July 3, 2017:
  
  2017 Chapter 28 Sign Code and Billboard Ordinance

c. The following local amendments to the Codes have also been adopted:

- 2015 Chapter 10, Building-related Codes
- 2015 San Antonio Property Maintenance Code

d. General Note: The DB Team is Responsible for verification of, and adherence to all applicable codes.

4. Programming Documents that consist of schematic drawings and a technical memo are provided as Exhibit D. The Programming Documents are intended to supplement and complement the requirements detailed in this RFQ.

D. Occupancy

The parking garage shall be a Group S-2 open structure as defined in IBC sections 406.311.1 and 406.5.

E. Parking Geometry

Parking geometry includes the bay width, drive aisle width, and the parking stall size and reflects the LOS B desired for the project.

1. Parking stall size 9’-0’ x 18’-0”
2. Drive aisle width 25’-0” minimum
3. Bay width 62’-0” - (increased for ease of strollers and patrons with children)
4. End bay at U-turn 28’-0” clear
F. Garage Operations

Provide the DB of a parking garage for daily operations, accounting for the fact that no garage operator will be employed and the garage will be open to the public at no cost for parking. Provide for the garage to be closed after operating hours and secured, thereby allowing no vehicles to enter the garage. The use of a parking garage ticket dispenser or ATM shall not be required. For special events, an operator will be employed to collect cash or vouchers for parking upon entry and provide vehicular guidance at garage entries and exits and within the garage.

G. Electric Vehicle (EV) considerations

1. Provide conduits and pull cords for future charging stations as required by code.
2. Provide for a minimum of two (2) EV stalls and/or as required by code.

H. LEED Certification

No LEED certification is available for garages but the Owner would like to incorporate LEED Silver features into the design of the garage, where available. Parksmart certification is available, but not desired.

I. Miscellaneous Items

1. Busses will stack on surface parking lot under Hwy. 281 and require circulation around garage.
2. The 600-stall garage will require three (3) or more levels above grade and should include park-on ramps for improved parking stall efficiency.
3. The garage will have a green screens on two sides (facades) of the exterior (Tuleta and 281). The Tuleta side is to be lit. The UDC may require screens on all sides. The UDC will require the long elevations of the garage to be broken up, with articulated massing or material changes. The Design Build Team is to verify all regulatory requirements.
4. There will be a water catchment system for the irrigation of the site landscaping and the green screens.

J. Construction Phasing and Traffic Management

DB team shall be responsible for the general coordination with the San Antonio Zoo, SAISD Events/Activities as required to:

1. Minimize disruption of Zoo and SAISD events.
2. Maximize construction phases throughout the project to allow for concurrent work to meet the project schedule.
3. Limit construction phases to sections that will be subjected to active construction activities.
4. Sequence work such that newly constructed work is not damaged or disturbed by subsequent work.
5. Demonstrate experience in maintaining a least two-way traffic throughout construction with short-term closures not allowing for two-way traffic occurring during off-peak and night hours.

K. Special Systems and Site Requirements:

The DB Team chosen for this project shall use its best skill and judgment in executing and administering this project in the best interest of Owner and will coordinate with City and City’s third-party contractors in implementing any systems requirements of the various Departments, including the requirements of the Information Technology Services Department (ITSD) and Environmental. Work shall be conducted in a manner conforming with measures to include Best Management Practices, Unified Development Code, International Building Code 2009, Americans with Disabilities act (ADA) design guidelines and Texas Accessibility Standards (TAS) and all City Codes and Ordinances required for permit. The selected DB firm will be responsible for providing the design development documents and 100% Specifications for this project.
L. Project Timeline:

Notice to Proceed for Design is anticipated to be given between April 2018 and July 2018 based on negotiation of the design fees. Construction is anticipated to begin as soon as feasible, with completion of the entire project by March 2019. The Selected DB firm shall be responsible for scheduling design and construction for completion within Owner’s time frame and may propose early permit and construction packages in its response to the second phase of this solicitation. A provision for Liquidated Damages has been included in the DB Contract (see the DB Contract Template attached hereto as Exhibit A).

M. Owner Required Provisions:

ALL DB WORK SHALL BE IN ACCORDANCE WITH THE DB CONTRACT AND THE GENERAL CONDITIONS FOR CITY DB CONTRACTS (INCLUDED BY REFERENCE IN THIS RFQ).

1. Personnel:

- The selected DB firm shall provide managers, properly trained, licensed and experienced personnel and administrative staff to ensure satisfactory performance under a contract awarded in connection with this solicitation.
- By submission of this RFQ, Respondent certifies that each individual or business entity, which is an architect or engineer proposed by Respondent as a member of the DB team, was selected based on demonstrated competence and qualifications only in accordance with Section 2254.004 of the Texas Government Code.

2. Project Execution:

- Following selection of a DB firm, the firm’s Architects and Engineers shall complete the Construction Documents, submitting all design elements for review and determination of scope compliance to City at a mutually agreed to level of completion for review and approval prior to submitting for permit and before construction.
- An Architect and/or Engineer shall be licensed in the State of Texas and have the responsibility of ensuring compliance with all applicable engineering design requirements including but not limited to the requirements of the Texas Occupation Code, Title 6, Chapter 1001, and the Texas Administrative Code, Title 22, Part 6, Chapter 131. Any other professional shall be licensed with the appropriate authority and shall be responsible for compliance with the requirements.
- City shall provide or contract for, independent of the DB Contractor, inspection services, special inspection services, testing of construction materials and any verification testing services necessary for acceptance of the facility by City. City inspections shall be for quality assurance and does not relieve the DB contractor from its quality control requirements. The DB firm shall provide for all testing and inspections necessary for quality control.
- The DB Contractor/Firm shall supply a set of “as-built” construction documents in PDF electronic form, following the City’s Design Guidance Manual, for the Project to Owner at the conclusion of construction as a precondition to final payment.
- The selected DB Contractor/Firm may be required to incorporate public art into the facility and coordinate with Public Art San Antonio and City-selected artists.

3. Safety/Environmental Protection Programs:

Contractor shall establish and maintain, throughout the contract period, a viable safety program in accordance with requirements of applicable regulatory authorities.

Contractor shall comply with the environmental requirements listed in the Programming documentation. Contractor also shall comply with all applicable federal, state and local environmental regulations.

Contractor will assist the City with complying with the City’s Capital Project Soil Relocation Policy and
Communication Plan for all excess soils reuse and disposal. Contractor will be required to work closely with TCI to satisfy the Policy and Communication Plan. A copy of the Capital Project Soil Relocation Policy and Communication Plan is attached as Exhibit E.

III. TENTATIVE SCHEDULE FOR SELECTION PROCESS AND AWARD

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Submittal Conference</td>
<td>Friday, January 5, 2018 10:30 A.M.</td>
</tr>
<tr>
<td>Deadline for Submission of Written Questions</td>
<td>Friday, January 12, 2018 4:00 P.M.</td>
</tr>
<tr>
<td>Phase I Qualifications Responses due</td>
<td>Wednesday, January 24, 2018 10:00 A.M.</td>
</tr>
<tr>
<td>Phase II Interview Letter to Short-Listed Firms</td>
<td>March 2018</td>
</tr>
</tbody>
</table>

IV. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference is scheduled to be held at Friday, 10:30 A.M. on January 5, 2018 in Plaza B Room of the Municipal Plaza Building, located at 114 West Commerce St., San Antonio, Texas 78205. Attendance at the Pre-Submittal Conference is strongly encouraged. At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees.

It is strongly recommended that interested firms send a representative to the Pre-Submittal Conference. Respondents are encouraged to prepare and submit their questions in writing three (3) calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings. Questions are to be submitted to christela.morales@santanionio.gov.

City’s responses to questions received by this due date may be answered at the Pre-Submittal Conference and posted on the City’s website at http://www.santanionio.gov/purchasing/biddingcontract/opportunities.

This meeting place is accessible to disabled persons. The Municipal Plaza Building is wheelchair accessible. The accessible entrance is located at 114 W. Commerce. Accessible parking spaces are located at City Hall, 100 Military Plaza. Auxiliary aids and services are available upon request. Interpreters for the Deaf shall be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary and nonbinding. A written summary of the Pre-Submittal Conference shall contain official responses, if any. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City.

V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA

City shall conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. City may appoint a selection committee to perform the evaluation. Each submittal shall be analyzed to determine overall responsiveness and qualifications under the RFQ. Respondents shall be aware City may select some, all or none of the submitting Respondents to perform the scope of work outlined in this RFQ. If City elects to conduct interviews following its evaluation of the submittals received, selected Respondent(s) shall be interviewed and re-scored, based upon these same criteria or additional criteria to be determined by the selection committee.

For the Statement of Qualifications Submittal:

Respondent shall provide information or response to the following items as it relates to Section II, Project Description/Scope of Services and Respondent’s submittal shall include the following items in the following sequence:
A. **SUBMITTAL CHECKLIST AND TABLE OF CONTENTS** (Form #1) (Indexed and labeled as “Tab 1”) – Respondent shall complete this form, which shall be used as the Table of Contents and as a checklist for Respondent’s submittal.

B. **EXECUTIVE SUMMARY** (Indexed and labeled as “Tab 2”) – Respondent shall include a one (1) page Executive Summary at the beginning of the Statement of Qualifications. Respondent’s Executive Summary shall state the number of years Respondent’s team has been in business, Respondent’s number of years in business in its local office, Respondent’s local office address and the number of employees employed in Respondent’s local office.

C. **DESIGN BUILD CONTRACT TEMPLATE AND GENERAL CONDITIONS REVIEW** (Indexed and labeled as “Tab 3”) – Respondent shall review the Contract Template and its General Conditions, provided hereto and made a part hereof and labeled as RFQ Exhibit A and C, and provide written comments and/or concerns regarding the Contract and General Conditions. If Respondent does not have any comments and/or concerns, Respondent shall indicate this in Tab 3. If no objections are submitted by the Respondent, City and Respondent agree Respondent shall sign the Contract as presented, if a contract is awarded.

D. **LETTERS OF REFERENCE** (required) (Indexed and labeled as “Tab 4”) – Respondent shall provide a maximum of five (5) letters of reference.

E. **STATEMENT OF QUALIFICATIONS** – Respondent shall provide a narrative document, as outlined in the Statement of Qualifications below, addressing all evaluation criteria in **Section II. Project Description/Scope of Services** of this RFQ considering the project. Sufficient information regarding Respondent’s past projects and key personnel’s experience shall be provided in Respondent’s submittal to indicate its team has met or exceeded the minimum qualifications provided in **Section II** of this RFQ in submittal.

VI. PHASE 1. RFQ EVALUATION CRITERIA

A. **Experience, Background and Qualifications of DB Firm, Key Personnel, Key Sub-Consultants (30 Points)**

   Respondent shall respond to the following items as they relate to **Section II. Scope of Services** considering the project:

   1. **Experience (Indexed and Labeled as “Tab 5”)** – City shall consider the relevance of past experience for all parties proposed as a part of Respondent’s team. Respondent shall provide a narrative, in four (4) pages or less, describing the team’s qualifications, as they relate to the Project’s scope in this RFQ. Respondent’s submittal shall include how the proposed team has worked together on past similar projects and shall include the number of years working as a team. For any Sub-Consultants listed as part of Respondent’s team, Respondent shall include information on how those named Sub-Consultants shall function within the team’s organization. In addition, Respondent shall provide a narrative description of the proposed roles of Respondent and each Sub-Consultant, to include assignments, roles and responsibilities, lines of authority and communication among all team members.

   2. **Project Sheets (Indexed and Labeled as “Tab 6”)** – Respondent’s submittal shall include, at maximum, three (3) project sheets, limited to one (1) page for each project included, describing similar projects Respondent has completed within the last ten (10) years, and shows the most relevant work experience for this project. Respondent may also submit one (1) additional project sheet showcasing a project of which they are particularly proud. Each project sheet shall include, at minimum, the following:

      a. Name and Description of the project, including similarity to the scope of work in this RFQ
      b. Year of project
      c. Respondent’s role in the project
      d. Project Designer
      e. Project Manager
      f. Project’s original and final construction contract amounts (explain inconsistencies)
      g. Project’s proposed completion date and actual completion date achieved (explain inconsistencies)
      h. Project owner’s name and the name of the representative (if different) who served as the day-to-day liaison
for the project in the following format:

- Name of Owner
- Name of Owner’s representative
- Representative’s Phone Number
- Representative’s E-mail
- Name of the Prime Firm and key Sub-Consultants and Subcontractors, including S/M/WBE status

3. **Proposed Key Personnel/Organizational Chart (Indexed and Labeled as “Tab 7”)** – Respondent shall provide a detailed organizational chart of its firm, identifying key personnel committed to working on the various tasks of this contract. Respondent’s proposed key personnel shall include an Architect/Engineer with demonstrated experience in San Antonio or the South Texas Region with the activities normally associated with the scope of work listed.

   a. Label key personnel assignments as:

      - Proposed Project Architect/Engineers;
      - Proposed Project Manager;
      - Proposed Project Estimator;
      - Proposed Construction Superintendent;
      - Coordination of the project design and requirements with regulatory agencies and authorities;
      - Quality assurance/quality control (design);
      - Quality assurance/quality control (construction); and
      - Quality Control Manager.

4. **Resumes (Indexed and Labeled as “Tab 8”)** – Respondent shall submit one-page resumes for all its key team members. Resumes should link to project sheets and also may include additional previously-completed relevant projects not highlighted in the project sheets. Resumes also shall include:

   a. License type (if applicable) and number of years licensed
   b. Number of years employed with the Firm
   c. Number of years’ experience in proposed role corresponding to the assignments included in the organizational chart
   d. City of residence

B. **Experience with issues in the San Antonio Region & past experience with the City of San Antonio (20 Points) (Indexed and Labeled as “Tab 9”)**

   City is interested in evaluating Respondent’s and Respondent’s key Sub-Consultants’ experience with San Antonio issues, as may be evidenced by work in San Antonio and the surrounding area, during the past five (5) years. In narrative form, using a maximum of two (2) pages, briefly describe Respondent’s and its team’s experience in the following areas, referencing projects relating to that experience. (Note: you may reference projects included in the project sheets under Criteria A above or include other projects, but no additional project sheets shall be provided for this criteria.)

1. Local environmental community, conditions and constraints
2. Involvement in project development, as it relates to condition assessment and infrastructure management practices in the local area
3. Local area construction costs and practices
4. Involvement in project development as it relates to public awareness in the local area
5. Respondent’s experience with private and public utilities within the San Antonio or surrounding area
6. Local site development
7. City of San Antonio storm water management criteria
8. City of San Antonio Design Guidelines
9. Respondent’s experience with public organization within the San Antonio and/or surrounding area

Note a portion of the scoring for this Section B may be based on City’s Consultants’ Scorecard, experience with City projects and/or other documentation generated by City staff and previous City Consultants on other City projects. City shall consider the history of Respondent in complying with project programs, schedules and budgets on previous City projects. No items shall be submitted by Respondent for this criterion. Specific items used for consideration may include, but are not limited to:

- Timely completion of City projects
- Cooperative working relationship with City
- Prompt payment of Sub-Consultants at all levels
- Compliance with other City contract terms
- Compliance with City Ordinances on substitution/addition/deletion of Sub-Consultants
- Provision of contracting opportunities for S/M/WBEs
- Compliance with City standards
- Conformance to City budget requirements

C. Understanding of the Project and Proposed Management Plan (30 Points)

1. Understanding of the Project (Indexed and Labeled as “Tab 10”)

Respondent shall describe its understanding of the Project and specific issues and challenges likely to be involved, as well as the availability of labor resources (Respondent’s capacity to perform) in executing the defined scope of work. Respondent shall submit information in a brief narrative plan clearly and concisely describing the challenges it foresees and its approach to managing the Project.

2. Proposed Management Plan (Indexed and Labeled as “Tab 11”)

This information should include the firm’s proposed organizational structure, availability of labor resources (capacity to perform) in executing the firm’s effort. The firm shall submit information in a brief narrative plan that clearly and concisely describes the organization and approach to project to the information below:

a. Design Management (Index and Label as Tab “12”)

Limit responses to the following items to 3 pages:

- Describe your firm’s project management approach and team organization for the provision of the services outlined in this RFQ.
- Describe Team’s Quality Control/Quality Assurance Process, approach and capabilities to maintain quality control of the design and construction.
- Describe your approach to assuring timely completion of designs, including methods for schedule recovery, if necessary. Include timing of permitting and utility coordination, design and management.

b. Construction Management - (Index and label as Tab “13”)

Limit responses to the following items to 2 pages:

- Describe your construction observation approach and ability to coordinate work with all stakeholders.
- Describe your cost estimating methodology and approach to construction documents and bid phase management.
- Describe your mechanism to track and respond to contractor requests for information, review of change orders, coordinating construction progress meetings with the contractor, preparing and distributing meeting minutes, reviewing contractor schedules, and other construction phase services as described in the City’s Design Guidance Manual.
- Describe your approach to managing traffic during construction.
D. DB Team’s past experience working together as a team (10 Points) (Indexed and Labeled as “Tab 14”)

Please list the projects and timeframe for which your proposed DB team has worked together on similar projects.

E. SBEDA (10 Points)

SBE Prime Contract Program – 5 pts.

Certified SBE firms (see Small Business Enterprise definition) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultant(s) proposing at least 51% SBE participation (Prime and/or Sub-consultant) will receive five (5) evaluation criteria points, and

M/WBE Prime Contract Program –5 pts.

Certified M/WBE firms (see Minority/Women Business Enterprise definition) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultant(s) proposing at least 51% M/WBE participation (Prime and/or Sub-consultant) will receive five (5) evaluation criteria points, and

No evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime Consultant(s) through sub-consulting to certified SBE or M/WBE firms.

<table>
<thead>
<tr>
<th>Evaluation Criteria for Phase 1</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Experience, Background and Qualifications of DB Firm, Key Personnel, Key Sub-Consultants</td>
<td>30 Points</td>
</tr>
<tr>
<td>B. Experience with issues in the San Antonio Region &amp; past experience with the City of San Antonio</td>
<td>20 Points</td>
</tr>
<tr>
<td>C. Understanding of the Project and Proposed Management Plan</td>
<td>30 Points</td>
</tr>
<tr>
<td>D. DB Team’s past experience working together as a team</td>
<td>10 Points</td>
</tr>
<tr>
<td>E. SBEDA (Small Business Economic Development Advocacy)</td>
<td>10 Points</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100 Points</td>
</tr>
</tbody>
</table>

VII. PHASE II RFP EVALUATION CRITERIA (INTERVIEWS), IF SELECTED

Based on the evaluation process of Phase I, the selection committee shall qualify a maximum of five (5) Respondents to participate in Phase II of the solicitation process. Phase II of the solicitation process shall include requests for additional information from the short-listed firms and shall include an invitation for an interview. Additional information requested may include more detailed information from Respondent regarding demonstrated competence and qualifications, the ability of Respondent to meet the Project schedule and other information, as appropriate. During the Phase II of the solicitation process, the selection committee will evaluate and rank the short-listed firms based on the published evaluation criteria set forth below:
A. Proposed Design Plan 25 Points
B. Proposed Construction Plan 25 Points
C. Context Sensitive Design 10 Points
D. Overall Evaluation of the Firm/Team and its Ability to Provide the Required Services 10 Points
E. Proposed Fees for General Conditions/Overhead & Profit 20 Points
F. SBEDA (Small Business Economic Development Advocacy) 10 Points

TOTAL 100 Points

A. Required Forms:

Please submit one (1) original signed copy of the following forms in one (1) unbound packet separate from submittals and labeled: “Required forms for Design-Build Services for San Antonio Zoo Parking Garage (RFQ #122217CM) City shall conduct due diligence and analysis of the following forms:

1. **SUBMITTAL COVER PAGE** (Form #2) – Respondent shall include the completed Submittal Cover Sheet with the other required forms. The Submittal Cover Sheet shall be signed by a person (or persons) authorized to bind Respondent and the entity/entities submitting the response. Signature pages signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. Joint ventures submittals require signatures from all firms participating in the joint venture. Submitting joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement.

2. **CONTRACTS DISCLOSURE FORM** (Form #3) – Respondent shall complete the form online at: https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf, print a copy of the completed form and include in the packet of required forms. If Respondent is proposing as a team or joint venture, each party to that team or joint venture shall complete and submit a separate Contracts Disclosure Form.

3. **LITIGATION DISCLOSURE FORM** (Form #4) – Respondent shall complete a Litigation Disclosure form, utilizing additional pages for explanation, if necessary, and submit the completed form. If Respondent is proposing as a team or joint venture, each party to that team or joint venture shall complete and submit a separate Litigation Disclosure Form.

4. **SMALL BUSINESS ECONOMIC DEVELOPMENT UTILIZATION COMMITMENT FORM** (Form #5) – Respondent shall submit a completed and signed Sub-consultant Utilization Commitment Form indicating Respondent’s firm commits to satisfy the established (19%) goal to a Minority/Women Business Enterprise (M/WBE) and a goal of two percent (2%) of the contract value to a certified African American Business Enterprise (AABE) subcontracting goal for this Project. The awarded firm must commit to participating as a mentor in the City of San Antonio’s Mentorship Program.

5. **PROOF OF INSURABILITY** – Respondent shall submit a copy of its current insurance certificate.

6. **CERTIFICATE OF INTERESTED PARTIES TEC FORM 1295** – Effective January 1, 2016, the City of San Antonio is required to comply with Texas Government Code, Chapter 2252, Subchapter Z, and Section 2252.908 (hereafter referred to as “the Code”). The Code states City shall not enter into a contract with a business entity unless and until the business entity has submitted a Certificate of Interested Parties (hereafter referred to as “Form 1295”) to City for filing with the Texas Ethics Commission (hereafter referred to as “TEC”). The Form 1295 requirement imposed upon the City applies to all contracts:
a. Having a value greater than $50,000
b. Requiring San Antonio City Council approval and/or
c. Renewals, extensions or amendments requiring the approval of the San Antonio City Council.

TEC has made available on its website the new filing application that must be used by Respondent to file its Form 1295 with City. Respondent shall use TEC’s application to enter the required information on Form 1295 and print a copy of the form containing a unique certification number for that response.

An authorized agent of Respondent then must sign the printed copy of the form and have the Form 1295 notarized. The notarized completed Form 1295 containing the unique certification number then must be submitted with Respondent’s submittal to City, pursuant to this solicitation, to ensure City and Respondent meet the Code requirements.

Form 1295 must be completed on-line by the business entity. It is accessible at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

As a result of this new requirement imposed upon City by the Code, City is requiring all Respondents submitting on each project to complete Form 1295, print a copy showing the unique Certification Number and Date Filed in the Certification of Filing box at the upper right corner of Form 1295 for that submittal, sign it, have it notarized and submit it with its submitted proposal.

City shall review Form 1295 as part of the Minimum Requirements Review performed upon all proposals received. Deficiencies in or missing Form 1295 shall not be a disqualifying error. Instead, City shall notify a Respondent of any requirements to cure the deficiency and/or to submit/re-submit Form 1295 within two (2) days of notice to remain eligible to be considered for a contract award. City shall include the selected Respondent’s Form 1295 in its package prepared for the San Antonio City Council’s consideration for contract award.

**VIII. SUBMISSION INSTRUCTIONS**

When submitting a Statement of Qualifications in person, visitors to City Hall shall allow time for security measures. Visitors to City Hall shall be required to enter through the east side of the building. The public then shall pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items shall be scanned during regular business hours of 7:45 a.m. to 4:30 p.m. After the public proceeds through the metal detector, they shall sign in and receive a visitor’s badge. For those requiring the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security shall meet the visitor in the basement with a hand scanner. City staff will not assist with lifting or transporting submittals.

Respondent shall submit in a sealed package, with Respondent’s submittal clearly marked on the front of the outermost package “RFQ: DESIGN-BUILD SERVICES FOR SAN ANTONIO ZOO PARKING GARAGE (RFQ #122217CM)” the following items:

- Seven (7) Statement of Qualification Submittals, which shall include:
  - One (1) original unbound Statement of Qualification Submittal, signed in ink
  - Six (6) reprinted bound copies of the submittal
- One (1) original Packet of Required Forms
- One (1) copy of the entire submittal and one (1) copy of the Packet of Required Forms in an Adobe PDF format on a USB thumb drive.

All submittals shall be received in the Office of the City Clerk **NO LATER THAN, WEDNESDAY, JANUARY 24, 2018 AT 10:00 A.M. LOCAL TIME** at the address indicated below. Any submittal received after this time shall not be considered.
Submittals sent by facsimile or email will not be accepted.

Please adhere to the following criteria:

- No smaller than 11 point font.
- Be sufficient and clear and relevant to the San Antonio Zoo Parking Garage project.
- Each submittal shall include the sections and attachments in the sequence listed in the RFQ Sections V & VI; Submittal Document Requirements & Evaluation Criteria, with each section divided by tabs and indexed, as indicated in this RFQ.
- All pages shall be numbered and all sections shall adhere to page limits. If a section does not have a page limit specified; there are no page limits for that section.
- Pages which have project photos, charts and graphs shall be counted towards the maximum number of pages.
- Front and back covers, Table of Contents pages and tabbed divider pages shall not be counted if they do not contain submittal information.
- Recycled Paper is highly encouraged.
- Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper or other materials are not required or encouraged.
- Plastic (not metal) spiral or “comb” binding is highly recommended.

To correctly submit a response to this RFQ, Respondent shall reveal, disclose and state the true and correct name of the individual, proprietorship, corporation and/or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any) submitting the response. The true and correct name shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal.

IX. AMENDMENTS TO RFQ

Changes, amendments or written responses to questions received, in compliance with Section X, Restriction on Communication below, may be posted on City’s website at: http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.

It is Respondent’s responsibility to review this website and ascertain whether any amendments have been made to this RFQ, prior to Respondent’s submission of a proposal. If Respondent does not have access to the Internet, Respondent shall notify City, in accordance with Section X, Restrictions on Communication below, Respondent wishes to receive copies of changes, amendments or written responses to questions by mail or facsimile.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ and changes to the RFQ – if any – shall be made only in writing.

X. RESTRICTION ON COMMUNICATIONS

Upon release of this RFQ solicitation, Respondent is prohibited from communicating with City staff regarding the RFQ or its submittal, with the following exceptions:

Respondent is prohibited from communicating with elected City officials and their staffs regarding the RFQ or Respondent’s submittal from the time the RFQ is released until the contract is posted as a City Council agenda item.
Respondent is prohibited from communicating with City employees from the time the RFQ is released until the contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact resulting in the direct or indirect discussion of this RFQ and/or submittal submitted by Respondents. Violation of this provision by Respondent and/or its agent(s) may lead to disqualification of Respondent’s submittal from consideration. Exceptions to the restrictions on communication with City employees include:

A. Respondent may ask questions concerning this RFQ at the Pre-Submittal Conference.

B. Respondent may submit written questions concerning this RFQ to the TCI Staff Contact Person listed in the address below until 4:00 P.M., Local Time, on Friday, January 12, 2018. Questions received after the stated deadline shall not be answered. It is suggested all questions be sent by electronic mail to:

Christela Morales, Contract Coordinator  
Email: christela.morales@sanantonio.gov

However, questions sent by certified mail, return receipt requested, also shall be accepted and should be addressed to:

Christela Morales, Contract Coordinator  
City of San Antonio  
Transportation & Capital Improvements  
Contract Services Division, Room #910  
114 Commerce Street  
San Antonio, TX  78205

C. Exceptions to the Restriction on Communication with City employees include:

Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City’s Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact, David Rodriguez, may be reached by telephone at (210) 207-0071 or by e-mail at David.Rodriguez3@sanantonio.gov. This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.

D. Respondent shall provide responses to any questions asked of it by the Staff Contact Person and/or his/her designee about City’s SBEDA Program, both before and after responses are received and opened. During interviews, if any, verbal questions addressed to Respondent and its explanations shall be permitted. If interviews are conducted, Respondents shall not bring lobbyists. City reserves the right to exclude any persons from any selection committee meetings it deems in City’s best interests.

XI. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award one, more than one or no contract(s) in response to this RFQ.

A. A contract or contracts, if awarded, shall be awarded to the selected Respondent(s) whose submittal(s) is/are deemed most advantageous to City, as determined by the selection committee and upon approval by City Council.

B. City may accept any submittal in whole or in part. If subsequent negotiations are conducted, those negotiations shall not constitute a rejection or alternate RFQ on the part of City. However, final selection of a Respondent is subject to City Council approval.

C. City reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFQ, reissue a subsequent solicitation and/or remedy technical errors in the RFQ process.
D. City shall require the selected Respondent(s) to execute a contract with City in substantially the same form as the one attached (Exhibit A), prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of bonds and insurance as required in this RFQ and the contract. Contract documents are not binding until approved by the San Antonio City Attorney’s office. In the event the parties cannot negotiate and execute a contract within the time specified by City, City reserves the right to terminate negotiations with that selected Respondent and commence negotiations with another Respondent.

E. This RFQ does not commit City to enter into a contract or award any services related to this RFQ, nor does it obligate City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

F. City administers its design and construction management through an internet-based project management system. All vendors shall be required to use City’s internet-based system and submit Project schedules.

G. Conflicts of Interest: Respondent acknowledges it is informed that the Charter of City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency, such as City-owned utilities. An officer or employee has a “prohibited financial interest” in a contract with City or in the sale to City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten percent or more of the voting stock or shares of the business entity, or ten percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a Sub-Consultant on a City contract, a partner or a parent or subsidiary business entity.

H. Respondent is required to warrant and certify it, its officers, employees and agents neither are officials nor employees of City, as defined in Section 2-42 of City’s Ethics Code. (Contracts Disclosure Form) – Instructions and web-link to electronic form are included in Form #3 of RFQ.

I. Independent Contractor: Respondent agrees and understands, if selected, it and all persons designated by it to provide services in connection with a contract, is, are and shall be deemed to be an independent contractor(s), is/are responsible for its/their respective acts or omissions, City shall in no way be responsible for Respondent’s actions and none of the parties hereto shall have the authority to bind the other(s) or to hold out to third parties it/they has/have such authority.

J. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires persons or their agents, who seek to contract for the sale or purchase of property, goods or services with City, shall file a completed conflict of interest questionnaire with City Clerk not later than the seventh (7th) business day after the date the person:

1. Begins contract discussions or negotiations with City; or

2. Submits to City an application, response to a request for proposals or bids, correspondence or other writing related to a potential agreement with City. The conflict of interest questionnaire form is available from the Texas Ethics Commission by accessing either of the following web addresses:

   http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm

   or


Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of San Antonio City Clerk. If mailing a completed conflict of interest questionnaire, mail to:

Office of City Clerk
P.O. Box 839966
San Antonio, TX 78283-3966
If delivering a completed conflict of interest questionnaire, deliver to:

Office of City Clerk  
San Antonio City Hall  
100 Military Plaza, 1st Floor  
San Antonio, TX 78205

Respondent should consult its own legal advisor with questions regarding the statute or form.

K. All submittals become the property of City upon receipt and shall not be returned. Any information deemed to be confidential by Respondent should clearly be noted on the page(s) where confidential information is contained; however, City cannot guarantee it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law or pursuant to a Court order.

L. Any cost or expense incurred by Respondent associated with the preparation of its submittal, attendance at the Pre-Submittal Conference, if any, or incurred during any phase of the selection process shall be borne solely by Respondent.

M. Solicitation Process Review: If Respondent desires a review of the solicitation process, Respondent shall deliver a written request to the Director of TCI within seven (7) calendar days from the date the notice of non-selection was sent. When the TCI Director receives a timely written request, the TCI Director or his/her designee shall review Respondent’s concerns and the solicitation process utilized for legitimacy and procedural correctness. After performing a full review, the TCI Director shall notify Respondent in writing of his/her determination of the solicitation process utilized.

N. Debriefings: In an effort to improve solicitation responses, TCI is making available on its website a "Solicitation Response Tip List" that includes the top common items that “make or break” submissions. Providing this information, prior to the due date of the submittal, provides Respondent an opportunity to develop a better response for each solicitation. As a result of this up-front effort, each Respondent is entitled to one (1) debriefing per calendar year after the San Antonio City Council has made an award of a contract on a project if:

1. Respondent is not the selected Respondent for the project; and
2. Respondent has not been debriefed since January 1, 2018.

Once a firm has been debriefed, it shall not be eligible for future debriefings within that calendar year. A Respondent meeting the above criteria desiring an individual submittal debriefing shall deliver a written request to the TCI Contract Services Division within seven (7) calendar days from the date a notice of non-selection was sent.

O. City reserves the right to verify any and all information submitted by Respondents at any time of the solicitation/evaluation process.

P. Final approval of a selected firm(s) is subject to the action of the San Antonio City Council.

Q. City reserves the right to contact any Respondent to negotiate a contract, if such contact is deemed desirable by City.