



## **ADDENDUM NO. I**

**SUBJECT:** Request for Qualifications – On-Call Construction Inspection Services

**RFQ#:** 2024-031

**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.

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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: Is the Prime, as an MBE/HABE/SBE, allowed to self-perform to meet 21% goal or must the goal be met through sub-consultant team members only?

Response: A Prime consultant that is SBEDA eligible and is certified as a SBE and M/WBE will be able to meet the subcontracting goal of 21% M/WBE through self-performance.


Question 2: Is this RFQ applicable to engineering firms?

Response: All are welcome to respond to this RFQ. Please note that although engineering firms can feasibly fulfill the duties and services requested, Construction Inspection is a specialized service that is distinct from the typical work performed by an engineering firm. A respondent's engineering practice and experience will be weighed against other respondents.

- Question 3: If the Prime is an MWBE, does that count toward the 21% goal?  
Response: A Prime consultant that is SBEDA eligible and is certified as a SBE and M/WBE will be able to meet the subcontracting goal of 21% M/WBE through self-performance.
- Question 4: Are Landscape Architects precluded as a subconsultant if they did the design work?  
Response: The Architect, Engineer, or Landscape Architect of record on a project are not expressly forbidden from construction inspection services under the contract. However, a conflict of interest may arise if the design professional duties and scope of work includes construction administration. It is recommended that all efforts be made to select a design professional who is not the project's discipline of record.
- Question 5: Is checking on-site construction grade levels with surveying instruments or laser beam to ensure compliance with plans and specifications a requirement for this contract?  
Response: The level of precision and attention to detail described is highly preferred it is not required for this contract. The City reserves the right to request information obtained in this manner from the firms and contractors if needed to ensure correctness, accuracy, and quality.
- Question 6: What type of projects are included in this On-Call?  
Response: Most of the work will focus on vertical projects. These projects will vary in scope and size and typically be of a distinct nature. As stated previously, the uniqueness of these projects favors respondents with special inspection experience and particular skill sets.
- Question 7: Is this solicitation geared more towards horizontal or vertical?  
Response: Please see question #6
- Question 8: Are CoSA employees exempt from providing a letter of reference?  
Response: No firm is allowed to request a letter of reference from the City of San Antonio due to the Restriction of Communications. Letters of reference should have been obtained prior to the release of the solicitation.
- Question 9: On Tab 13, can we combine the prime and sub-consultant team information for a total of 3 pages?  
Response: Although it is not expressly prohibited or required to do so, we suggest arranging the information within the given parameters with the goal of presenting the best team in both depth of experience and availability to fulfill the duties and services requested.
- Question 10: In the RFQ, Part II Scope of Work and General Requirements details many Project Management services type requirements. Is the RFQ geared toward Project Management or Construction Inspection services?  
Response: Project Management is a general part of the responsibilities under this contract. It is anticipated that the role of the construction inspections personnel would be and first and foremost to serve as the City Team's partner and an advocate. We anticipate a portion of the responsibilities could help manage the projects as a third party "check and balance" to the project management afforded by COSA personnel.
- Question 11: To perform the services required in accordance with Part II Scope of Work, it would seem to require Full-Time personnel. Is the intent of the RFQ to be on-call services on as-needed basis, or is the intent of the RFQ to be a full-time service for the duration of a project?  
Response: The nature of an on-call contract is such that the amount of resources to dedicate to each project or the program as a whole is indeterminate and the City cannot define or establish the required resources for each respondent. There might be a need for an employee or firm to dedicate time and resources for all levels of service.
- Question 12: Is this RFQ soliciting services for projects that have already been designed and are in the construction phase, or projects that have not yet been designed?  
Response: There is a need of services through all phases of design and construction.

Question 13: Is the Certificate of Interested Parties TEC Form 1295 required from subcontractors with our proposal?  
Response: The Certificate of Interested Parties TEC Form 1295 is not required from subcontractors.

END OF ADDENDUM No. 1

  
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Jonathan Miranda  
Procurement Administrator  
Finance Department – Procurement Division

**PreSubmittal Meeting OC Construction Inspection**

**December 13, 2023**

Drew Dodson	210 325 4415	Drew.dodson@aecom.com	AECOM
Sarah Bingham	2818131741	Sbingham@agcm.com	AG CM
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Byron Anderson	361-537-2769	Bca@agcm.com	AGCM
David Frank	214-810-6889	David.Frank@aguirre-fields.com	Aguirre & Fields
Eliseo Moreno	9567559435	Eliseo@b2zeng.com	B2Z Engineering
Karina Muñoz	956-585-3773	Karina@B2ZEng.com	B2Z Engineering, LLC
Behdad Zahrooni	2106877603	behdad@baezaengineering.com	Baeza Engineering
Madeleine Shelton	2104947223	Mshelton@bmbi.com	Bain Medina Bain
			Bain Medina Bain
Dawn Vernon	210-484-7223	Dvernon@bmbi.com	(DBE/ACDBE/MBE/HABE/SBE/HUB
Michael Monreal	210.845.5515	mmonreal@broaddususa.com	Broaddus & Associates
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			Collaborate PM (Minority Certified
			& HUB)
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Paul W. Foster	210 8041004	Pfoster@fostercmgrou.com	GKW Engineering
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Terry Whitman	2146933567	Twhitman@jmt.com	JMT
Clint Ray	210-260-1658	Cray@jmt.com	JMT
Erin Whitman	737-484-3841	Ewhitman@jmt.com	Johnson, Mirmiran & Thompson, In
Cynthia Lowman	726-222-5754	clowman@jmt.com	Johnson, Mirmiran, & Thompson (JA
Julie George	915-351-1900	Jgeorge2@jmt.com	Matrix Design Group
Rodolfo	Montero	rodolfo.montero@matrixdesigngroup.com	RRP
Cheyenne Cuevas	2106633051	ccuevas@rrpeng.com	SAFEbuilt
Brad	346-579-3464	Bbond@safebuilt.com	Sanchez-Salazar & Associates, LLC
Fernando J. Salazar	2102875524	fsalazar@ssa-pe.com	Strategic Partnerships, Inc.
Erin Downey	5125313915	Edowney@spartnerships.com	Sunland Group, Inc.
Vivian Lewicki	2106725082	vlewicki@sunlandgrp.com	WebHawkx LLC
Faiza Tanzeem		Faiza.Tanzeem@webhawks.com	

**On-Call Construction Inspections Services**  
**Request for Qualifications Pre-Submittal Meeting**  
**RFQ#: 2024-031**



Wednesday, December 13, 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/s4dc3KizDP>

# Introductions



*City Staff Only:*

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

# Solicitation Background

The Public Works Department is Request for Qualifications (RFQ) for up to six firms to provide timely construction inspection services for bond funded, and other City funded projects.

The contract will be a true IDIQ wherein there is no guarantee of any number of projects nor dollar amounts to be awarded. The contract total funds will be shared amongst all vendors selected. There will be an established “contract capacity” for all vendors to start the contract with an amount divided evenly depending on the number of firms selected.

<b>Solicitation Type</b> Request for Qualifications (RFQ)	<b>Proposed Term</b> 3 years with 2, 1-year options	<b>Estimated Value</b> \$3 Million Annually \$15 Million Total	<b>Current Contract Status</b> Expires April 1, 2024
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# Scope of Services

The Public Works Department is Request for Qualifications (RFQ) for up to six firms to provide timely construction inspection services for bond funded, and other City funded projects. These services may include but not limited to:

- Perform frequent if not daily on-site inspection of the progress and quality of the work of a construction project.
- Entails ensuring that procedures and materials comply with the plan and specifications:
  - monitoring a contractor's schedule
  - conducting field testing
  - Plan and specification compliance
  - Reviewing drawings to identify errors.
- Ensure that construction:
  - meets building codes and ordinances
  - zoning regulations
  - best management practices
- Attend pre-construction and on-site construction meetings
- Coordination with City staff, contractors, etc..

It is requested specific special construction inspectors are available on Consultant's team who have expertise, as evidenced by appropriate credentials, in the following specialties:

- Underground utilities and site preparation
- Concrete (structural and flatwork) Structural Steel
- HVAC
- Electrical and Data
- Architectural Finishes



# Scope of Services

The City of San Antonio (City), Public Works Department (PWD) is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from qualified firms (Respondents) to provide on-call or as-needed Construction Inspection Services. These Construction Inspection Services may be utilized as needed during the execution of City projects. Responsibilities may include, but are not limited to, monitoring and documenting job site safety and the Storm Water Pollution Prevention Plan (SWPPP) best management practices; attend pre-construction meetings and regular on-site construction meetings; conduct daily observation of construction work for compliance with approved contract drawings, specifications, requests for information, change order proposals, approved submittals and shop drawings; conduct measurement and payment activities; consult with City staff and contractor superintendents on work progress and construction issues.

# **On-Call Construction Inspections Services**



**Economic Development Department,  
Small Business Office**

SBEDA Eligibility & SAePS Registration

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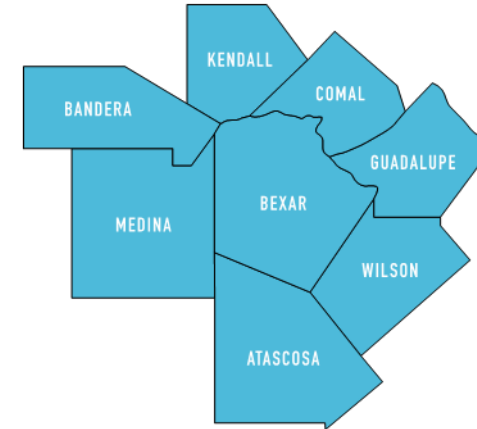
# Doing Business with the City

# 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](http://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
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Prime Contract & Subcontracting Programs, Mentor Protégé  
Program

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# 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	21%



## 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](http://www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx)
- ASSISTANCE IS AVAILABLE FOR COMPLETING THE UTILIZATION PLAN

## Commitment Form and Post-Award Waiver Requests

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# 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: On-Call Construction Inspections Services

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 a Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal of twenty-one percent (21%) applies to this solicitation.
- I understand that for a Prime or Sub-consultant to count toward a City required subcontracting goal(s), the Prime or Sub-consultant must be SBEDA eligible and have the same certification(s) as the City required subcontracting goal(s).
- I understand that to be SBEDA eligible, a Prime or Sub-consultant must be certified as a Small Business Enterprise (SBE) through the South Central Texas Regional Certification Agency ([www.sctrca.org](http://www.sctrca.org)) AND they must be headquartered in the San Antonio Metropolitan Statistical Area.
- I understand that the signed copy of this Commitment Form to be submitted with the solicitation will render this response NON-RESPONSIVE.
- I understand my firm will submit a Subcontracting Utilization Plan to CITY on a quarterly basis based on the SBO's reporting schedule resulting from this solicitation (except for the last quarter of this contract term, during which my firm shall submit for each accepted task order).
- I understand in the absence of a Post-Award Vendor Subcontracting Waiver granted by the SBO, the failure of the firm to attain these subcontracting goals for S/M/WBE firm participation in the performance of a Commercially Useful Function under the terms of its contract shall be a material breach and subject to penalties and/or sanctions available under the terms of this Agreement for violations of the SBEDA Ordinance, or 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 MWBE 21% 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, Mentor Protégé Program, Bonding Assistance Program

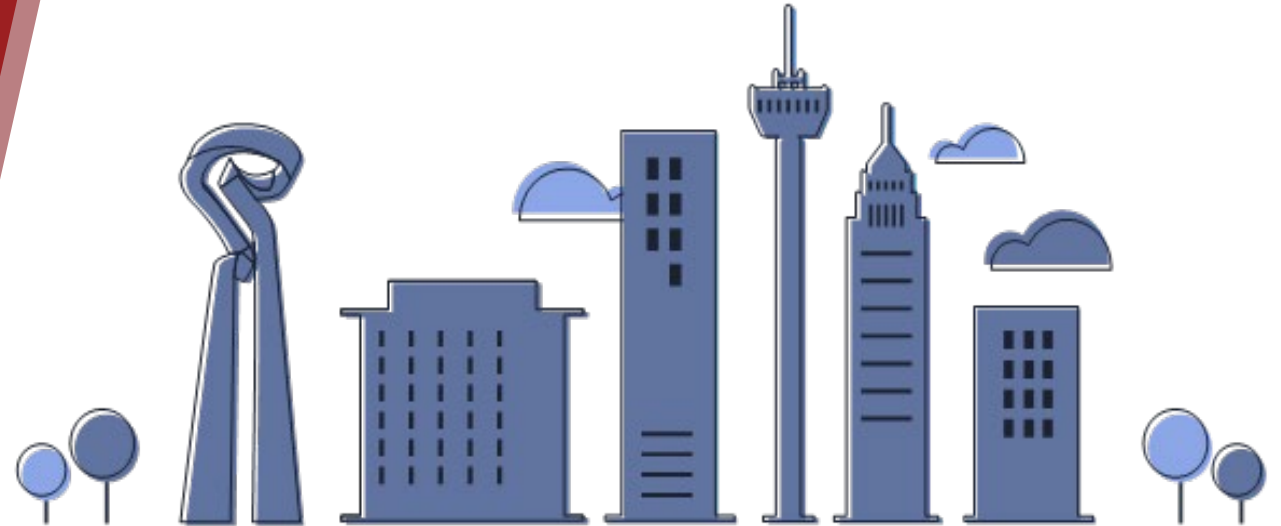
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# Post-Award Information

## 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



# Capacity Building & Bonding Assistance Program



## CAPACITY BUILDING & BONDING ASSISTANCE PROGRAM

### Small Business Contractors in San Antonio

- **Maximize** your bonding capacity
- **Bid** on more City of San Antonio Contracts
- **Grow** your own business to the next level



### CAPACITY BUILDING

- Education & training
- One-on-one technical assistance & guidance



### BONDING ASSISTANCE

- Access to specialty bond markets
- Access to funds for city bond requirements

**GET IN THE GAME!  
GET BONDED TODAY!**

For more information visit  
[www.sanantonio.gov/edd](http://www.sanantonio.gov/edd)

City of San Antonio Capacity Building & Bonding Assistance Program  
Jim Swindle, AFSB - Program Administrator | Alamo Surety Bonds

(210) 930-5550 [jim@alamobonds.com](mailto:jim@alamobonds.com)



**SAEDC**

SAN ANTONIO ECONOMIC  
DEVELOPMENT CORPORATION

CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT

## 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](mailto:SBEDAdocs@sanantonio.gov)
- Phone: 210-207-3922
- Website: [www.sanantonio.gov/sbo](http://www.sanantonio.gov/sbo)



## Central Vendor Registry Contact

- Phone: 210-207-0118
- Website: [www.sanantonio.gov/purchasing/saeps](http://www.sanantonio.gov/purchasing/saeps)



## SCTRCA

- Phone: 210-227-4722
- Website: [www.sctrca.org](http://www.sctrca.org)



## Mentor Protégé Program

### Mario Hernandez, Program Manager

- Email: [mhernandez1665@alamo.edu](mailto:mhernandez1665@alamo.edu)
- Phone: 210-486-0821
- Website: [www.besanantonio.com](http://www.besanantonio.com)





**Thank You**  
**End of Presentation**

# Schedule of Events



## SOLICITATION



November-December 2023

- November 22, 2023; RFQ Released
- December 13, 2023; at 10:00 AM Pre-Submittal Meeting
- December 19, 2023; at 4:00 PM Deadline for Submission of Written Questions

## POST SOLICITATION



January 2024

- January 19, 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
10	Project understanding	Understanding the primary objectives of the project. Constraints and technical challenges.
11	Proposed Management Plan	Project management approach. Approach to Quality Control/Assurance.
12	Commitment to Green Building	Limit response to two pages.

# Evaluation Criteria



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

TAB	TITLE	DESCRIPTION
13	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 Firm, Key Personnel, and Key Sub-Consultants	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

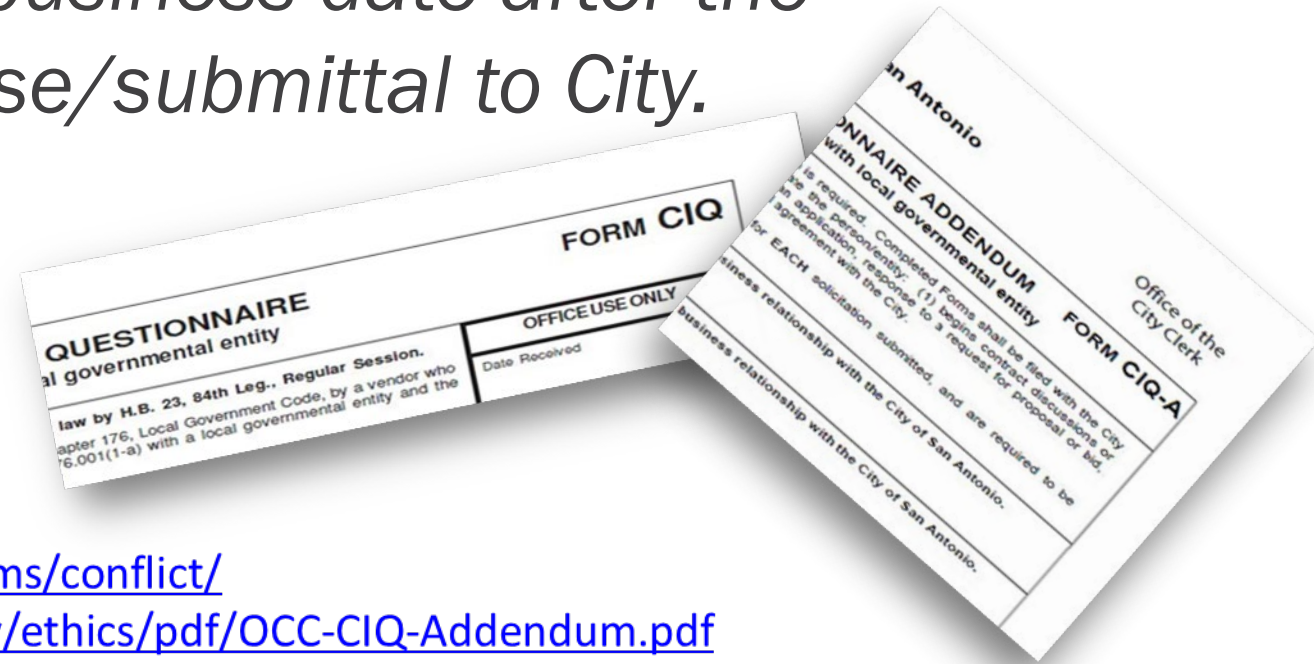
[www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](http://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

# 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](http://www.civcastusa.com/bids)

- Online bid services opened for bidding on November 27, 2023; and will close on January 19, 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

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# 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 19, 2023. Responses will be addressed via addendum.
- RFQ must be uploaded by 10:00 A.M., January 19, 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/s4dc3KizDP>