



ADDENDUM NO. I

SUBJECT: Request for Qualifications – 2024 Sidewalk Condition Assessment

RFQ#: 2024-032

FROM: Jonathan Miranda, Procurement Administrator

DATE: December 22, 2023

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I – TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS

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

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

GENERAL INFORMATION:

1. Pre-Submittal Conference Presentation is attached
2. Pre-Submittal Conference Sign-In Sheet is attached

QUESTIONS SUBMITTED ON CIVCAST IN ACCORDANCE WITH SECTION VIII, RESTRICTION OF COMMUNICATIONS:

- Question 1: The RFQ requires an initial dataset assessment between 5 and 10 miles in at least 5 different districts to be reviewed by the City. How long would the City take to review such sample and provide feedback?
Response: The RFQ does have an initial review of data to ensure the proper features and parameters are being collected and processed. This is typical and industry standard of assessment activities. The assessment review can be completed in under 2-weeks by city staff.
- Question 2: Horizontal discontinuity: are surface distortions or potholes examples of horizontal discontinuities?
Response: Not particularly, but it is likely the best common analogy. A common horizontal discontinuity would be an elongated and separated crack that leaves a void or gap that has no surface. San Antonio is infamous for the expansive soil that leaves large gaps in soil and pavement breaks.

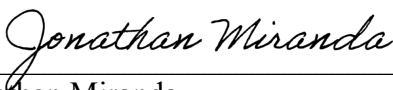
- Question 3: Cross slope score: on how many locations per segment would the vendor need to measure cross slope?
Response: The vendor will propose a methodology for evaluating the slope, and the slope "score". Our only interest is that the score should be a reasonable indication of the segment. For example, a typical 250-ft half block, evaluated at 10 points (25 ft intervals) along the block and averaged would be a reasonable proposal. 50 or 75-ft intervals would likely not be considered reasonable.
- Question 4: If a segment has no ramps, running slopes would not be required, correct? If we were to break long segments into half blocks segments, some of those could definitely have ramps.
Response: The running slope characteristic is limited to departure from ramps, and since not all segments will have ramps this will in some instances be a null value. This is just one component of the overall score; the likely default value would be presumed to be "1.0" and unaffected the overall score.
- Question 5: For the 'initial' dataset of 5-10 miles, is that 5-10 miles in each of the 5 districts, or a total of 5-10 miles in all 5 districts combined? a. Please clarify what the City intends the budget for the project to be (i.e., negotiated fee, construction cost, etc.)
Response: The intention is to gather an initial dataset in a variety of environments (hence the 5 district); but 5-10 miles total of initial data is presumed to be sufficient to evaluate the data. See question #1.
- Question 6: Regarding page 5 (permits), will the City assist with required permits and procedures?
Response: We will provide information and access; the vendor will have to apply for any no-fee Right of Way permits if a lane is to be occupied. We will assist with the ROW section to coordinate any area permits.
- Question 7: The files seem to be labeled incorrectly, so Form 5 -SBEDA Utilization Commitment Form is not one of the docs to download.
Response: Files have been reloaded.
- Question 8: Missing Exhibit A and Documents are miss labeled.
Response: Please see question #7.
- Question 9: Can a breakdown be provided for each phase identifying the lane miles by either class or number of lanes?
Response: Shape files will be available upon negotiations with the selected firm.
- Question 10: Can you clarify whether we're permitted 3 or 5 project sheets? The RFP lists 3, but the Prebid presentation lists 5.
Response: Page 8, the solicitation states there are "maximum of three (3) project sheets". This is the correct amount firms must follow. Presentation has been corrected.
- Question 11: Does the City have shapefiles or a .csv database for the entire sidewalk network that they can share? Can those be made available now to assist with developing an accurate collection plan to submit in the proposal?
Response: Please see question #9.
- Question 12: Can the Vendor make the data available via a web interface instead of delivering hard drives, with the option to deliver on hard drives if needed?
Response: If the information can be readily downloaded from the web location in a useable and proper format, this is sufficient.
- Question 13: Can the City provide a sample geo-database with their attributes and naming conventions at this time?
Response: Please see question #9.

- Question 14: Are certain vehicles such as ATV's, golf carts, or e-scooters acceptable and legal to use as data collection equipment on the sidewalks? If so, are there any specification limitations or requirements?
Response: The device should fit on the sidewalk, not cause damage to the sidewalk or surrounding property, must be operated in a safe manner, and be courteous to pedestrians.
- Question 15: Is there an enterprise GIS software that the City uses and prefers?
Response: COSA uses ESRI Arc Map and related software.
- Question 16: Is it the City's intent on having the vendor collect the entire sidewalk network for Phases 1, 2 and 3 (approximately 5,340 miles) in the initial 1-year contract? Or would Phase 1 be collected in Year 1, Phase 2 in Year 2, etc.?
Response: We assess that the current funded value (\$500K) will only pay for Phase I. The contract is written so that options can be exercised for Phase II and III, which we have programmed for subsequent fiscal years but may also be funded if there are program savings available later in the fiscal year.
- Question 17: The SOW Requirements section references an existing Linear Shapefile of existing Sidewalks. Will the City provide the referenced Shapefile for review prior to the proposal submission deadline?
Response: Please see question #9.
- Question 18: Does the City have an existing inventory or geographic dataset of known curb ramp locations?
Response: We do have limited point data for ramp locations. It is largely incomplete.
- Question 19: Does the City own/maintain any sidewalks residing within railroad property or ROW aside from at-grade crossings?
Response: There are several sidewalks that cross railroad ROW. Most terminate at the railroad ROW line due to the difficulty of coordinating infrastructure with the railroads.
- Question 20: Does the City own/maintain any sidewalks included in this project that are only accessible via pedestrian access (e.g. – pedestrian overpass, underpass, stairway, etc.)?
Response: There are several pedestrian overpasses/underpasses (inaccessible to vehicles), but the overwhelming majority are adjacent to roads. Due to the limited nature of these features, manual methods could be employed as an exception.
- Question 21: Will the City please confirm the forms and exhibits are accurately named/uploaded? All of the forms and exhibits seem to be mis-labeled.
Response: Please see question #7.
- Question 22: What precision is needed on the horizontal displacement, vertical displacement, running slope, and cross slope measurements?
Response: The ADA refers to a 0.25-in sharp discontinuity as an obstruction, and a 0.5-in angled discontinuity as an obstruction; so to capture this data the survey must therefore be able to detect a 0.25-in sharp discontinuity.
- Question 23: Is the City requiring (or preferring) an on-sidewalk manual measurement or remote measurement using LiDAR?
Response: COSA is interested in a condition score based on physical conditions. We have no preference as to the methodology as long as the result can be traced back to actual physical and measurable conditions.
- Question 24: Does the City have restrictions regarding use of bicycles, golf-carts, segways, etc. on sidewalks within the City for data collection? This restriction could be to all City sidewalks or only certain areas (such as the Central Business District).
Response: Please see question #14.

- Question 25: Of the required forms, which ones are required from subcontractors in addition to the prime contractor (CIQ, CIQ-A, 1295, all other required forms, etc.)?
Response: Completed Contract Disclosure Form and Litigation Disclosure Forms are required for both prime and subconsultant(s).
- Question 26: Can the City provide links to the specific DOJ and PROWAG standards required to ensure we incorporate the exact standards the City intends?
Response: Federal ADA and PROWAG standards are commonly available, and are expected to be familiar to the vendor.
- Question 27: Will the City accept multiple inspection methods from a single respondent? Certain methods may be more conducive to certain areas of the city based on sidewalk age, density, or heavy use of pedestrians.
Response: See question #23, the means and methods are up to the vendor's discretion, and multiple means based on conditions would likely be considered a stronger proposal.
- Question 28: On page 9 of the RFP, under item 8 of subsection 2 of Section A (Experience, Background, Qualifications, etc.), "Representative's Phone Number" is listed twice. Please clarify if this is a typo or if the City is requesting something specific with the repetition.
Response: Disregard second request for "Representative's Phone Number" under Section V., subsection A.2.
- Question 29: Does San Antonio have any terrestrial LiDAR scans of its roadway network? If so, of what quality?
Response: COSA does have terrestrial LiDAR of the roadway, but these were taken at the center of the roads and yield little useable information about the sidewalks.
- Question 30: Can you describe San Antonio's current ROW asset management system? Is it a homegrown system or a contracted product?
Response: COSA has an Asset Management section, which is presently attempting to understand and program projects to meet specified system goals. We use GIS and are transitioning to Cartegraph. This data set will greatly expand the ability to program projects to address system deficiencies.
- Question 31: When did the City last collect sidewalk and/or pedestrian infrastructure asset data, even if not comprehensively? Will this prior data be available to the selected vendor?
Response: The city contracted in 2015 a system-wide survey of existing sidewalks, from which was generated the existing segment data for sidewalks that exist or do not exist. No attributes were collected at that time. Subsequently, COSA used in-house and intern labor to collect sidewalk point distresses; but that data was not necessarily consistent and does not translate well into a condition score.
- Question 32: Should the required DBE vendor be a local vendor as well?
Response: Requirement for this RFQ is SBEDA is 15% subcontracting goal. This RFQ does not require DBE Forms.
- Question 33: What pedestrian infrastructure assets need to be surveyed? We understand the assets listed in listed in the RFP are Sidewalks Curb Ramps Obstructions (utility cabinets, poles, hydrants, etc.) Optional: Curbs Retaining walls Driveway approaches Are there any other additional assets that require collection? Will bonus consideration be given to firms that can extract a broader array of assets? Such as: Bus stops Crosswalks Pedestrian signals Bike facilities Traffic signs/signposts
Response: Following the selection of a vendor, we will enter into negotiations on pricing. There will be a per mile rate for the minimum criteria that the city has committed to pay; negotiations will determine if the vendor can offer a fair and reasonable price or not (if negotiations are not successful the city will proceed to the next selectee). Depending on the pricing and funds availability, the city may Additionally elect to pay for additional feature data that the vendor may be able to collect (some examples are listed in the RFP, but this is not an exclusive list). The decision to select and pay for additional data will be based on the relative value of the data with respect to its price, and the funds availability. The availability of additional feature data (at a cost) can make the proposal more robust; but is not required.

- Question 34: Does the City require Continuous Running Slope and Cross Slope measurements, or will discrete measurements at a reasonable interval be sufficient?
- Response: See question #3, the output of this will be a representative subscore--so the only interest is that the sample rate is sufficient to characterize the segment. It is presumed that there will be a sampling interval.
- Question 35: How does the City intend to maintain this sidewalk inventory after compilation? Does the city anticipate developing a workflow to maintain the sidewalk asset inventory?
- Response: The city will program projects to address the sidewalks that have the largest impact on pedestrian traffic and mitigate the most severe obstacles. After those projects are completed, the scores will be updated. A degradation curve may be applied to simulate deterioration.
- Question 36: Outside of ADA and PROWAG, what standards should the vendor leverage when assessing compliance?
- Response: The city has attempted to promote a "walkability" standard to make repairs of the most severe obstacles; but has not defined this standard.
- Question 37: Does San Antonio anticipate this sidewalk inventory to be used by other teams and departments across the City? If so, where in its response should a respondent describe how their approach fosters and facilitates cross-departmental and cross-jurisdictional collaboration?
- Response: Assessing the condition of infrastructure is a significant step in planning and restoring the same, and the city is aware of the subsequent effects of this assessment. Please focus your efforts on the task described in the RFQ.

END OF ADDENDUM No. 1



Jonathan Miranda
Procurement Administrator
Finance Department – Procurement Division

2024 SIDEWALK CONDITION ASSESSMENT RFQ: 2024-032

PreSubmittal Meeting 11/29/23

	<u>Name</u>	<u>Firm</u>	<u>Phone Number</u>	<u>Email</u>
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2	Amy Garza	AG3 Group, LLC	210-640-1846	agarza@ag3-group.com
3	Ayda Gonzalez	AG3 Group, LLC	5127859856	agonzalez@ag3-group.com
4	Reuben Williams	Applied Research Associates, Inc.	512-579-7644	rrwilliams@ara.com
5	Behdad Zahrooni	Baeza Engineering	2106877603	Behdad@baezaengineering.com
6	Salvador Baeza, PE	Baeza Engineering, PLLC	2103841060	sal@baezaengineering.com
7	John Jaeger	Binkley & Barfield	713-869-3433	1710 Seamist Drive, Houston, TX
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10	Suman Shrestha	Binkley and Barfield	2104885335	Sshrestha@binkleybarfield.com
11	Kenneth Taylor	Binkley and Barfield DCCM	6784854246	ktaylor@binkleybarfield.com
12	Jonah Mackay	Citian	2022217813	jonah@citiansolutions.com
13	Michael Glassman	Citian Solutions	202-938-0273	Mglassman@citiansolutions.com
14	Japan Shah	City of San Antonio	210-207-2680	Japan.Shah@sanantonio.gov
15	Steve Henze	Cole & Associates	6366998283	Shenze@colestl.com
16	Kalei Riggs	Cole Design Group, Inc.	3142219670	klriggs@colestl.com
17	Adrian Pena	CoSA	210-207-0634	Adrian.pena@sanantonio.gov
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19	Patrick Murphy	Cude Engineers	210-681-2951	Wmurphy@cudeengineers.com
20	Erin Saucedo	Cude Engineers	2106812951	Marketing@cudeengineers.com
21	Daniel Behnke	Data Transfer Solutions (DTS)	407.375.3049	Daniel.Behnke@dtsgis.com
22	Sean Rice	DeepWalk ADA Solutions	7738607423	srice@deepwalkresearch.com
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29	Amanda Jonas	Halff	3613361353	ajonas@halff.com
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34	Chuck	IDCUS	2107327328	Chucks@idcus.com
35	Christina Morante	IDCUS Inc.	210-452-6670	christinam@idcus.com
		IMS Infrastructure Management		
36	Jim Tourek	Services	480.462.4030	jtourek@imsanalysis.com
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38	Brian Shamburger	Kimley-Horn	817-339-2245	brian.shamburger@kimley-horn.com
39	Stephen Aniol	Kimley-Horn	210.321.3404	stephen.aniol@kimley-horn.com
40	Michael Erlund	LEE Engineering	210-395-2824	merlund@lee-eng.com
41	Sam Skog	Mandli Communications, Inc.	6083205029	sskog@mandli.com
42	Chris Martin	Matrix Design Group	7262166670	chris.martin@matrixdesigngroup.com
43	Nathan Kebede	Michael Baker International	7135050150	nkebede@mbakerintl.com
44	Kent Power	RHSI (R.H. Shackelford, Inc.)	210.889.8143	kpower@rhsitx.com
45	Bart Williamson	Roadway Asset Services	2108375249	Bwilliamson@roadwayassetservices.com
46	Kayma Williamson	Roadway Asset Services, LLC	2105197876	Kwilliamson@roadwayassetservices.com
47	Maria Regunaga	StreetScan	514-432-5942	maria.regunaga@streetscan.com
48	Seth Adams	WGI	9728398640	Seth.adams@wginc.com

2024 Sidewalk Condition Assessment
Request for Qualifications Pre-Submittal Meeting
RFQ#: 2024-032



Wednesday, November 29, 2023



Sign-In Instructions



Everyone attending today's Pre-Submittal must scan the QR Code with your phone/tablet or type the URL on your laptop/desktop computer and complete the Sign-In Form.

This will confirm your attendance for today's meeting. If you do not complete the form, your name will not be added to the sign in sheet. The sign-in form will not be available after the meeting.



Sign-In Form:

<https://forms.office.com/g/bZVtsSSVaa?origin=IprLink>

Introductions



City Staff Only:

We will begin with the introductions of city staff attending today's pre-submittal meeting.



Solicitation Background

The City of San Antonio (City), Public Works Department (Public Works) is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from qualified consultant firms (Respondents) interested in providing professional condition assessment collection and survey service, data processing and analysis necessary to produce the first sidewalk condition assessment for the city of San Antonio.



Scope of Work

The sidewalk condition assessment is broken down into three (3) phases, of which the city of San Antonio Public Works Department intends to fund the first phase, provided the scope and fee is acceptable. Follow on phases may be awarded based on the funds available and the utility and format of the data collected.

The sidewalks will be evaluated in “half-block” segments. A block will be determined as a typical block length in the downtown area. For long blocks, segments will be created within that long block that roughly correspond to the typical “half-block” length. The vendor will finalize this half-block length, and segmentize the provided linear shapefile.

The city Public Works Department has a database of existing and non-existing sidewalks. The linear miles of assessment are based on this. It is possible or likely that there are additional linear miles of sidewalk that were added per phase that were not added to this database.

Detailed Scope of Services

- Minimum Expectations for Data features:
- For the sidewalk segments, the vendor will evaluate and provide data as part of the mandatory requirements subcomponent scores corresponding to the related feature, and point values related to obstructions, and a final overall “segment condition score”. For each sub-score, there will be a specified methodology/criteria; which the vendor will describe. The required sub scores and point data are listed below:
 - 1. Cross-slope sub-score per segment
 - 2. Vertical Discontinuity sub-score per segment
 - 3. Horizontal Discontinuity sub-score per segment
 - 4. Running slope violations per segment, only related to ramp conditions
 - 5. Geolocated Point data on obstructions (utility cabinets, poles, hydrants, etc.)
 - 6. Geolocated Point data for location of existing curb ramps
 - a. Attribute information for existence of Truncated Dome Panel associated with the curb ramp will be Collected
 - 7. Total segment condition score, algorithm may be proposed by the vendor
 - 8. “Raw” image data catalogued / organized with some type of geographic interface
 - 9. Digital data output in geodatabase format, compatible with the GIS system of record.
 -
- In addition, additive items for cost may be proposed; and can be (non-inclusive list):
 - 1. Curb existence/location
 - 2. Curb vertical data
 - 3. Retaining wall existence/location
 - 4. Driveway approach location
 - 5. Driveway approach width

FY24 COSA Sidewalk Condition Assessment



**Economic Development Department,
Small Business Office**

SBEDA Eligibility & SAePS Registration

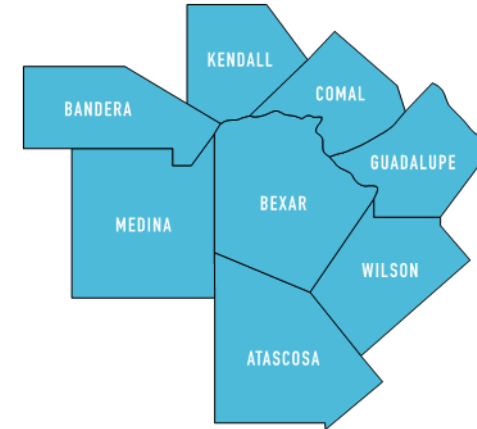
Doing Business with the City

SBEDA Eligibility



Certified by the SCTRCA as a Small Business Enterprise (SBE)

Note: Other certifications such as MBE, WBE or AABE may be needed to fulfill other SBEDA requirements or obtain certain SBEDA incentives



HQ or a Significant Business Presence in SAMSA

Significant business presence requires a firm to have an office in the SAMSA for 1 year and 20% of the firm's employees must work out of that SAMSA office



Register Your Business with the City

- To register, please follow the link:
www.sanantonio.gov/purchasing/saeps.aspx
 - Once registered, the SAePS System will state online if your firm is SBEDA eligible or not
 - Prime awardees must be registered in the Central Vendor Registry; however, the City encourages all vendors to register in SAePS
 - SAePS is a great way to market your business and learn about upcoming solicitation opportunities
-

Subcontracting Program

SBEDA Tools

SBEDA Tools



Subcontracting Program

For a Prime Contractor or Subcontractor to count toward a City required subcontracting goal(s), the Prime Contractor or Subcontractor must be SBEDA eligible and have the same certification(s) as the City required goal(s)

Note that self performance by the Prime Contractor is allowed

Goal Type	Percentage
M/WBE	15%



Subcontracting Program Important Notes



- Self-Performance of subcontracting goals by the Prime respondent **IS ALLOWED** for this solicitation
- Not meeting the subcontracting goals at the time bids are due will deem a bid non responsive
- The City of San Antonio has a vendor search function to find SBEDA eligible S/M/WBEs. Please visit the COSA vendor Listing to view or to download a listing of SBEDA eligible vendors registered with the City
www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx
- ASSISTANCE IS AVAILABLE FOR COMPLETING THE UTILIZATION PLAN

Commitment Form and Waiver Request

SBEDA Forms

Commitment Form



City of San Antonio Subcontractor/Supplier Utilization Commitment Form

Please consult the [Central Vendor Registry](#) for a complete list of SBEDA-eligible contractors.

Solicitation Name: *FY24 COSA Sidewalk Condition Assessment*

Respondent Name:

Please acknowledge the statements below by initialing the box:

- In responding to this solicitation, I hereby affirm my firm's commitment to meet the subcontracting requirement(s) indicated in the solicitation.
- I understand that a Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal of fifteen percent (15%) applies to this solicitation.
- I understand that for a Prime or Sub-consultant/contractor to count toward the City required subcontracting goal(s), the Prime or Sub-consultant/contractor must be SBEDA eligible and have the same certification(s) as the City required goal(s). Self-Performance by S/M/WBE Prime respondents does count towards the subcontracting goal(s).
- I understand that to be SBEDA eligible, a Prime or Sub-consultant/contractor must be certified as a Small Business Enterprise (SBE) through the South Central Texas Regional Certification Agency (www.sctrca.org) AND they must be headquartered or have a significant business presence in the San Antonio Metropolitan Statistical Area.
- I understand that failure to include a completed, signed copy of this Commitment Form to acknowledge the subcontracting goal(s) for this solicitation will render this response NON-RESPONSIVE.
- I understand my firm is required to submit a Change to Utilization Plan to the CITY on a quarterly basis based on the SBO's job order, on-call, and/or indefinite delivery contracts reporting schedule resulting from this solicitation (except for the last quarter of this contract term, which my firm shall submit for each accepted task order).
- I understand in the event my firm fails to comply with the requirements of this Commitment Form, as required by the SBO, the failure of firm to comply with the requirements of this Commitment Form may result in the imposition of a Commercially Useful Penalty and/or sanctions available under any other law.

Please acknowledge the statements by initialing each box

Prime Contractor's Authorized Agent:

Name:

Sign and Date:

Version 5/1/2018

- See subcontracting requirements of M/WBE 15%
- A Commitment Form should be completed and submitted at the time bids are due
- Prime Contractor will identify Subcontractors/Suppliers after the contract has been awarded
- Evaluation preference points (if applied) will be awarded based on SBEDA-eligibility and certifications

Post-Award Waiver Request



Post-Award Vendor Subcontracting Wavier Request Form

Contract Title:	<input type="text"/>		
Contract #:	<input type="text"/>	Contact #:	<input type="text"/>
Prime Contractor:	<input type="text"/>	Contact Email:	<input type="text"/>
Contact Person:	<input type="text"/>	Date:	<input type="text"/>

The purpose of this wavier is to address the good faith efforts made in meeting the required subcontracting goal(s) for this project. The Prime contractor should submit or has submitted a change to Utilization Plan with this waiver request.

1. Describe the rational for your waiver request for not meeting the subcontracting goal(s) applied to this project.

Check the box(s) that best explain why the subcontracting goal(s) applied were not met.

- The city issued a change order that limited subcontracting opportunities or required expedited completion of the scope of work causing the subcontracting goal(s) to not be met.
- A S/M/WBE to be utilized lost certification and could not be replaced with another S/M/WBE who could perform the scope of work.
- There were other issue(s) that resulted in the subcontracting goal(s) not being met.

Please provide further detail for the checked box(s) above.

- Once awarded, if a Prime Contractor can not meet a committed goal, a Waiver Request should be submitted for consideration and approval by the Small Business Office
- For more details see this link: <https://www.sanantonio.gov/SBO/Form>

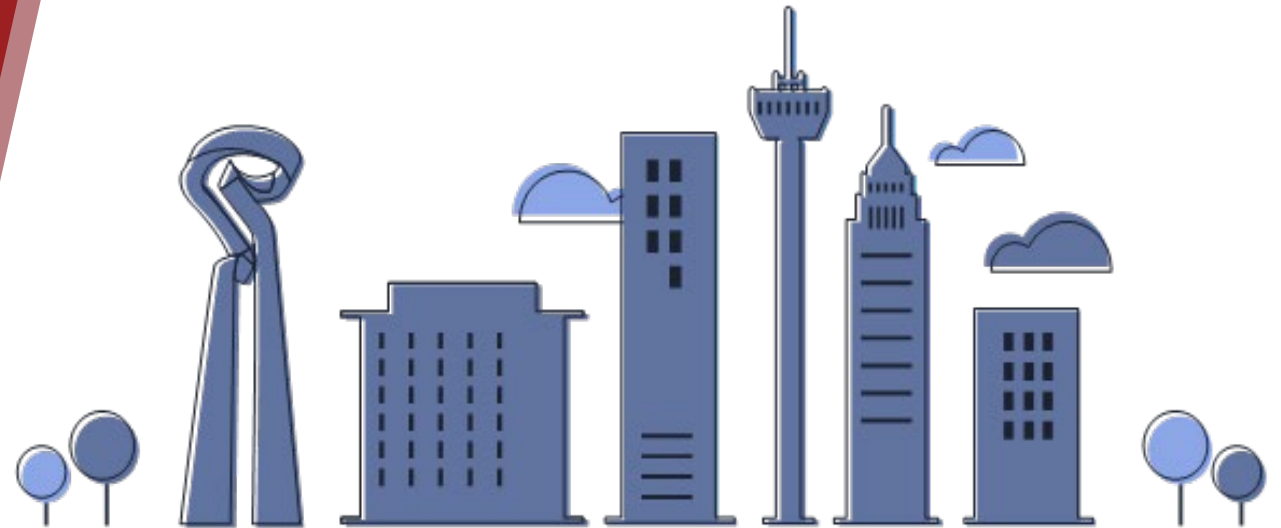
CCMS Reporting and Mentor Protégé Program

Post-Award Information

Post-Award Requirements

City Contract Management System

- Report payments to subcontractors and monitor attainment of the SBEDA goals on a monthly basis
- Submit Change of Utilization Plans if the value of the contract changes or if subcontractors are added, removed, or reduced in value with proper documentation



Mentor Protégé Program

- The City of San Antonio has partnered with Alamo Colleges to establish a Mentor Protégé Program.
- The Program starts with a series of classes to help S/M/WBEs write a business plan, understand financials, learn how to market, etc.
- S/M/WBEs are then partnered with mentors for a 2-year period to learn best business practices.



ALAMO
COLLEGES



Contact Us



SBEDA Program

- Email: SBEDAdocs@sanantonio.gov
- Phone: 210-207-3922
- Website: www.sanantonio.gov/sbo



Central Vendor Registry Contact

- Phone: 210-207-0118
- Website: www.sanantonio.gov/purchasing/saeps



SCTRCA

- Phone: 210-227-4722
- Website: www.sctrca.org



Mentor Protégé Program

Mario Hernandez, Program Manager

- Email: mhernandez1665@alamo.edu
- Phone: 210-486-0821
- Website: www.besanantonio.com





Thank You
End of Presentation

Schedule of Events



SOLICITATION



November-December 2023

- November 27, 2023; RFQ Released
- November 29, 2023; at 9:00 AM Pre-Submittal Meeting
- December 6, 2023; at 4:00 PM Deadline for Submission of Written Questions

POST SOLICITATION



January 2024

- January 17, 2024; at 10:00 AM Submittals Due
- February 2024; Evaluation of Submittals and Interview Phase

FINALIZATION



April 2024

- April 2024 Anticipated City Council Consideration

Proposal Document Requirements



TAB	TITLE	DESCRIPTION
1	Submittal Checklist and Table of Contents (Form 1)	Ensure all required information is in correct order.
2	Executive Summary	One page summary stating relevant information of your team.
3	Contract Template and General Conditions Review	Must provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City's General Conditions.
4	Letter of References	Maximum of 5 letters.

Evaluation Criteria



A: Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants (45 points)

TAB	TITLE	DESCRIPTION
5	Experience	Respondent's qualifications relating to scope.
6	Project Sheets	Maximum of 5 project sheets.
7	Proposed Key Personnel/Organizational Chart	Org. Chart of proposed team.
8	Resumes	One-page resumes of key team members.

Evaluation Criteria



B: Understanding of the Project and Proposed Management Plan (35 points)

TAB	TITLE	DESCRIPTION
9	Project understanding	Understanding the primary objectives of the project. Constraints and technical challenges.
10	Proposed Management Plan	Project management approach. Approach to Quality Control/Assurance.
11	Commitment to Green Building and Sustainability Initiatives	Responses are limited to two (2) pages

Evaluation Criteria



C: Experience with the San Antonio Region & Past Performance (20 points)

TAB	TITLE	DESCRIPTION
12	Experience with the San Antonio Region & Past Performance	Narrative form. Work in San Antonio or surrounding area in past 5 years. Reference projects listed in the project sheets. Describe the teams experience in the areas listed in the RFQ. A portion of the scoring for this section may be based on the City's Consultants' Scorecard.



Evaluation Criteria Summary

Evaluation Criteria Summary	Maximum Points
A. Experience, Background, Qualifications of Respondent, Key Personnel, and Key Sub-Contractors	45
B. Understanding of the Project and Proposed Management Plan	35
C. Experience with the San Antonio Region & Past Performance	20



Required Forms - Upload each document individually

Submittal Cover/Signature Page (Form 2)

SOS Filing Number and SAMS number

Contracts Disclosure Form (Form 3)

<https://www.sanantonio.gov/efrms/atty/ContractsDisclosureForm.pdf>

Litigation Disclosure Form (Form 4)

SBEDA Utilization Plan (Form 5)

Proof of Insurability

Certificate of Interested Parties TEC Form 1295

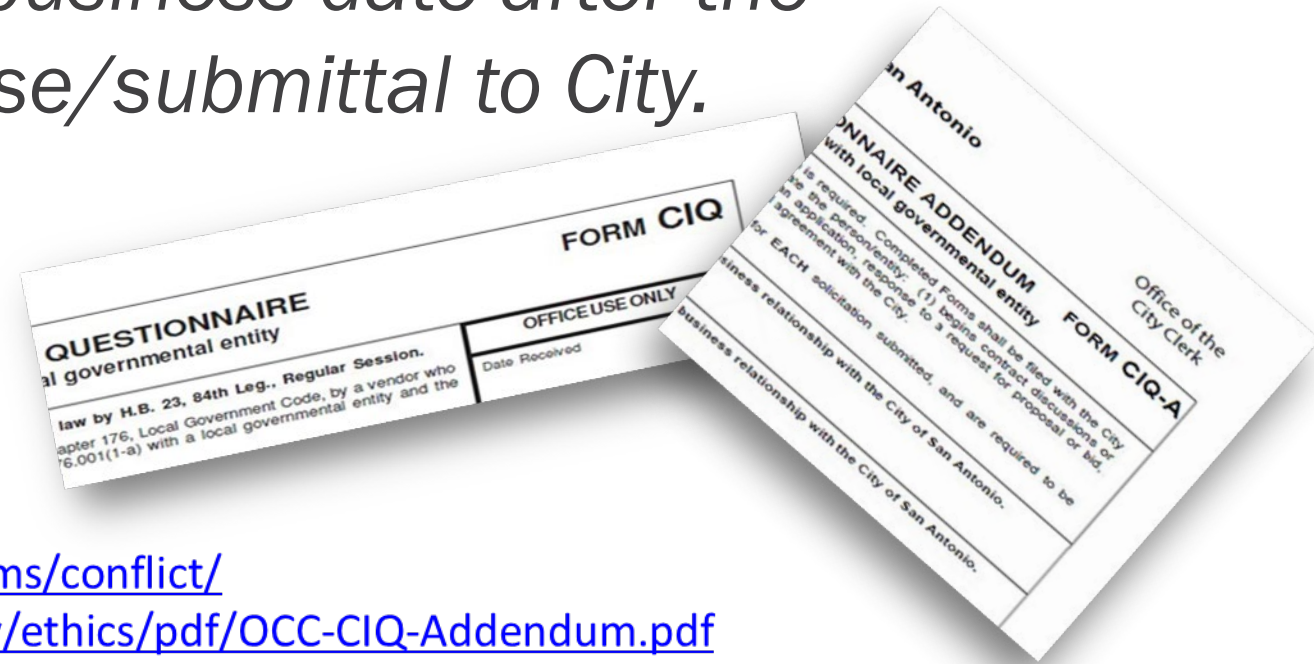
www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Conflict of Interest Questionnaire



Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk no later than the 7th business date after the person/entity submits a response/submittal to City.

City only requires Prime Firms to submit the CIQ and CIQ-A forms



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

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

Completed forms must be mailed to:
Office of the City Clerk, P.O. Box 839966, San Antonio, TX. 78283-3966

Submission Instructions

Online bidding will be utilized via Civcast at:
www.civcastusa.com/bids

- Online bid services opened for bidding on November 27, 2023; and will close on January 17, 2024; at 10:00 A.M. CT.
- Hard copies will not be accepted for this solicitation
- Utilize the Submittal Checklist & Table of Contents to ensure tabs and forms are in the identified order listed in RFQ
- Keep submittal relevant to project
- Company/Firm legal name must match the Texas Secretary of State website listing

Award of Contract

- A contract or contracts, if awarded, shall be awarded to the selected Respondent(s) whose submittal(s) is/are deemed most advantageous to City, as determined by the selection committee and upon approval by City Council.
- No work shall commence until City signs the executed agreement and Respondent provides the necessary evidence of insurance as required.
- In the event the parties cannot negotiate and execute a contract within the time specified by City, City reserves the right to terminate negotiations with that selected Respondent and commence negotiations with another Respondent.
- Final approval of the selected firm is subject to the action of the San Antonio City Council.



Questions and Answers

Reminders

- Today's Pre-Submittal Presentation and Sign-In-Sheet will be posted on the Civcast website after the meeting.
- Failure to adhere to the restrictions on communication may deem your submittal non-responsive.
- Submit written questions through Civcast: <https://www.civcastusa.com/>. Deadline for written questions is 4:00 PM, December 6, 2023. Responses will be addressed via addendum.
- RFQ must be uploaded by 10:00 A.M., January 17, 2024. *Please remember to click the "Submit Bid" button. If not, your RFQ will not be received by the City.*



Thank You for Attending

Reminder to sign-in

Sign-In Form: <https://forms.office.com/g/bZVtsSSVaa?origin=lprLink>