REQUEST FOR QUALIFICATIONS:

PROFESSIONAL ASSET MANAGEMENT SERVICES  
(RFQ #TCI02282018CM)

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 March 14, 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:

February 28, 2018

SUBMITTAL DEADLINE:

March 29, 2018 at 10:00 A.M. Local Time
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## ATTACHMENTS

- Contract Template
- General Conditions
- SBEDA Ordinance Contract Provisions

### Forms for Submittal with Statement of Qualifications:

- Submittal Checklist and Table of Contents

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

- Respondent Submittal Cover Sheet/Signature Sheet
- Litigation Disclosure Form
- Contracts Disclosure Form and Instruction
- SBEDA: Sub- Consultant Utilization Plan
I. BACKGROUND

The City of San Antonio (hereafter referred to as “City”), Transportation & Capital Improvements Department (hereafter referred to as “TCI”) is seeking Statement of Qualifications (hereafter referred to as “SOQ”) from qualified firms interested in providing Professional Asset Management Services as described in this RFQ. The City desires proposals that will, among other things, provide automated Pavement Condition Index (PCI) scores for approximately 4,152 centerline miles of pavement the City is responsible for maintaining. Currently, data collected in 2016 resides in the City’s Asset Management Software (Cartegraph OMS).

New data collected will be used with the City’s Asset Management System (AMS). The AMS is used for planning purposes across the City to include budget. In addition, the current system allows for updating Pavement Condition Index (PCI) scores after scheduled maintenance or repairs of a street segment has been completed. Accordingly, data collected through this effort will need to be integrated with the current system.

II. PROJECT DESCRIPTION/SCOPE OF SERVICES

In general the following tasks shall be included in the scope of the work:

A. DATA COLLECTION SERVICES:

The selected firm shall perform infrastructure management services to provide an inspection survey of the City’s street network over a three-year period. Services will be performed on an annual basis, with collection of 1/3 of the citywide inventory of centerline miles each year, resulting in each street being surveyed within the three-year period. This effort will include the assessment of pavement condition, pavement markings and signage as well as the maintenance of an inventory in accordance with GASB-34. The data will be delivered at a three-month interval in the first year and every six months for the following two years should the second and third year option be exercised. A sample of data for 25 miles of streets must be reviewed with City staff prior to collection of all mileage associated with the first years’ worth of data. While data for local/residential streets will be captured in one direction, arterials and collectors will require data collection in both directions. On request; City of San Antonio will provide existing COSA street network data for the preparation of the RFQ response. Respondent will have to sign a non-disclosure agreement and provide a media in order to obtain the data.

B. PAVEMENT SURFACE IMAGING:

1. Vendor must use a downward-facing, progressive line-scan imaging solution that utilizes laser-illumination to provide high-resolution images of the pavement surface to clearly detect and quantify distresses. Frame-based imaging systems oriented oblique to the pavement surface will not be considered for this project.

2. Pavement Surface Images (JPEG format) will span, at a minimum, the data collection lane from left lane stripe to right lane stripe, and will provide 100% continuous pavement coverage in the direction of travel.

3. Image resolution will be approximately 1mm-pixel so that all visual cracking distresses can be accurately identified and quantified while traveling at posted highway speeds.

4. Pavement Images will have a minimum horizontal resolution of 4,000 pixels or better.
5. The Consultant shall collect longitudinal profile and roughness data (IRI) to provide a ride condition index for each segment to be used in calculation of the segment OCI.

C. THE SELECTED RESPONDENT SHALL:

1. Use a 360 degree High Definition Camera for data collection, resulting in both forward and rear facing views.

2. Describe detailed methodology of their automated data collection and data analysis.

3. Automated distress data collection shall be performed in accordance with ASTM D6433 Standard Practice for Roads and Parking lots Pavement Condition Index Surveys.

4. International Roughness Index (IRI) data collection shall be performed in accordance to ASTM E950 (Standard Test Method for Measuring Longitudinal Profile of Traveled Surfaces with an Accelerometer Established Inertial Profiling Reference). Inertial profilers will meet the above listed requirements, and be operated in accordance with AASHTO Standards M 328, R 57-10, R 56-10 and R43M/R43-7. All IRI data will be reported at the pavement segment level.

5. Rutting data shall be collected for both the left and right wheel paths to the hundredth of an inch. Average rut depths will be reported, for left wheel path, right wheel path, and combined average over the length of the pavement segment. A minimum of a 3-laser sensor rut bar is required. Rut measurements shall be in accordance with AASHTO R 48.

6. Cracking distress (Fatigue, Longitudinal, Transverse and corner breaks) will be collected in accordance with the ASTM D-6433 approach to pavement distress identification and quantification.

7. Describe how the proposed system views the captured images, creates records, and performs QA/QC and data verification using automated crack analysis software to reduce subjective manual review of images.

8. Respondent shall develop a formal data collection Quality Management Plan (QMP). The QMP shall address data quality control for data collection as well as quality acceptance by City staff.

9. Have personnel immediately available to begin work.

D. DELIVERABLE BY SELECTED CONSULTANT:

At a minimum, the selected respondent must provide data collected in electronic format through an automated system for the following:

1. A PCI score for every segment (block by block) in the City’s street network. The chosen firm shall use the existing condition survey definitions when conducting the surface distress ratings and generating the Pavement Condition Index (PCI) for each segment.  Data should be analyzed using a 0-100 pavement condition assessment scoring scale. The deducts from a 100 point PCI scale for each distress type should include any additional deductions taken based on both the severity and extent of each distress type. The existing deducts values and distress and severity definitions will be provided by the City.

The following details will be included for each segment:

- Pavement length and width of each street segment.
- Distress Type
- Distress Severity
- Distress Extent
2. Where present, collect pavement marking inventory for every segment (block to block)

3. The following details will be included for each segment:
   - Marking length and width of each type
   - Lane configurations
   - Reflector inventory

4. Collect Traffic sign within every segment (block to block)

5. The following details will be included for each sign:
   - Type of sign
   - Type of support.
   - Provide geospatially referenced JPEGs of the City’s network, complete with header information (video data collection), which are directly linked or hyperlinked to the Asset Management Software and which can be reviewed directly within the Asset Management Software.

6. Provide software applications to identify and view areas of severe distresses in the network. The selected vendor shall be proficient in the application and use of a video logger application. This application could be web-based and will provide other users access to the collected data through a web-browser. The application shall provide the ability to conduct the following activities:
   - Select a section of roadway from a GIS-based map.
   - Load the Pavement and ROW imagery for that specific location.
   - View the ROW and pavement imagery as sequential images while traveling down the roadway.
   - Provide the ability to load high-resolution pictures for further investigation.
   - Allow the user to review the OCI, IRI and Rut index for that section of the road.

7. A database to be delivered as an ESRI personal geodatabase which shall overlay the City GIS base map. All inspection data will be referenced to a unique street segment ID (Cart ID) as defined by the City. In addition, data shall be referenced to the latest State of Texas Plane Coordinate System, North American Datum 1983 (NAD 83) and the North American Vertical Datum 1988 (NAVD 88).

8. **System Integration:** City of San Antonio currently uses Environmental Systems Research Institute, Inc® (ESRI) ArcInfo GIS software (version 10.3.1) and Carto Graph® OMS Software. All field collected data must be compatible for use with these systems.

9. **Data Import Services:** All inspection data obtained during the pavement condition rating survey is to be imported for use in Cartograph OMS.

10. Provide an **Executive Summary** signed and sealed by a Licensed Professional Engineer of the data collection effort as well as summarize results into tables, graphics, and descriptive text for use by the City.

**E. PAVEMENT MANAGEMENT SYSTEM (PMS) OPTIMIZATION:**

Develop methodology to improve City’s current PMS. Tasks include but are not limited to-

1. Review and analyze city’s current Pavement Management System (PMS) and existing decision trees for maintenance applications and provide recommendation for optimization. Pavement condition prediction models (performance curves and deduct values) are to be calibrated for each pavement classification within the PMS using previous and currently surveyed data. The existing deducts values and distress and severity definitions will be provided by the City.
2. Develop methodology to prioritize projects to optimize spending and budgeting for future maintenance and repair projects.

3. Identify work requirements necessary to meet goals and objectives.

4. Determine various budget scenarios for maintenance and repair

5. A draft report with recommendation for optimization of City’s current pavement maintenance practice using existing and recently collected data under this contract shall be due within six (6) months of awarding this contract.

6. A written report signed and sealed by a licensed professional engineer shall be submitted as a deliverable of this task.

Firm with demonstrated experience in successfully integrating data with the Cartegraph Pavement Management Module for municipalities will be viewed favorably.

The consultant, in responding to the RFQ, shall demonstrate a clear vision of the desired project outcome, as well as the methodologies and philosophies necessary to achieve the desired outcome. Submittals that demonstrate creative, unique, and cost effective philosophies and experience typically rank higher.

**F. CONTRACT DURATION:** It is intended that the City will award a contract for services provided by the selected firm for a one year period. The City shall have the option to extend the contract for two (2) additional one-year periods upon mutual agreement from the awarded firm and the TCI Director.

The estimated fee per project will vary, with a contract amount of $350,000 per year, and a not to exceed amount of $1,050,000.00

### III. TENTATIVE SCHEDULE FOR SELECTION PROCESS AND AWARD OF EVENTS

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Pre-Submittal Conference:</td>
<td>March 9, 2018</td>
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<td>Deadline for Submission of Written Questions:</td>
<td>March 14, 2018</td>
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<td>RFQ Responses Due:</td>
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### IV. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference is scheduled to be held **Friday, March 9, 2018 at 10:30 A.M. at the Municipal Plaza Building, Plaza Room “C” Conference Room, 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 [David.Rios@sanantonio.gov](mailto:David.Rios@sanantonio.gov).

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, 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. 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 B, 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 this 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 chosen target 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.

1. Experience, Background and Qualifications, Key Personnel, Key Sub-Consultants, including Co-Respondent, Joint Venture or Partner (35 Points)

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

   a) 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 two (2) 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.

b) **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 five (5) years, and shows the most relevant work experience for this project. Submitting firm may submit one (1) additional project sheet for a project of which they are particularly proud. Each project sheet shall include, at minimum, the following:

1. Name and Description of the project, including similarity to the scope of work in this RFQ
2. Year of project
3. Respondent’s role in the project
4. Project Designer
5. Project Manager
6. Project’s original and final construction contract amounts (explain inconsistencies)
7. Project’s proposed completion date and actual completion date achieved (explain inconsistencies)
8. 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

c) **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. The Proposed Key Personnel shall consist of a Licensed Consultant with a minimum of five (5) years demonstrated experience in Professional Asset Management Services.

Label assignments as:

1. Coordination of the project and requirements with regulatory agencies and authorities (if any);
2. Quality assurance/quality control Coordination for submitting applicable notifications;
3. Proposed Project Principal;
4. Proposed Project Manager; and
5. Sub-Consultants (for any services deemed necessary to fulfill the duties under this contract).
6. Construction services
7. Designer (Roadway, Drainage, etc.)

d) **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:

1. License type (if applicable) and number of years licensed
2. Number of years employed with the Firm
3. Number of years’ experience in proposed role corresponding to the assignments included in the organizational chart
4. City of residence

2. **Experience with issues in the San Antonio Region & past experience with the City of San Antonio Contracts (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.)

a) Local environmental community, conditions and constraints  
b) Involvement in project development, as it relates to condition assessment and infrastructure management practices in the local area  
c) Local area construction costs and practices  
d) Involvement in project development as it relates to public awareness in the local area  
e) Local site development  
f) 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. **Respondent shall not be penalized if it has not done work on City of San Antonio projects.** Specific items used for consideration may include, but are not limited to:

a) Timely completion of City projects  
b) Cooperative working relationship with City  
c) Prompt payment of Sub-consultants at all levels  
d) Compliance with other City contract terms  
e) Compliance with City Ordinances on substitution/addition/deletion of Subcontractors  
f) Compliance with City standards  
g) Conformance to City budget requirements  

3. **Understanding of the Project and Proposed Management Plan** (35 points) (**Indexed and Labeled as “Tab 10 and Tab 11”**)  
   a) **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.

   b) **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:

   1. Describe Respondent’s understanding of the primary objectives of the project;  
   2. Describe Respondent’s approach to obtaining input from stakeholders, assessing biases and gaining consensus and support  
   3. Indicate the percentage of time to be devoted to the projects outlined in this RFQ.  
   4. Describe your firm’s project management approach and team organization for the provision of the services outlined in this RFQ.  
   5. Detail the current capacity of key team individuals in your local office and the firm’s capabilities to complete the services outlined herein.  
   6. Briefly describe the firm’s plans for quality control, dispute resolution, and safety management in providing the services outlined in this RFQ.  
   7. Briefly describe your Firm’s understanding of this project, including all of the requirements to successfully complete the project(s). Provide the approach of your firm and/or team partner(s) in meeting those requirements and comprehensively address all the issues, standards and requirements needed to produce a finished project. Include the following.
a. Describe respondent’s project management approach and team organization for the provision of services outlined in this RFQ.
b. Describe respondent’s approach to design management including quality control and quality assurance;
c. Describe respondent’s approach to schedule management

4. **SBEDA (10 points total)**

**SBE Prime Contract Program – 5 pts.**
Certified SBE firms (see Small Business Enterprise definition in Exhibit C) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultants proposing at least 51% SBE participation (Prime and/or Sub-Consultant) shall receive five (5) evaluation criteria points, and

**MWBE Prime Contract Program – 5 pts.**
Certified M/WBE firms (see Minority/Women Business Enterprise definition in Exhibit C) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultants proposing at least 51% M/WBE participation (Prime and/or Sub-Consultant) shall receive five (5) evaluation criteria percentage points, and

No evaluation criteria points shall be awarded to non-SBE or non-M/WBE Prime CONSULTANTs through subcontracting to certified SBE or M/WBE firms.

**SUBCONTRACTING REQUIREMENT:**
Minority and/or Women-Owned Business Enterprise (M/WBE) Subcontracting Program – Subcontract or self-perform at least ten percent (10%) of total contract value to SBEDA eligible small M/WBE firms, certified through South Central Texas Regional Certification Agency, headquartered or having a significant business presence within the San Antonio Metropolitan Statistical Area (SAMSA). Please see the definition of M/WBE in Exhibit C, Section C.

Failure to meet the 10% M/WBE subcontracting requirements will deem your proposal nonresponsive.

**F. EVALUATION CRITERIA:**

<table>
<thead>
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<th>Evaluation Criteria:</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>A. Experience, Background and Qualifications, Key Personnel, Key Sub-Consultants, including Co-Respondent, Joint Venture or Partner</td>
<td>35 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 Project and Proposed Management Plan</td>
<td>35 points</td>
</tr>
<tr>
<td>D. SBEDA – SBE &amp; M/WBE Prime Contract Program</td>
<td>10 Points</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100 points</td>
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</table>
G. **REQUIRED FORMS:** Please submit one (1) original signed form of the following forms in one (1) unbound packet separate from submittals and labeled: “Required forms for the PROFESSIONAL ASSET MANAGEMENT SERVICES (RFQ# TCI02282018CM”). City shall conduct due diligence and analysis of the following forms:

1. **SUBMITTAL COVER/SIGNATURE PAGE (Form #2)** – Respondent shall include the completed Submittal Cover/Signature Sheet with its submittal. The Submittal Cover/Signature Sheet shall be signed by a person (or persons) authorized to bind Respondent and the entity/entities submitting the response. Submittals 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, as an attachment to Respondent’s submittal.

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 in Respondent’s submittal. 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 with Respondent’s submittal.

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 (10%) goal to a Minority/Women Business Enterprise (M/WBE) subcontracting goal for this Project.

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, 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 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. The 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.

VI. 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: PROFESSIONAL ASSET MANAGEMENT SERVICES (RFQ# TCI02282018CM)” the following items:

- Six (6) Statement of Qualification Submittals, which shall include:
  - One (1) original unbound Statement of Qualification Submittal, signed and inked
  - Five (5) reprinted bound copies of the submittal Packet of Required Forms
- 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 drive.

All submittals shall be received in the Office of the City Clerk NO LATER THAN 10:00 AM (LOCAL TIME) ON Thursday, March 29, 2018 at the address indicated below. Any submittals received after this time shall not be considered.

Physical Address:
Office of the City Clerk
Attn: Transportation and Capital Improvements
100 Military Plaza, City Hall, 1ST Floor
San Antonio, Texas 78205

Submittals sent by facsimile or email will not be accepted.

Please adhere to the following criteria:
- No smaller than 11 point font.
- Be succinct and clear.
- Keep your submittal relevant to the target project.
- Each submittal shall include the sections and attachments in the sequence listed in the RFQ Section V, 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 not 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.

VII. AMENDMENTS TO RFQ

Changes, amendments or written responses to questions received, in compliance with Section VIII, Restrictions 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 VIII, 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.

VIII. 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-Submitall Conference.

B. Respondent may submit written questions concerning this RFQ to the TCI Staff Contact Person listed in the address below until 4:00 PM (Local Time), March 14, 2018. Questions received after the stated deadline shall not be answered. It is suggested all questions be sent by electronic mail or by fax to:

David Rios, Contract Officer
Email:David.Rios@sanantonio.gov
or via fax to: (210) 207-4034

However, questions sent by certified mail, return receipt requested, also shall be accepted and should be addressed to:
C. Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations shall be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from such selection committee meetings as it deems in its best interests.

D. 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, Lucy Barbosa, maybe reached by telephone at (210) 207-3910 or by e-mail at Lucy.Barbosa@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.

IX. 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 Subcontractor 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. (Discretionary Contracts Disclosure) – Instructions and web-link to electronic form are included in Form 4 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 web site 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.