



## REQUEST FOR QUALIFICATIONS (RFQ)

for

### ON-CALL CIVIL ENGINEERING AND PROGRAM MANAGEMENT SERVICES FOR THE TRANSPORTATION DEPARTMENT RFQ#: T032723SR

Release Date: March 27, 2023

Proposals Due: May 15, 2023 at 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 30<sup>th</sup> 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 **Tuesday, April 11, 2023.***

*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".

**TABLE OF CONTENTS**

Section	Page Number
<b>I. BACKGROUND</b> .....	3
<b>II. SCOPE OF WORK AND GENERAL REQUIREMENTS</b> .....	3
<b>III. SCHEDULE OF EVENTS</b> .....	9
<b>IV. PRE-SUBMITTAL CONFERENCE</b> .....	9
<b>V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA</b> .....	103
<b>VI. SUBMISSION INSTRUCTIONS</b> .....	14
<b>VII. AMENDMENTS TO RFQ</b> .....	15
<b>VIII. RESTRICTION ON COMMUNICATIONS</b> .....	15
<b>IX. AWARD OF CONTRACT AND RESERVATION OF RIGHTS</b> .....	16

**ATTACHMENTS**

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

**Required Forms (to be uploaded individually in CivCast):**

Submittal Checklist and Table of Contents	Form 1
Submittal Cover/Signature Sheet	Form 2
Contracts Disclosure Form	Form 3
Litigation Disclosure Form	Form 4
SBEDA: Subcontractor/Supplier Utilization Commitment Form	Form 5

**ON-CALL CIVIL ENGINEERING AND PROGRAM MANAGEMENT SERVICES  
FOR THE TRANSPORTATION DEPARTMENT  
(RFQ#: T032723SR)**

**I. BACKGROUND**

The City of San Antonio, Transportation Department (“City”) is seeking Statement of Qualifications (“SOQ”) through this Request for Qualification (“RFQ”) from interested qualified firms (“Respondents”) to provide on-call, or as needed, professional services for planning, design, engineering, and other programmatic areas (collectively, the “Project” or “Projects”). Scope of services may include but are not limited to on-call planning, studies, analysis, public engagement, data collection/survey and design services for multiple projects on an on-call, or as needed basis to be delivered through various programs and funding sources. Additionally, awarded firms will be asked to provide program management services for project management, when needed. All firms proposing to provide on-call services to the City shall have an established staff or team(s) capable of responding in a timely manner to requests from City staff and be capable of providing the services indicated in the Scope of Work.

The City intends to award up to **five (5) contracts**, as a result of this RFQ; however, the final number of awarded contracts will be determined by the number of proposals received and the outcome of evaluation process. The base contract term shall be an **initial period of three (3) years**. At City’s option, this Contract may be renewed annually under the same terms and conditions for up to **two (2), one (1) year period(s)**. The City hereby establishes the **maximum aggregate contract price of \$15,000,000.00**, which includes the initial term and all renewals for all awarded contracts. **Each contract is anticipated to be for an amount not to exceed \$600,000.00 per term for a total of \$3,000,000.00 per contract for all terms**. The City does not guarantee the entire contract capacity amount will be spent under these on-call contracts, any number of works to be authorized, or any dollar value of jobs, tasks or purchase orders allocated for each contract. Work will be performed on an as needed basis and the execution of a contract does not guarantee the issuance of work/task orders during the term of the contract.

**II. SCOPE OF WORK AND GENERAL REQUIREMENTS**

San Antonio is the seventh largest city in the United States and one of the most populated cities in Texas, with just over 1.6 million residents. Known as the “Home of the Alamo” and “Military City, USA”, San Antonio hosts more than 30 million tourists and visitors from all over the world and the Continental United States, annually. The city is within a 4-hour drive from other regional cities, including Austin, Houston, Laredo, Dallas-Ft. Worth, and a 1-hour flight from many major metropolitan cities. As a regional hub, San Antonio serves smaller cities in southcentral Texas including America’s fastest growing cities; New Braunfels, San Marcos, Kerrville, and Boerne (all within 50 miles). Major thoroughfares connecting San Antonio to these regional destinations include Highway 90, I-35 and I-37, and US-10. Boasting one of the best urban bicycle networks in a major city, the Howard W. Peak Greenway Trail system is home to diverse natural and man-made paths that connect to several communities and major activity centers in the City.

The Transportation Department provides an array of high-profile transportation service programs and projects including Vision Zero Program; Bike Infrastructure Management Program (IMP); the Commute Smart Program (Transportation Demand Management (TDM)); SA Bikes, which includes the update of the City’s Bike Network Plan (BNP); the City’s Capital Improvement Plan (CIP); and the City’s existing and future railroad Quiet Zones. As part of the City’s continuing efforts to improve mobility for all modes of transportation, these on-call services will be used to expedite project delivery and completion of transportation planning, roadway design, corridor studies, pedestrian safety, operations design, and bicycle and pedestrian facilities design, compliance planning and analysis, and public engagement to assist in implementing multimodal, innovative, and smart transportation strategies and systems to support our residents and workforce for years to come.

As Projects are managed and developed, Consultants should keep in mind that as funding strategies are developed, it will be imperative to include federal, state, and local requirements to support alternative funding sources, such as City Bond Programs, Public Works Department Streets IMP, Tax Increment Reinvestment Zones (TIRZ), and sources of funding consistent with [Federal Highway Administration \(FHWA\)/Texas Department of Transportation \(TxDOT\)](#) and [Alamo Area Metropolitan Planning Organization \(AAMPO\)](#) formula programs for highway and [Federal Transit Administration \(FTA\)](#) transit/multi-modal projects that can be leveraged to support bicycle and pedestrian facilities and other programmatic amenities for [Vulnerable Road Users \(VRU\)](#). The funding strategies to support the completion of the Projects include an emphasis on leveraging programs funded through City Bond Programs, other Infrastructure Maintenance Programs (IMP), and potential opportunities under the [2021 Bipartisan Infrastructure Law \(BIL\)](#) for competitive and formula programs, all of which will inform the prioritization of the funds for various programs and projects led by the Transportation Department.

The selected consultant(s) shall provide the following: Engineering Services, Planning, Surveying and Mapping, Modeling, Construction Management, and Analysis. As part of the Transportation Department's continuing efforts to improve efficiency, Transportation Department will utilize these services to expedite delivery and completion of various programs and the projects within those programs. Therefore, the selected consultant(s) shall be available to immediately assign qualified personnel necessary to perform and complete the assignment, commence services immediately as needs arise, and complete assigned projects within the specified time.

The selected consultant(s) shall have staffing and the experience to perform, but not be limited to, the following:

1. **Civil Engineering Services**

- a. Roadway and drainage design, preparation of construction plans and specifications, surveying, and geotechnical engineering services.
- b. Site layout preparation, site grading design, site utility improvements, foundation design, accessibility pathways and site drainage design.
- c. Hydrology and Hydraulic (1-D and 2-D) modeling.
- d. Street maintenance/rehabilitation procedures and methods, sidewalk and ADA standards and general civil engineering services.
- e. A minimum of one (1) Professional Engineer with a minimum of two (2) years demonstrated experience in the City of San Antonio, Texas with the activities normally associated with the work under consideration.
- f. Coordination and assistance with applicable permitting and code requirements, as required.
- g. Coordination and assistance with the bidding of documents, utilizing a variety of project delivery methods.
- h. Periodic field observation/construction phase administration, as required.
- i. The development of professional recommendations and opinions, as required.
- j. Project management, project scheduling, and cost estimating services.
- k. Value Engineering -A multidisciplinary team of subject matter experts studying transportation related projects or processes to determine the most best value methodology and implementation strategy to achieve multi-modal transportation projects, facilities, and services.

2. **Transportation Planning, Construction Management & Engineering Services**

- a. General construction engineering and management of transportation planning civil engineering projects.
- b. Conflict resolution and field engineering.
- c. Review and approval of shop drawings and construction materials.
- d. Contract closeout support, punch list completion verification.
- e. Constructability plan review.

3. **Construction Inspection Services**

- a. Create daily diaries to accurately document all construction activity associated with Transportation Department construction projects.
- b. Weekly measurement and input of quantities into PRIMELink, and review/approve of monthly pay estimates.
- c. Coordination of all construction material testing activities.
- d. Daily inspection of Traffic Control devices.
- e. Review of construction schedule, material submittals, and shop drawings.
- f. Development of punch list and contract time statements.
- g. Inspectors must have knowledge in construction inspection standards of Americans with Disabilities Act (ADA) civil engineering street and drainage projects. This includes the monitoring and documentation of assigned projects.

4. **Traffic Operations Design**

- a. Signing, Pavement Marking, and Channelization - Design and preparation of plans for signing, pavement marking, and channelization should follow The Manual on Uniform Traffic Control Devices for Streets and Highways issued by the FHWA to specify the standards by which traffic signs, road surface markings, and signals are designed, installed, and used.
- b. FHWA Proven Pedestrian Safety Countermeasures such as raised crosswalks, medians with pedestrian refuge, dedicated bike/bus lanes, leading pedestrian signals/rapid flashing beacons, safety signage, 3-D crosswalks, and protected and separated bike lanes.
- c. Illumination - Design and preparation of plans for continuous roadway lighting, safety lighting, underpass lighting, tunnel lighting, and high mast lighting; Integration of [Crime Prevention Through Environmental Design \(CPTED\)](#) methodologies to support safe transportation access in urban, rural and suburban communities.

5. **Bicycle and Pedestrian Facilities**

- a. Utilizing Low Impact Development ([LID-San Antonio River Authority](#)) such as rain gardens, bioretention gardens, bioswales, pervious pavement, green roofs, and rain harvesting.
- b. Active Transportation Planning – Evaluating, planning, and designing systemwide bicycle and/or pedestrian needs and identifying and prioritizing recommendations to develop micro-mobility options to support the integration of alternative mobility options.  
Pedestrian Facility - Design of facilities within the pedestrian circulation path, including but not limited to curb ramps, sidewalks, median refuges, pavement markings, and pedestrian crossings including pedestrian and bicycle shared-use paths.
- c. Bicycle Facilities Design - Design and preparation of plans for dedicated, multi-use and protected bicycle facilities to include bike lanes, buffered bike lanes, separated bike lanes (i.e., cycle tracks, protected bike lanes), and shared use paths. Associated design activities include, but are not limited to, pavement markings, signage/wayfinding, signals, barriers, pavement design, and drainage in accordance with National Association of City Transportation Officials ([NACTO](#)).

6. **Transportation Systems Planning**

- a. Policy Planning – Performance based transportation planning and strategies in accordance with [Joint Planning Rule](#) to meet current or future needs at the local, state, regional, and federal level.
- b. Systems Planning - Development of transportation plans to create complete integrated systems to support the movement of people and goods via multiple modes that consider safety, equity and universal design elements and the integration of sustainable transportation planning practices.
- c. Subarea/Corridor Planning – The planning of multi-modal transportation services, systems, and facilities along corridors and in designated areas (i.e., SA Tomorrow Area Plans) at the local and regional level to integrate and design mobility alternatives to meet specific mobility, land use, sustainability and economic development goals. May include actual infrastructure design and transportation planning as a final product.
- d. Land Planning/Engineering - Planning and engineering in support of assessing the impacts that proposed transportation improvements/alternatives may have on public and private property.
- e. Feasibility Studies - Investigation of programs or specific projects to determine if they are cost effective and meet the department’s desired goals to achieve transportation and mobility improvements and enhancements.
- f. Public Engagement - Comprehensive services in planning, scheduling, coordinating, conducting, documenting, and exhibit preparation for public engagement activities. These public engagement activities include, but are not limited to, meetings with affected property owners, public meetings, public hearings, and stakeholder meetings, as well as developing media packets, maintaining public contact lists, public comment inventories, and associated summary reports. The Public Engagement plan developed by the Consultant(s) should ensure equitable access catering specifically to minority, low-income populations, transit-dependent populations, and others facing transportation disadvantages and accessibility and mobility impairments utilizing the City’s [Equity Atlas](#). The Consultant(s), in consultation with the City’s Communications & Engagement (C&E) SASpeakUP! Team as coordinated through the Transportation Department Public Relations Manager, will also determine the appropriate level and type of engagement needed to capture the feedback and insight of residents, businesses, and visitors, alike. Moreover, the City is seeking the support of seasoned engagement specialists to communicate and have conversations with stakeholders that meet [National Environmental Policy Act \(NEPA\) and Section 106 and the National Historic Preservation Act \(NHPA\)](#) “consultation” requirements, as necessary, to ensure the documentation of community engagement to support the City’s future applications for competitive, discretionary grants under the recently passed 2021 [Infrastructure Investment and Jobs Act \(IIJA\)](#). The Consultant(s) should provide an overview of their proposed Communications & Engagement Strategy and how they will integrate equity into the engagement and document meetings, events, and activities to prepare the City to compete for federal grant opportunities and represent the equity goals of the City.
- g. Geographic Information System (GIS) and Data Analysis - Services in the creation of cartographic products and visualizations, geospatial analysis, management and geoprocessing, data analysis, metadata/documentation, and geospatial database creation, organization, and maintenance. This category includes the production of cartographic elements and data to be used in various reports and presentations. Databases and visualizations produced under this category must be organized in a manner that can be easily utilized and understood.

7. **Conceptual Development**

- a. Traffic Operational Analysis - Development and engineering of computer-based modeling and forecasting to validate and evaluate traffic operations of multi-modal roadway systems to analyze the traffic operations of roadway designs and/or to compare the operations of alternative roadway designs, such as those required for pedestrians.
- b. Route Studies and Schematic Design (Minor Roadways) - preliminary alignment and layout of roadways as described in below roadway design.
- c.

- d. Route Studies and Schematic Design (Major Roadways) - preliminary alignment and layout of roadways as described in below roadway design.

## 8. **Multi-Modal Roadway Design**

- a. Roadway Design - Design of urban roadways that involve repair, resurfacing, rehabilitation, major reconstruction, or substantial capacity improvements through a developed area. Associated activities include utility relocation plans, stormwater permits, maintenance of traffic plans, and traffic engineering applications.
- b. Roadway Design Systems- Development of electronic design tools to simulate mobility, roadway and sustainable transportation solutions for diverse applications to include dock less vehicles, micro-mobility, automobiles, transit and freight systems.
- c. Constructability Review - Providing independent quality review of the plans, specifications, and estimates (PS&E) package to ensure constructability of all roadway and structural elements. This work will include, but is not be limited to: review sequence of work and traffic control plan, roadway and structure plans, temporary and permanent drainage, and storm water pollution prevention plan (SW3P); ensuring compliance with environmental permits, issues and commitments (EPIC); identification of utility conflicts; ensuring accuracy and appropriate use of bid items, quantities, general notes, standard and special specifications, special provisions, contract schedule, and standard sheets; and providing detailed comments in an approved format.
- d. 3-D Design Visualization Services - Preparation of design-level mapping and topographically accurate 3-D visualizations and animations of transportation facilities, roadways for multi-modal infrastructure and plans for use in public presentations, hearings, community meetings, etc. Ensure accessible visualization services.
- e. Traffic Safety Analysis - Development and engineering support of computer-based modeling and forecasting to assist in the evaluation of the safety of multi-modal networks and roadway systems so as to analyze the safety of multi-modal roadway designs and/or to compare the safety of alternative roadway designs systems bearing in mind the FHWA's Proven Safety Countermeasures, which is a collection of countermeasures and strategies effective in reducing roadway fatalities and serious injuries on our local and regional roadways. This category includes crash analyses of historical, expected, and predicted crashes in accordance with National Association of City Transportation Officials (NACTO) and American Association of State Highway and Transportation Officials (AASHTO) Highway Safety Manual (HSM) (AASHTO-HSM) procedures and tools. This category also includes interpreting and analyzing historical crash records, developing predictive safety models, applying predictive crash models to corridor layout, analyzing, and evaluating model performance, researching, and validating supporting data, and analyzing and adjusting models and data for actual conditions and proposed changes. This category also includes producing safety analysis files, reports, and/or data to be presented, published, or summarized bearing in mind the City's Vision Zero goal(s).

## 9. **Traffic Engineering and Operations Studies**

- a. Traffic Engineering Studies - Study of the traffic operations of a roadway and associated activities including preparation of or performance of traffic counts, pedestrian counts, walk scores, transit capacity/ridership, boarding's and alighting's, signal warrants, collision diagrams, High Injury Network (HIN) analysis, and identification of Vulnerable Road Users (VRU); travel time and delay, capacity, and level of service analysis for all modes to include bicycle and pedestrian counts, intersection analysis, signing, and pavement markings and Federal Railroad Administration (FRA) Quiet Zone analysis for supplemental safety measures (SSM).
- b. Traffic Signal Timing - Analysis, development, and implementation of timing for traffic signals utilizing the Highway Safety Improvement Program (HSIP) which is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads with a focus on performance. Associated activities include data collection, intersection analysis, computerized timing programs (development of phase intervals and sequence), and timing implementation. Analysis of the applicability of leading pedestrian intervals (LPI) and pedestrian hybrid beacons, as needed.
- c. Traffic Control Systems Analysis, Design, and Implementation - use of electrical engineering, electronics engineering, computer science and traffic engineering to analyze, design, and implement real-time traffic control and environmental analysis to integrate FHWA proven Pedestrian Safety Countermeasures.
- d. Intelligent Transportation System (ITS) - Conducting ITS planning studies and activities to integrate technology as part of comprehensive transportation studies to support safe access for all modes. Associated activities include the study of transportation systems, identification of ITS applications to mitigate transportation problems, development of short term and long term ITS implementation plans, and assessment of the impact and cost benefit of ITS projects on the transportation system.

## 10. **Fixed Guide Systems & Transit Planning**

- a. Quiet Zone Administration & Maintenance - The Federal Railroad Administration (FRA) provides the requirements necessary to establish Quiet Zones. Oversight, management, and planning for existing and planned railroad segments

that meet FRA for Quiet Zone designation. Management and oversight of crossing safety improvements and other SSM's in accordance with federal requirements to include, but not be limited to crossing closures, one-way conversions, quad gates, medians, signs, and pavement markings. [Railroad-Quiet Zones](#).

- b. Transit and Heavy Rail Studies/Analysis – Performing transit route analysis, plans and studies for the design and integration of multi-modal transit (bus, Bus Rapid Transit (BRT), light rail, heavy rail, paratransit, etc.) to support recommendations for existing and future transit programs to support land use, economic development, sustainability, and equity goals.
- c. Service Planning Analysis - Conduct analysis of transit services based on modal demand and perform needs assessments for fixed-guideway rail and bus services to support and/or complement VIA Metropolitan Transit (VIA) transit plans and development goals; AAMPO regional air quality and transportation goals.

#### 11. Surveying and Mapping

- a. Right of Way Surveys - Performance of on the ground surveys to establish land boundaries, preparation of parcel descriptions and parcel plats, and preparation of right of way maps, zoning changes and other land transactions
- b. Design Survey - Performance of surveys associated with the gathering of survey data for topography, cross-sections, elevations and other related work required for the design a multi-modal transportation project.
- c. Construction Survey - performance of surveys associated with layout and staking of a project for construction.
- d. Mapping - Geospatial data collection and mapping by means of aerial photogrammetry, terrestrial (close-range) photogrammetry, terrestrial LiDAR, mobile LiDAR, airborne LiDAR, and other remote sensing technologies.

#### 12. Engineering Management Services – Transportation Modeling

- a. Traffic Projections – performing complex transportation projections and travel demand modeling. Associated activities under this category include corridor traffic analysis, development of travel demand forecasts, traffic and transit modeling calibration and validation provided by the Metropolitan Planning Organization (MPO), adjusting modeled data for analysis of projected demographic, economic, and land use activities, interpreting actual conditions and land use changes and applying modeled traffic data to corridor layout, analyzing and evaluating model performance and traffic data forecasted for model, researching and validating supporting data, analyzing toll rates and leakage, analyzing legal restrictions, projecting toll revenues, projecting future traffic densities, and adjusting modeled data for actual conditions and land use changes. This category may also include producing reports and/or data to be presented, published, or summarized.

#### 13. Environmental Analysis

- a. Conducting National Environmental Policy Act-level environmental analysis to support federal grant requirements for federally funded transportation facilities, services, and infrastructure for multi-modal projects (pedestrian, auto, bicycle, transit, and freight).
- b. Environmental inspections at construction project sites for Storm Water Pollution Prevention Plan (SW3P), the Environmental Permits Issues and Commitments (EPIC) Sheet, Construction General Permit (CGP), and District Standard Operating Procedures (SOP).

#### 14. Mobility, Resiliency and Sustainability Data Management (Mobility Data Specification), Integration, Analysis, Aggregation, Display and Validation

- a. Curb Management – Design, aggregation, management and facilitation of coordinated suite (enforcement, analytics, procurement, financial model/forecast) of tools, open architecture curb management system to support economic development goals, roadway efficiency and achieve the City's climate goals; Design of payment procedures, built environment enhancements to support a comprehensive curb management system.
- b. Mobility as a Service (MaaS) - Development and design of alternative mobility services to support on-demand delivery for personal, commercial and residential use in relationship to current available public transit services.
- c. Roadway Design Systems - Development of electronic design tools to simulate mobility, roadway and energy efficient transportation solutions for diverse applications to include dock less vehicles, micro-mobility, automobiles, transit and freight systems.
- d. Secure Dashboards (Strategic, Operational, Analytical and Tactical) – The creation, analysis, maintenance and integration of static and dynamic dashboards to support multiple City Departments and data specification needs in the display of data related to key performance indicators (KPI) metrics, asset management, systems deficiencies and conditions necessary to implement and manage various programs. Integration of third-party, data validation and privacy measures to ensure security of City and resident data. Assessing and evaluating readiness for Vehicle to Everything (V2X) technology, identifying cybersecurity and privacy-preserving protocols and system requirements from both a hardware and cloud integration standpoint.

15. **Energy, Infrastructure & Transportation Technology Integration**
  - a. Autonomous Technology/Mobility - Provide expertise, advisory service and solutions related to initiating, planning, deployment, developing and managing autonomous vehicle systems for various City Departments.
  - b. Energy Solutions – Development of plans, studies and projects to support alternative (battery, wind, solar, etc.) energy solutions to achieve City sustainability, resiliency (micro-grids) and technology goals for new and refined sources of energy.
  - c. Infrastructure – Development of infrastructure resiliency strategies, plans and projects to demonstrate and deploy resources to support the integration of multiple City Departments to leverage infrastructure capacity, extend the useful life of facilities and systems (technology) to meet City priorities, workforce development strategies and economic development goals.
  
16. **Transportation Demand Management**
  - a. Demand Management -Transportation Demand Management (TDM) strategies and techniques to identify and manage cost-effective alternatives to driving alone.
  - b. Economic, social and sustainability analysis of commuting and travel trends to model improved efficiencies that increase the throughput of people across corridors city-wide.
  - c. Surveys and analysis of modal shifts because of natural and manmade events that change the commuting patterns and priorities of San Antonians.
  - d. Identification of local, state, and federal tax incentives to support the management and operation of alternative commuting programs (hybrid work schedules, vanpools, carpools, etc.).
  - e. Business initiatives to support local and regional employers supporting increased TDM strategies, to include marketing, outreach, and other resources.
  
17. **Grant Preparation, Compliance, and Monitoring**
  - a. Prepare, manage, and perform quarterly, monthly, or other regular reporting for USDOT Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and other federal, state, and local grant programs to fund multi-modal transportation projects.
  - b. Provide grants administration support to include financial reporting and program reports.
  - c. Develop Competitive Grant Application (s) in support of [2021 Bipartisan Infrastructure Law \(BIL\)](#).
  - d. Develop Performance Outcome Measurements and Validation Tools for grants administration.
  - e. Grant preparation, planning, writing and management for federal, state, and local grants.
  - f. Strategic grant planning to support multi-modal transportation projects and joint developments with housing, sustainability, and infrastructure integration to support economic development goals.
  
18. **Staff Augmentation & Training**
  - a. Provide project managers, planners, engineers, analysts, and inspectors to assist in the management, planning, design, engineering, and construction of capital projects planned or currently underway in design/construction.
  - b. Project managers provided through staff augmentation will be expected to conduct the day-to-day management of projects under only general oversight and guidance by Transportation Department staff.
  
19. **Economic, Financial, Market & Health Impact Analyses**
  - a. Develop fiscal and financial impact assessments of projects to determine feasibility. Perform cost-benefit analysis of transportation plans, studies, and construction projects for multi-modal projects.
  - b. Conduct and prepare federal-level Benefit-Cost Analyses (BCA) for multi-modal projects that support the financial and funding plans for transportation projects.
  - c. Prepare market analysis reports and studies to reflect the economic impact of proposed transportation projects to inform decision-making.
  - d. Develop funding strategies for federal, state, and local funding sources to support short-mid and long-range transportation and mobility plans.
  - e. Develop Health Impact Assessments (HIA) of various transportation alternatives proposed for multi-modal transportation investments.
  - f. Identify and propose federal Joint Development financial analysis for strategic housing and transportation projects and cost-benefit.
  - g. Gap analysis for planned and proposed transportation projects/programs.

**References / Resources:**

The following plans and initiatives may provide additional information on the City and should inform the work carried out in the scope of work:

1. [SA Tomorrow Comprehensive Plan](#)
2. [SA Tomorrow Sustainability Plan](#)
3. [SA Tomorrow Multi-Modal Plan](#)
4. [2012 Bond Plans & Projects](#)
5. [2017 Bond Plans & Projects](#)
6. [2022 Bond Plans & Projects](#)
7. [National Association of City Transportation Officials \(NACTO\)](#)
8. [Federal Highway Administration \(FHWA\)](#)
9. [Federal Transit Administrations \(FTA\)](#)
10. [US Department of Housing and Urban Development](#)
11. [American Association of State Highway & Transportation Officials \(AASHTO\) Guide for the Development of Bicycle Facilities](#)
12. [Texas Department of Transportation \(TxDOT\)](#)
13. [San Antonio Public Works Department](#)
14. [San Antonio Strategic Housing Implementation Plan \(SHIP\)](#)
15. [Public Works Department Streets Infrastructure Maintenance Program \(IMP\) and Transportation Department Bicycle Infrastructure Maintenance Program \(IMP\)](#)
16. [Smart Growth America -Complete Streets of America](#)
17. [Manual of Uniform Traffic Control Devices \(MUTCD\) - Texas](#)
18. [Manual on Uniform Traffic Control Devices for Streets & Highways](#)
19. [Transportation Research Board \(TRB\)](#)
20. [Bipartisan Infrastructure Law](#)
21. [Environmental Protection Agency](#)
22. [Unified Development Code \(UDC\)](#)
23. [Vision Zero](#)

### III. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this project:

<b>Pre-Submittal Conference:</b>	<b>April 12, 2023, at 2:00 p.m. CT</b>
<b>Deadline for Submission of Written Questions:</b>	<b>April 19, 2023, at 4:00 p.m. CT</b>
<b>Responses Due:</b>	<b>May 15, 2023, at 10:00 a.m. CT</b>
<b>Interviews, if necessary</b>	<b>June 2023</b>
<b>Anticipated City Council Consideration</b>	<b>August 10, 2023</b>

### IV. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference is scheduled for **April 12, 2023 at 2:00 p.m. CT** via WebEx meeting. Respondents may join the WebEx using the following instructions:

**Join by phone:** 1-415-655-0001

**Meeting number (access code):** 2464 028 7857

**Meeting password:** FFqANPy6Y56

**Meeting Link:** <https://sanantonio.webex.com/sanantonio/j.php?MTID=m86b930c10305be56c74a68c90f703a31>

Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents who join the WebEx Pre-Submittal Conference will be required to sign into the meeting using a QR code provided only during the meeting. This will confirm Respondent’s attendance and participation for the Pre-Submittal meeting through WebEx.

Respondents are encouraged to submit written questions concerning this RFQ through the CivCast portal 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, if any, 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 proposals received in response to this RFQ. City will appoint a selection committee to perform the evaluation of the received proposals. Each proposal received by City shall be analyzed to determine overall responsiveness and qualifications to the RFQ. The selection committee may select Respondents who are judged to be reasonably qualified for interviews, depending on whether further information is needed. Interviews are not an opportunity to change a submission. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. City may also request information from Respondents at any time prior to final approval of a selected Respondent deemed reasonably qualified for award. Final approval of a selected Respondent is subject to the action of the San Antonio City Council.

Respondent's proposal shall include the following items included in the Submittal Checklist & Table of Contents (**Form 1**) 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 "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.
3. **CONTRACT TEMPLATE AND GENERAL CONDITIONS REVIEW (Indexed and labeled as "Tab 3")** – Respondent shall review the Contract Template and General Conditions, provided hereto and made a part hereof and labeled as **Exhibit A & Exhibit B** and provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City's General Conditions, in Respondent's submitted proposal under "**Tab 3**".
4. **LETTERS OF REFERENCE (Indexed and labeled as "Tab 4")** – Respondent shall provide a maximum of five (5) letters of reference. Letters of reference provided by local clients are preferred but not required.
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.

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 (45 Points)**

Respondent shall respond to the following items, as they relate to Scope of Work:

1. **Experience (Indexed and Labeled as "Tab 5")** – City shall consider the relevance of past experience of Respondent. Respondent shall provide a narrative, no more than 6 pages, describing the Respondent's qualifications, as they relate to the referenced scope of services in this solicitation. **Special attention should be given to experience of similar size and complexity as reflected in the scope of work.**

**2. Project Sheets (Indexed and Labeled as “Tab 6”)** – Respondent’s proposal shall include no more than eight (8) project sheets, which shall describe similar projects, reflecting the scope of services in this solicitation, Respondents have completed within the last five (5) 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, including proposed team’s involvement in, the cited project;
4. Project Manager;
5. Engineer
6. Planner
7. GIS Technicians
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 & Title: \_\_\_\_\_
  - 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 task categories for this Contract.

Label assignments as:

- a. Principal/Partner
- b. Project Manager
- c. Senior Project Engineer/Architect
- d. Project Engineer/Architect
- e. List other proposed team positions as applicable
- f. Sub-Consultants (for any services deemed necessary to fulfill the duties of this contract)

**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. The 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

**5. Experience with Green and Sustainability Practices (Indexed and Labeled as “Tab 9”)**

Respondent shall limit its response to the following items no more than 4 pages,

- a. Describe Respondent’s experience in design of infrastructure with green and sustainable practices.
- b. Provide a list of all Green certifications/accreditations held by Respondent’s team members- e.g. LEED Accredited professionals or specialized trainings and certifications.

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

Respondent shall limit its response to the following items to no more than 4 pages:

- a. Describe Respondent’s understanding of the primary objectives of the Project.

- b. Describe the constraints and technical challenges related to the scope of services outlined in this RFQ, Respondent foresees and Respondent's approach to addressing these.

**2. Proposed Management Plan (Indexed and Labeled as "Tab 11")**

Respondent shall limit its response to the following items to no more than 6 pages:

- a. Describe Respondent's project management approach and team organization, for the provision of the services outlined in this solicitation.
- b. Describe Respondent's Quality Control/Quality Assurance process, approach, and capabilities to maintain quality control of all documents and Project.
- c. Describe Respondent's approach to managing the quality of Sub-consultants.
- d. Describe Respondent's ability to coordinate work with all Project stakeholders.
- e. Describe Respondent's approach to assuring timely completion of Project, including methods for schedule recovery, if necessary.
- f. The City has implemented Ready to Work which is an education and job placement program. Respondents can learn more about this initiative at Ready to Work ([www.sanantonio.gov](http://www.sanantonio.gov)) whose goal is to connect residents to career opportunities. Describe how Respondent can leverage this initiative in their training and hiring practices.

**3. Commitment to Green and Sustainability Initiatives, Practices, and Implementation (Indexed and Labeled as "Tab 12")**

Respondent shall limit its response to the following items to no more than 3 pages):

- a. Describe Respondent's commitment to Green and Sustainability initiatives and practices and how these initiatives and practices will be incorporated into this Project.

**C. Experience with the San Antonio Region & Past Performance (20 points) (Indexed and Labeled as "Tab 13")**

The City is interested in evaluating Respondent's team (including Sub-consultants(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, no more than 4 pages for Sub-consultants(s) response, if applicable, briefly describe Respondent's team experience in the areas listed below, referencing projects relating to that experience. (Note: Respondent may reference projects included in the project sheets under **Criteria A** above, but no additional project sheets shall be provided for this criterion, as the response shall be in narrative form.)

- a. Design costs and practices.
- b. Environmental conditions and constraints.
- c. Involvement in project development as it relates to public awareness in the project's local area.
- d. Respondent's experience with private and public utilities.
- e. Site development practices.
- f. Building code requirements.
- g. Municipality Design Guidelines.

More than one (1) project may be referenced per page, and projects should be discussed in reverse chronological order. (Note: You may reference projects by project name included in the project sheets under **Criteria A** above or include other projects, but no additional project sheets shall be provided for this criterion, as the response shall be in narrative form.) If you are referencing a project that is not included in the project sheet section, please include the following information:

- a. Project name and description of scope.
- b. Respondent's project role and work performed.
- c. Names of Respondent's team members who worked on the project, if applicable.
- d. The contact information of the project's owner or representative (if different) including name, email, and phone number.

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 Sub-consultants.
- f. Compliance with City standards.
- g. Conformance to City budget requirements.

Below is the Evaluation Criteria Summary:

Evaluation Criteria Summary	Maximum Points
<b>A. Experience, Background, Qualifications of Respondent, Key Personnel, and Key Sub-Consultants</b>	<b>45</b>
<b>B. Understanding of the Project and Proposed Management Plan</b>	<b>35</b>
<b>C. Experience with the San Antonio Region &amp; Past Performance</b>	<b>20</b>
<b>Total Maximum</b>	<b>100 Points</b>

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. Respondent is required to enter the Texas Secretary of State Filing Number and the System of Award Management (SAMS) DUNS and/or CAGE number.
2. **CONTRACTS DISCLOSURE FORM (Form #3)** – Respondent shall complete the form online at: <https://webapp1.sanantonio.gov/ContractsDisclosure/>, print a copy of the completed form and include in the packet of required forms. If Respondent is proposing as a team or joint venture, each party to that team or joint venture shall complete and submit a separate Contracts Disclosure Form.
3. **LITIGATION DISCLOSURE FORM (Form #4)** – Respondent shall complete a Litigation Disclosure Form, utilizing additional pages for explanation, if necessary, and submit the completed form. If Respondent is proposing as a team or joint venture, each party to that team or joint venture shall complete and submit a separate Litigation Disclosure Form with its proposal.
4. **SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (Exhibit C & Form #5)** – Respondent shall submit a completed and signed Subcontractor/Supplier Utilization Commitment Form indicating Respondent’s firm commitment to satisfy the established (19%) subcontracting goal to a Minority/Women Business Enterprise (M/WBE) for this solicitation. If Respondent believes they cannot meet the subcontracting goal, Respondent must also submit a Waiver Request Form as part of the required forms. 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** – The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Chapter 46 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity:

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm).

**Print your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert “City of San Antonio”. Where requested to provide the contract number, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234).**

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the “Business entity”.)

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

“Intermediary,” for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person’s participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

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. If applicable, 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 via CivCast at <https://www.civcastusa.com/bids>. Online submission services will open for submitting proposals on **March 27, 2023** and close on **May 15, 2023 at 10:00 a.m. CT**. Follow submittal instructions on <https://www.civcastusa.com/>. **Hard copies and proposals sent by facsimile or email will not be accepted.**

Please adhere to the following criteria:

- Pages equal front only
- 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 no 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 Proposal.

Respondent must comply with the Restrictions on Communication section of this RFQ and shall not provide full or partial copies of its submittal to City officials or City employees, as defined by that section. Failure to submit a submittal in accordance with the prescribed process will result in Respondent's submittal being disqualified from consideration.

## **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 proposal. If Respondent does not have access to the Internet, Respondent shall notify City, in accordance with **Section VIII**, Restrictions on Communication, that 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 – shall be made by City only in writing.

## **VIII. RESTRICTION 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 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.

Exceptions to the Restrictions on Communication with City employees include:

1. Respondents may ask verbal questions concerning this RFQ at the 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 p.m., Central Time, on **April 19, 2023**. Questions received after the stated deadline will not be answered.
3. A Respondent that has an ongoing business relationship with the City may communicate with City employees to the extent necessary to perform the Respondent's duties and obligations related to that business relationship.
4. Questions submitted and the City's responses will be posted with this solicitation.

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) 207-3922 or by e-mail at [SBEDAdocs@sanantonio.gov](mailto:SBEDAdocs@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.

Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. The Staff Contact Person may request clarification to assist in evaluating Respondent's proposal. Such additional information must be provided within two (2) business days from City's request. During interviews, if any, verbal questions and explanations will be permitted. The City reserves the right to exclude any persons from interviews as it deems in its best interests.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council agenda date, and a review of the solicitation process.

City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations, initiated by City staff persons, shall not be considered a violation by Respondent of this section.

## **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 proposal 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 proposal 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 proposals or reject any or all proposals received in response to this RFQ and to waive informalities and irregularities in any proposal 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. **State of Texas Conflict of Interest Questionnaire (Form CIQ).** 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 Form CIQ with the City Clerk if those persons meet the requirements under §176.006(a) of the statute.

By law this questionnaire must be filed with the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

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

In addition, please complete the City's Addendum to Form CIQ (Form CIQ-A) and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together by mail to the Office of the City Clerk. Please mail to:

**Office of the City Clerk,  
P.O. Box 839966,  
San Antonio, TX 78283-3966**

Do not include these forms with your sealed bid. The procurement staff will not deliver the forms to the City Clerk for you. Respondent shall consult its own legal advisor if it has any questions regarding the statute, Form CIQ 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. City reserves the right to verify any and all information submitted by Respondents at any time during the solicitation/evaluation process.
- N. Final approval of a selected firm(s) is subject to the action of the San Antonio City Council.
- O. City reserves the right to contact any Respondent to negotiate a contract if such action is deemed desirable by City.
- P. **TEXAS GOVERNMENT CODE §2270.002:**

State Prohibitions on Contracts:

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association whose securities are publicly traded, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations. that exists to make a profit.

**Q. TEXAS GOVERNMENT CODE §2271**

**Prohibition on Contracts with Companies Boycotting Israel.**

Texas Government Code §2271.002 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.

"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.

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 found to be false, City may terminate the contract for material breach.

**R. TEXAS GOVERNMENT CODE §2274**

**Prohibition on Contracts with Companies Boycotting Certain Energy Companies.**

Texas Government Code §2274 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 energy companies; and (2) will not boycott energy companies during the term of the contract.

"Boycott energy company" means, without an ordinary business purpose, 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 with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described in (A).

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

**S. TEXAS GOVERNMENT CODE §2274**

**Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.**

Texas Government Code §2274 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 have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

**T. 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.

**U. 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.