



AMENDMENT No. 4

REQUEST FOR QUALIFICATIONS (RFQ)

PROJECT NAME: Architectural Services for NCAA Final Four 2025 Improvements – PublicWorks02012021JEC

DATE: March 10, 2021

This amendment is separated into sections for convenience; however, all Respondents, and other parties shall be responsible for reading the entire amendment. The failure to list an item or items in all affected sections of this amendment does not relieve any party affected from performing as per instructions, providing that the information is set forth one time any place in this amendment. These documents shall be attached to and become part of the Contract Documents for this project. The Respondent shall be required to acknowledge the receipt of this amendment.

1. The following changes and/or additions to the Contract Documents, via this amendment, shall apply to submittals made for and to the execution of the various parts of the work affected thereby.
2. Careful note of the Amendment shall be taken by all interested parties and all trades affected shall be fully advised in their performance of the work involved.

CHANGES TO RFQ:

1. **RFQ Section V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA**, item 5 A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants, on page 5, has been modified to include the following:

5. Experience with Green Building and Sustainability Practices (Indexed and Labeled as "Tab 9")
Respondent shall limit its response to the following item to a total of one (1) page.
 - a. Describe Respondent's experience in design of buildings and infrastructure with green building and sustainable practices.
2. **RFQ Section V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA**, item 5 B. Understanding of the Project and Proposed Management Plan, on page 6, has been modified to include the following:

4. Commitment to Green Building and Sustainability Initiatives, Practices and Implementation (Indexed and Labeled as "Tab 13")
Respondent shall limit its response to the following item to a total of one (1) page:
 - a. Describe Respondent's commitment to green building and sustainability initiatives and practices and how these initiatives and practices will be incorporated into this Project.
3. **V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA**
 - a. A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants (40 Points)

- i. Project Sheets (Indexed and Labeled as "Tab 6") – Respondent's submittal shall include a maximum of three (3) project sheets, limited to one (1) page for each project included, which shall describe similar projects Respondent has completed within the last **ten (10) years**. Each project sheet shall include the following.

ADDITIONAL SOLICITATION INFORMATION:

1. The Submittal Checklist & Table of Contents has been modified to include the Green Building and Sustainability items listed above and reflect the revised tab numbers to account for this change.
2. The revised RFQ and the Submittal Checklist & Table of Contents, reflecting the modifications referenced above, are attached herein to this Amendment 4.

ADDITIONAL QUESTIONS FROM RESPONDENT:

Question 1: Please clarify the total construction budget, is the \$1.26M professional fees or construction budget. Thank you.

Answer: The \$1.26M is professional fees.

Question 2: Will we receive a Pre-Submittal Conference attendees list?

Answer: The Pre-Submittal Sign-In Sheet will be added to Civcast.

Question 3: Where can we find information for today's site tour?

Answer: Amendment #1 has information regarding the site visit for the Alamodome.

Question 4: Related to Section V.A.2. project sheets, can the similar projects completion be expanded from 5 years to 10 years?

Answer: For Section V.A.2.; it is 10 years.

Question 5: Related to the Pre-Submittal Presentation, slide 13 of 49 includes pictures of the existing suites and a note that says, "Upgrade finishes to match new suites: Flooring, paint, ceilings, lighting, counters, furniture." Are renovations to the existing suites part of the scope of this project?

Answer: Yes, improvements to existing suites are part of scope.

Question 6: Will public art be part of the program, and if so, would the funding come from the overall construction budget, or another funding source? Thank you

Answer: No Public Art.

Question 7: Will there be any upgrades to the technology and AV systems in the suites along with the finish upgrades?

Answer: Improvements will be considered to enhance the fan experience but not currently in scope.

Question 8: Will Furnishing upgrades be part of the contract? Please confirm.

Answer: Yes, furnishing upgrades will be part of the contract.

Question 9: Will there be any upgrades to the technology and systems in the suites and in the press box areas (ie. current data looks to be exposed cabling to router switches)?

Answer: Technology in new suites will, at minimum, match existing tech in other suites.

Question 10: Can you confirm if there are concession areas that need to be upgraded other than the three areas outlined on the upper concourse level on slide 10 of the pre-sub document?

Answer: Yes, there are other concessions areas on the Upper Concourse Level besides the three noted on the slide.

Question 11: Are there any upgrade or expansion needs to the staging kitchens on the club level to serve the new 14/18 suites?

Answer: Not in the scope but can be considered during design and within overall budget.

Question 12: Will there be any specialty consultants needed outside the norm (i.e. noise/acoustics; lighting to tie into any scoreboard or stadium effects; etc.)?

Answer: Not at this time.

Question 13: If the four suites in question are to be located on the mezzanine level where the press box is located, where are the preferred locations for the press box?

Answer: New suites in the mezzanine will displace some current activity or use. Owner and design team will work to establish a location.

Question 14: Are submitting teams allowed to have exclusive teaming with subconsultants? If a team with exclusive commitments from subconsultants is not selected, will the subconsultants be allowed to join the selected team?

Answer: 1. Yes, the type of commitment between the subconsultant and the consultant is irrelevant. 2. If the winning consultant wants to change any of their subconsultants after they are selected, Public Works will approve or disapprove any substitutions either prior to signing the contract or after signing the contract.

END OF AMENDMENT No. 4

CITY OF SAN ANTONIO PUBLIC WORKS DEPARTMENT



REQUEST FOR QUALIFICATIONS (RFQ) for Architectural Services for NCAA Final Four 2025 Improvements (Project #45-00038) RFQ: #PublicWorks02012021JEC

Release Date: February 1, 2021
Proposals Due: March 18, 2021; 10:00 AM Central Time (CT)

This solicitation has been identified as High-Profile.

PROHIBITED CAMPAIGN CONTRIBUTIONS

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 that contributes to City Council elections beginning on the *10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council ("blackout" period):

- (1) Any individual seeking a high-profile contract;
- (2) Any owner, officer, officer of board, and executive committee member of an entity seeking a high-profile contract, excluding board officers and executive committee members of 501 (c)(3), 501(c)(4) and 501 (c)(6) non-profit organizations not created or controlled by the City whose board service is done strictly as a volunteer with no financial compensation and no economic gain from the non-profit entity;
- (3) The legal signatory of the high-profile contract;
- (4) Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
- (5) Subcontractors hired or retained to provide services under the high-profile contract; and
- (6) Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection.

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

****For this solicitation, the first-day contributions are prohibited is Monday, February 15, 2021.
The first day contributions may be made is the 31st day after the contract is approved at a City Council "A" Session.***

RESTRICTIONS ON COMMUNICATIONS

In accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFQ or submittal from the time the RFQ has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council "A" session.

Restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's submittal from consideration.

For additional information, see the section of this RFQ entitled "Restrictions on Communication".

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ATTACHMENTS

Contract Template	Exhibit A
General Conditions	Exhibit B
SBEDA Ordinance Contract Provisions	Exhibit C
Insurance Requirements	Exhibit D

Forms for Submittal with Statement of Qualifications:

Submittal Checklist and Table of Contents	Form 1
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Required Forms (to be uploaded individually):

Submittal Cover/Signature Sheet	Form 2
Contracts Disclosure Form	Form 3
Litigation Disclosure Form	Form 4
SBEDA: Subcontractor/Supplier Utilization Plan	Form 5

ARCHITECTURAL SERVICES FOR NCAA FINAL FOUR 2025 IMPROVEMENTS (RFQ#: PublicWorks02012021JEC)

I. BACKGROUND

The City of San Antonio (City), Public Works Department (PW) is soliciting a Request for Qualifications (RFQ) to seek statement of qualifications (SOQs) from interested professional architectural firms (Respondent) for design and construction administration services for the Alamodome Renovations Project (Project).

The Alamodome opened on May 15, 1993, at a cost of approximately \$186 million. It is owned and operated by the City. This multi-purpose facility is the preferred venue for many trade shows, sporting events, and concerts such as Monster Jam, Disney on Ice, and the Valero Alamo Bowl. The Alamodome was the home of the NBA World Champion San Antonio Spurs from the years of 1993 to 2002.

As part of the City's commitment in hosting the 2018 Men's Final Four, the Convention & Sports Facilities Department completed its most significant capital improvement project at the Alamodome's 27-year history. The HEB Plaza expansion added a 24,000 square foot, state of the art Field Level multipurpose room specially designed for postgame interviews and press conferences. One of the most visible improvements is the additional 26,000 square foot east and west concourse expansion which include exterior Beer Gardens that complement the renovated concession areas.

Through this solicitation, the City's intents to select one architectural firm for architectural design and construction administration services for this Project.

The contract duration is throughout the project completion (Estimated June 2024) and is not-to-exceed the contract value of approximately \$1.26 million.

II. SCOPE OF WORK AND GENERAL REQUIREMENTS

As the City continues its success in hosting NCAA events, the City has committed to additional interior improvements at the Alamodome in preparation for the NCAA Men's Final Four in 2025. The goal is to have an architectural and engineering team to work closely with the City's Convention and Sports Facilities Department's director or designee to:

- Add 14 new Club suites on the southern end of the Club level. The new suites will be of similar size and capacity as the existing suites. These suites shall include operable partitions between each suite to allow for flexibility of room size as dictated by events;
- Enhance the existing Press Area at the Mezzanine level into 4 new suites that can convert into one large event space;
- Update the 5th level concession and circulation areas with similar enhancements as completed in the east and west sides of the Plaza Level. These improvements are to include new kitchen, kitchen equipment and point of sales areas, new flooring, wall painting, LED monitor, signage, sound system and lighting.

Professional architectural, mechanical, electrical and plumbing (MEP) and structural engineering services shall include but not limited to the following services:

- Development of conceptual design plans or presentation graphics as negotiated;
- Programming to determine priorities, adjacencies best use space and development of detailed space needs analysis based on priorities and input from clients;
- Sustainable building practices and energy conservation;
- Schematic design including renderings;
- Design development;
- Coordination with utility purveyors to establish all necessary connections as well as to ensure a seamless design and avoid disruptions to customer services and events;
- Construction documents and specifications;
- Opinions of probable costs at the end of each design phase that stays within the established budget;
- Interior design such as furniture layout, finishes, signage, wayfinding etc.;

- Assure conformance to Unified Development Codes and the client's standards;
- Coordination and assistance with obtaining all applicable permits and ensuring adherence to code requirements as required for the construction of the project;
- Bidding phase services such as attend pre-bid/bid opening/pre-construction meetings, draft and review bid addendums, and perform bid/proposal review as necessary to include bid recommendations to the City;
- Construction administration to include periodic field visits to assess construction progress, answering of 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;
- Project closeout and punch list;
- Other duties as typically provided by standard architectural and engineering practices;
- Other services as required by the City's Design Guidance Manual. A copy of the Design Guidance Manual can be found at: <http://www.sanantonio.gov/PublicWorks/Current-Vendor-Resources/Design-Guidance-Manual>

Please note that environmental support services will not be part of this contract. The City's Public Works Department's Environmental Management Division will provide all environmental assessments, and any required environmental clearances.

III. SCHEDULE OF EVENTS

The following tentative solicitation schedule has been prepared for this project:

Pre-Submittal Conference:	February 24, 2021 at 3:00 pm CT
Deadline for Submission of Written Questions:	March 3, 2021 at 4:00 pm CT
Responses Due:	March 18, 2021 at 10:00 am CT
Evaluation of SOQs – (<i>Interviews, if necessary</i>)	May 2021
Anticipated City Council Consideration	August 2021

IV. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference is scheduled, for **February 24, 2021 at 3:00 P.M. CT**. The Pre-Submittal Conference will be held via WebEx meeting. Prospective Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001
Meeting number (access code): 177 582 4120
Meeting password: XxT8dmDmH96

Join meeting: <https://sanantonio.webex.com/sanantonio/j.php?MTID=m6b80ea538a87098135066b0324fba8cc>

Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents who join the WebEx Pre-Submittal Conference are highly encouraged to email the solicitation's point of contact person confirming Respondent attendance and participation through the WebEx.

Respondent is encouraged to submit written questions concerning this RFQ through the CivCast website at least five (5) calendar days in advance of the Pre-Submittal Conference, in order to expedite the proceedings.

City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference, as well as being posted on the Civcast website at <https://www.civcastusa.com/bids>.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain City's official responses to issues raised during the Pre-Submittal Conference and posted on the Civcast website at <https://www.civcastusa.com/bids>. Any oral response given at the Pre-Submittal Conference that is not confirmed in the posted written summary from the Pre-Submittal Conference or in a subsequent addendum shall not be official or binding on City. Only written responses shall be official. All other forms of communication with any officer, employee or agent of City shall not be binding on City.

V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA

City will 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(s) of the received submittals. Each submittal received by City shall be analyzed to determine overall responsiveness and qualifications to the RFQ. The selection committee may select all, some or none of the Respondents. If City elects to conduct interviews, Respondent may be interviewed and re-scored based upon these same criteria or other criteria, to be determined by the selection committee.

Respondent's submittal shall include the following items included in Submittal Checklist & Table of Contents in the following sequence combined in PDF format:

1. **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.
2. **EXECUTIVE SUMMARY (Indexed and labeled as "Tab2")** – 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.
3. **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.
4. **LETTERS OF REFERENCE (required) (Indexed and labeled as "Tab 4")** – Respondent shall provide a maximum of five (5) letters of reference including contact information.
5. **STATEMENT OF QUALIFICATIONS** – Respondent shall provide a narrative document, as outlined in the **Statement of Qualifications** below, addressing all evaluation criteria in **Section V** of this RFQ considering the project defined in this solicitation. 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 V** of this RFQ in submittal.

City shall conduct a comprehensive, fair and impartial evaluation of all submittals received, in response to this RFQ. It currently is anticipated City shall appoint and utilize a selection committee to perform said evaluation.

The following Evaluation Criteria shall be used, in recommending the award of this Contract:

A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants (40 Points)

Respondent shall respond to the following items, as they relate to Section II. Scope of Work and General Requirements:

1. **Experience (Indexed and Labeled as "Tab 5")** – City shall consider the relevance of past experience of Respondent. Respondent shall provide a narrative, on (1) page, describing the Respondent's qualifications, as they relate to the referenced scope of services in this solicitation.
2. **Project Sheets (Indexed and Labeled as "Tab 6")** – Respondent's submittal shall include a maximum of three (3) project sheets, limited to one (1) page for each project included, which shall describe similar projects Respondent has completed within the last ten (10) years. Each project sheet shall include the following:
 1. Name and Description of the completed project, including any similarity to the Project defined in this solicitation;
 2. Year(s) of work on the cited project;
 3. Respondent's role in the cited project;
 4. Project Designer;
 5. Design Support Staff;
 6. Cited project's original and final contract amounts (explain inconsistencies);

7. Cited project's proposed completion date and the actual completion date achieved (explain inconsistencies);
8. Cited project's owner's name and the name of the representative (if different) who served as the day-to-day liaison for the cited project, in the following format:
 - a. Name of Owner
 - b. Name of Owner's representative
 - c. Representative's Phone Number
 - d. Representative's E-mail
 - e. Name of the Prime Firm and key Sub-Consultants and Subcontractors, including S/M/WBE status
9. Project general contractor'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:
 - a. Name of General Contractor
 - b. Name of General Contractor's representative
 - c. Representative's Phone Number
 - d. Representative's E-mail

3. Proposed Key Personnel/Organizational Chart (Indexed and Labeled as "Tab 7") –Provide a detailed organizational chart of Respondent's proposed team, identifying key personnel who will be committed to work on the various tasks for this Contract.

Label assignments as:

- a. Proposed Principal in Charge
 - b. Proposed Architectural Project Manager(s);
 - c. Proposed Engineering Project Manager(s) (Civil, Structural, MEP, Acoustical, Security, etc.)
 - d. Proposed Project Chief Estimator
 - e. Proposed Specialty Consultants
- 4. Resumes (Indexed and Labeled as "Tab 8")** – Respondent shall submit one (1) 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
 - e. Education
- 5. Experience with Green Building and Sustainability Practices (Indexed and Labeled as "Tab 9")** – Respondent shall limit its response to the following items to a total of one (1) page.
- a. Describe Respondent's experience in design of buildings and infrastructure with green building and sustainable practices.

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

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

1. Design Management (Indexed and Labeled as "Tab 10")

Respondent shall limit its response to the following items to three (3) page:

- a. Describe your team's project management approach and organization for the provision of the services outlined in this RFQ;
- b. Describe Team's Quality Control/Quality Assurance processes, approach and capabilities to maintain the quality of the design;
- c. Describe your approach to assuring timely completion of designs, including methods for schedule recovery, if necessary;

- d. Describe your teams experience with and approach to sustainability; and
- e. Describe your cost management methodology.

2. Construction Observation Plan (Indexed and Labeled as “Tab 11”)

Respondent shall limit its response to the following items to a total of two (2) pages:

- a. Describe your construction observation approach and ability to coordinate work with all
- b. Stakeholders;
- c. Describe your cost estimating methodology and approach to construction documents and bid phase management; and
- d. 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.

3. Technologies and Communications Plan (Indexed and Labeled as “Tab 12”)

Respondent shall limit its response to the following items to a total of one (1) page:

Describe your approach to Design and Communication Technologies. Describe how the design team will utilize information technologies such as CADD, BIM, 3D software, presentation software, budgeting and, scheduling software and/or other technologies or processes to assist the City to understand the project as well as to improve project quality and timely delivery, within budget.

4. Commitment to Green Building and Sustainability Initiatives, Practices and Implementation (Indexed and Labeled as “Tab 13”)

Respondent shall limit its response to the following items to a total of one (1) page:

- a. Describe Respondent’s commitment to green building and sustainability initiatives and practices and how these initiatives and practices will be incorporated into this Project.

C. Experience in the San Antonio Region and Past Performance (15 points) (Indexed and Labeled as “Tab 14”)

The City is interested in evaluating Respondent’s team (including Sub-consultant(s), if applicable) experience with local processes and practices, as may be evidenced by work in San Antonio and/or the surrounding area, during the past five (5) years. In narrative form, using a maximum of two (2) pages for Respondent’s response and one (1) page for Sub-consultant(s) response, if applicable, briefly describe Respondent’s team experience in the following areas, referencing projects related to that experience.

- a. Local area construction costs and practices;
- b. Local environmental conditions and constraints;
- c. Firm’s experience with private and public utilities within the San Antonio or surrounding area;
- d. Firm’s experience with public organization(s) within the San Antonio and/or surrounding area;
- e. Building code requirements; and
- f. City of San Antonio Facility Design Standards and Guidelines (FDGS) (found on-line at: <https://tinyurl.com/CoSA-FDGS>)

Note a portion of the scoring for this **Section C** 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. Provision of contracting opportunities for S/M/WBEs;

- g. Compliance with City standards; and
- h. Conformance to City budget requirements.

D. Team's Past Experience Working Together as a Team (15 Points) (Indexed and Labeled as Tab "15")

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

In narrative form, using a maximum of two (2) pages, briefly describe relevant projects on which respondents proposed team has worked together. (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). Please include the following:

- a. Name and Description of the project
- b. Project Owner
- c. Year of project
- d. Project's original construction budget
- e. Team structure and project approach

Below is the Evaluation Criteria Summary:

Evaluation Criteria Summary	Maximum Points
A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants	40
B. Understanding of the Project and Proposed Management Plan	30
C. Experience in the San Antonio Region and Past Experience	15
D. Team's Past Experience Working Together as a Team	15
Total Maximum	100 Points

Required Forms (to be uploaded individually):

City shall conduct due diligence and analysis of the following required forms:

1. **SUBMITTAL COVER/SIGNATURE SHEET (Form #2)** – Respondent shall include the completed Submittal Cover/Signature Sheet with the other required forms. The Submittal Cover/Signature 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 submit as part of the required uploads in Civcast. 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 as part of the required uploads in Civcast. 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 PLAN (Form #5)** – Respondent shall submit a completed and signed Subcontractor/Supplier Utilization Plan indicating Respondent's firm commitment to satisfy the established **fifteen percent (15%)** subcontracting goal to a Minority and/or Women-Owned Business Enterprise (M/WBE) for this Project. If Respondent believes they cannot meet the subcontracting goal, Respondent must also submit a Waiver Request Form as part of the required uploads. The Waiver Request Form may be download at <https://www.sanantonio.gov/SBO/Form>.

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 (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 (Form 1295) to City for filing with the Texas Ethics Commission (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. The completed Form 1295 containing the unique certification number then must be submitted with Respondent's submittal to City through the Civcast website, 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, and submit it with its submitted submittal.

City shall review Form 1295 as part of the Minimum Requirements Review performed upon all submittals 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

Online submission will be utilized via Civcast at <https://www.civcastusa.com/bids>. Online submission services will open for submittal on **February 1, 2021** and close on **March 18, 2021 at 10:00 A.M. CT**. Follow submittal instructions on <https://www.civcastusa.com/>. **Hard Copies will not be accepted for this solicitation.**

Hard Copies will not be accepted for this solicitation. 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 **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.

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 Submittal.

VII. AMENDMENTS TO RFQ

Changes, amendments or written responses to questions received in compliance with **Section VIII**, Restrictions on Communication herein, will be posted on the Civcast website at <https://www.civcastusa.com/bids>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of its submittal. If Respondent does not have access to the Internet, Respondent shall notify City, in accordance with **Section VIII**, Restrictions on Communication, it 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 this RFQ and all changes to this RFQ, if any, be made by City only in writing.

VIII. RESTRICTION ON COMMUNICATIONS

Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFQ or proposal from the time the RFQ has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council "A" session.

Restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

As used herein, City Official is defined as the Mayor; members of City Council; Municipal Court Judges and Magistrates; City Manager; Deputy City Manager; City Clerk; Deputy City Clerk; Assistant City Clerk; Assistant City Managers; Assistants to City Manager; all City department heads and assistant department heads; Internal Auditor and Assistant Internal Auditors; Compliance Auditor; Assistant to City Council; Assistants to City Council, including contract personnel; Assistant to Mayor; Assistants to the Mayor, including contract personnel; Executive Secretaries; Public Utilities Supervisor; members of bid committees; members of the Historic and Design Review Commission; Zoning Commission; and members of any board or commission that is more than advisory in nature.

Exceptions to the restrictions on communication with City employees include:

1. Respondent may ask questions concerning this RFQ at the Project's Pre-Submittal Conference.
2. Respondent must submit written questions concerning this RFQ through the Civcast website at <https://www.civcastusa.com/bids> until **4:00 PM (CT), March 3, 2021**. Questions received after the stated deadline shall not be answered.
3. 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 may be reached by telephone at (210) 207-3932 or by e-mail at SBEDAdocs@sanantonio.gov.
4. This exception to the restriction on communication does not apply to the Small Business Office during the solicitation period. After the solicitation closing date, there is no contact permitted to the Small Business Office regarding this solicitation.
5. Respondent shall provide responses to any questions asked of it by City's Staff Contact Person and/or his/her designee about City's SBEDA Program both before and after responses are received and opened. During the interview stage of this selection, if any, verbal questions to Respondent and Respondent's answers and explanations shall be permitted. If interviews are conducted, Respondent shall not bring lobbyists. City reserves the right to exclude any persons from such selection committee meetings/interviews as it deems in City's best interests.

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, if awarded, shall be awarded to a Respondent whose submittal is deemed most advantageous to City, as determined by the selection committee and upon the approval by the San Antonio City Council.
- B. City may accept any submittal in whole or in part. If subsequent contract negotiations are conducted, such negotiations shall not constitute a rejection or alternate RFQ on the part of City. However, final selection of a Respondent is subject to San Antonio 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 any submittal received. City also reserves the right to terminate this RFQ, reissue a subsequent solicitation and/or remedy technical errors in the RFQ process.
- D. By executing the Submittal Cover/Signature Sheet, Respondent agrees to be bound by the terms therein. Respondent acknowledges it has received all Addenda and agrees to be bound by the terms, conditions and requirements of this submitted submittal, all documents listed in the RFQ Submittal Checklist and Table of Contents, the enabling City Ordinance and all of the associated documentation that form the entire Contract to which Respondent shall be bound, upon the approval of the San Antonio City Council. All Contract documents are not binding on City until approved by the San Antonio City Attorney's office and the San Antonio City Council. No work shall commence on the subject Project until Respondent provides the necessary evidence of insurance required in City's General Conditions for City of San Antonio Construction Contracts and until City signs the Notice to Proceed. In the event the parties cannot negotiate within the time specified by City, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- E. This RFQ does not commit City to enter to an agreement or award any services related to this RFQ, nor does it obligate City to pay any costs incurred by Respondent in the preparation or submission of a response or in anticipation of a contract.
- F. City administers its design and construction management through an internet-based management system. All vendors shall be required to use City's system and submit Project schedules as City dictates.
- G. **Conflicts of Interest:** Respondent acknowledges that 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 entered into 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/her parent, child or spouse; a business entity in which he/she or his/her parent, child or spouse owns ten percent (10%) or more of the voting stock or shares of the business entity, or ten percent (10%) or more of the fair market value of the business entity; or a business entity in which any individual or entity listed by Respondent is a Subcontractor on a City contract, a partner or a parent or subsidiary business entity.
- H. Respondent is required to warrant and certify that it, its officers, employees and agents are neither 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 understands, accepts and agrees, 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), responsible for its/their respective acts or omissions, that City shall in no way be responsible for Respondent's actions and that none of the parties to this award shall have authority to bind the other or to hold out to third parties that it has such authority.
- J. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that 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 (CIQ), with City Clerk not later than the seventh (7th) business day after the date that the person:

(1) begins contract discussions or negotiations with City; or

- (2) submits to City an application, response to a request for submittal, offers, correspondence or another writing related to a potential agreement with City. The CIQ form is available from the Texas Ethics Commission at:

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

In addition to the CIQ form, City requires individuals to submit a CIQ Addendum. The CIQ Addendum is available from City:

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

Completed CIQ forms and CIQ addendum forms may be mailed to the Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. Respondent shall consult its own legal advisor if it has any questions regarding the statute, CIQ form or CIQ Addendum.

- K. All submittals become the property of City upon receipt and shall not be returned. Any information deemed to be confidential by Respondent clearly should be noted on the page(s) where confidential information is contained; however, City cannot guarantee that it shall 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 the Respondent associated with the preparation of its submittal, the Pre-Submittal Conference or during any phase of the selection process, if any, shall be borne solely by Respondent.
- M. **Solicitation Process Review:** If Respondent desires a review of the solicitation process followed by City, Respondent shall deliver a written request to the Director of PW within seven (7) calendar days from the date the Notice of Non-Selection was sent. When the PW Director receives a timely written request, the PW Director (or his/her designee) shall review Respondents concerns and City's solicitation process for legitimacy and procedural correctness. After performing a full review, the PW Director shall notify Respondent in writing of his/her determination.
- N. **Debriefings:** In an effort to improve solicitation responses, PW is making available on its website a "Solicitation Response Tip List" that includes the top common items historically that "make or break" submissions to City. Providing this information prior to the due date of the submittal may provide Respondent with an opportunity to develop a better response for a solicitation. As a result of this up-front effort, each Respondent is entitled to one (1) debriefing per calendar year – available after the San Antonio City Council has made the award sought by Respondent – if Respondent:
- (a) is not the selected Respondent; and
 - (b) has not been debriefed since January 1, 2021.

Once Respondent has been debriefed, it shall not be eligible for future debriefings within that calendar year. Any Respondent meeting the above criteria that desires an individual submittal debriefing shall deliver a written request to the PW 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 anytime during 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 action is deemed desirable by City.

R. TEXAS GOVERNMENT CODE §2270.002:

Texas Government Code §2270.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

R.1 "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

R.2 "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If affirmation is found to be false, City may terminate the contract for material breach.

S. TEXAS GOVERNMENT CODE § 2252.152:

Contracts with companies engaged in business with Iran, Sudan, or foreign terrorist organization prohibited.

Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §2270.0201 or §2252.153 "Listed Companies". Consultant/Contractor hereby certifies that it is not identified on such a list and that it will notify City should it be placed on such a list while under contract with City. City hereby relies on Consultant's/Contractor's certification. If found to be false, or if Consultant/Contractor is identified on such list during the course of its contract with City, City may terminate this Agreement for material breach.

T. S.B. 943 – Disclosure Requirements for Certain Government Contracts.

S.B. 943 – Disclosure Requirements for Certain Government Contracts. For contracts (1) with a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City, or (2) that result in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a given fiscal year, Respondent acknowledges that the requirements of the Texas Public Information Act, Government Code, Chapter 552, Subchapter J, pertaining to the preservation and disclosure of Contracting Information maintained by the City or sent between the City and a vendor, contractor, potential vendor, or potential contractor, may apply to this RFQ and any resulting contract. Respondent agrees that the contract can be terminated if Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.

By submitting a proposal, Respondent warrants and certifies, and a contract awarded pursuant to this RFQ is made in reliance thereon, that it, has not knowingly or intentionally failed to comply with this subchapter in a previous RFQ or contract. City hereby relies on Respondent's certification, and if found to be false, City may reject the proposal or terminate the Contract for material breach.

SUBMITTAL CHECKLIST AND TABLE OF CONTENTS

The materials and information listed on this checklist must be uploaded as part of the submittal. Failure to upload/submit any of the requested materials may eliminate the submittal from consideration.

Materials shall be included in the submittal in the order identified on this checklist. The items in this section must be uploaded as one single PDF document.

Page No.	Form No.	Form Title
	Form 1	Submittal Checklist and Table of Contents – Indexed and labeled as Tab “1”
	No Form	Executive Summary – Indexed and labeled as Tab “2”
	Exhibit A & B	Contract Template and General Conditions Review – Indexed and labeled as Tab “3”
	No Form	Letters of Reference – Indexed and labeled as Tab “4”
	No Form	Statement of Qualifications:
	No Form	Criteria A: Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants
		Experience - Indexed and labeled as Tab “5”
		Project Sheets – Indexed as Tab “6”
		Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab “7”
		Resumes – Indexed and labeled as Tab “8”
		Experience with Green Building and Sustainability Practices – Indexed and labeled as Tab “9”
		Criteria B: Understanding of the Project and Proposed Management Plan
		Design Management – Indexed and labeled as Tab “10”
		Construction Observation Plan – Indexed and labeled as Tab “11”
		Technologies and Communication Plan – Indexed and labeled as Tab “12”
		Commitment to Green Building and Sustainability Initiatives, Practices and Implementation – Indexed and labeled as Tab “13”
		Criteria C: Experience in the San Antonio Region and Past Performance (Indexed and Labeled as “Tab 14”)
		Criteria D: Team’s Past Experience Working Together as a Team (Indexed and Labeled as Tab “15”)

The following items must be uploaded / submitted individually.

Page No.	Form No.	Required Forms Packet
	Form 2	Submittal Cover/Signature Sheet
	Form 3	Contracts Disclosure Form
	Form 4	Litigation Disclosure Form
	Form 5	Small Business Economic Development Advocacy (SBEDA) Subcontractor/Supplier Utilization Plan
	No Form	Proof of Insurability
	Form 1295	Certificate Of Interested Parties TEC Form 1295