



## **ADDENDUM NO. II**

**SUBJECT:** Construction Manager at – Request for Qualifications – Risk for Carver Branch Library Renovation

**RFQ#:** 2024-042 | **WBS#:** 23-04032

**FROM:** Jonathan Miranda, Procurement Administrator

**DATE:** January 25, 2024

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II –  
TO THE ABOVE REFERENCED CONSTRUCTION MANAGER AT RISK (CMAR) -  
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 ATTACHED:**

1. Pre-Submittal Conference Presentation
2. Pre-Submittal Conference Sign-In Sheet
3. Site-Visit Sign-In Sheet
4. Revised Exhibit D Wage Decision
  - a. General Decision Number: TX20240231 01/12/2024
5. Addition to the Local Preference Program Identification Form 7
6. Addition to the Veteran-Owned Small Business Program Tracking Form 8
7. Revised Submittal Checklist and Table of Contents Form 1

## **CHANGES TO RFQ:**

1. Addition to Section V. Required Forms (to be uploaded individually).

**9. LOCAL PREFERENCE PROGRAM (LPP) ORDINANCE IDENTIFICATION (FORM #7)**

- Respondent must submit a completed and signed LPP Tracking form with this solicitation. The City of San Antonio Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII, establishes a local preference for specific contracting categories. Each time a bidder or respondent submits a bid for a solicitation, this Local Preference Program Identification Form must be completed and turned in with the solicitation response in order to be identified as a City Business and receive the preference described below. The City will not rely on Local Preference Program Identification Forms submitted with prior or contemporaneous bids or proposals.

**10. VETERAN-OWNED SMALL BUSINESS (VOSB) TRACKING FORM (Form #8)**

Respondent must submit a completed and signed VOSB Tracking form with this solicitation. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels. San Antonio City Code Chapter 2, Article XI describes the City's veteran-owned small business preference program.

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

Question 1: Is there anyone currently working on the door, frame and hardware specifications on this project?

Response: This project is currently in the programming phase of design. Door, frame, and hardware specifications have not been started yet. Alta Architects is the primary architectural firm on the design team, and they will be responsible for providing construction documents specifications.

Question 2: Will a recording of the pre-submittal conference be made available?

Response: The City did not record the pre-submittal conference.

Question 3: Is the bid bond required for the submission of this RFQ?

Response: A bid bond is not required for the submission of this RFQ.

Question 4: Could the city verify the appropriate tab number for SBEDA on page 9 of the solicitation?

Response: The tab number is not needed for the Small Business Economic Development Advocacy (SBEDA). Indexed and Labeled as "Tab 12" is incorrect.

Question 5: Could the city post the pre-bid meeting attendees list?

Response: Pre-submittal sign-in sheet is attached with this addendum. Please see item 2 above under General Information.

**QUESTIONS SUBMITTED AT SITE-VISIT IN ACCORDANCE WITH SECTION VIII,  
RESTRICTION OF COMMUNICATIONS:**

Question 1: Does the city have a planned construction start date?

Response: The current design schedule shows that 100% construction documents will be completed in April 2025, and the Construction will start in July 2025. However, city would like to improve that schedule by collaborating with the CMAR vendor.

Question 2: Does the city plan for early release packages?

Response: The City is open to the possibility of early release packages.

Question 3: Is the city's goal to renovate the entire Carver Library?

Response: A complete renovation of the library is the goal. However, the project is currently in the Programming Phase of design so the scope of work had not been officially finalized.

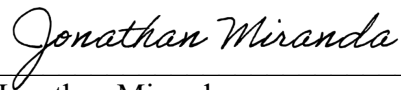
Question 4: What are the main goals of this project?

Response: The main goal is to repair and enhance the existing areas of the library and introduce new resource to serve the community.

Question 5: What is the budget for this project? Is the budget for this project included in the solicitation?

Response: The construction budget is \$8.4 million. Yes, budget is included in the scope of work.

END OF ADDENDUM No. II



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Jonathan Miranda  
Procurement Administrator  
Finance Department – Procurement Division

# **Construction Manager At Risk for Carver Branch Library Renovation**

**Request for Qualifications Pre-Submittal Meeting**

**RFQ: 24-042; WBS: 23-04032**



Wednesday, January 10, 2024



# 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/9k9Zf8YWK2?origin=lprLink>

# Introductions

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## *I*NTRODUCTION

*City Staff Only:*

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



# Pre-Submittal Meeting Agenda

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- Solicitation Background
- Scope of Services
- SBEDA Program Overview & Requirements
- Wage Rates
- Schedule of Events
- Proposal Documents Requirements
- Evaluation Criteria



# Solicitation Background

- The City of San Antonio (City) Public Works Department is seeking an experienced Construction Manager at Risk (hereafter referred to as “CMAR”) firm with demonstrated technical capabilities and construction experience to provide Pre-Construction and Construction services for the Carver Branch Library Renovation. The CMAR firm will be integrated into a city-led team as part of a progressive Construction Manager at Risk delivery method. The operational complexity of this project will require the CMAR to provide specific expertise and specialty technical services for the project to be successful.
- This Request for Qualifications (hereafter referred to as “RFQ”) is the first of a two-phase solicitation process. Through the first phase of the solicitation process, the City anticipates shortlisting up to five (5) CMAR firms for project, that submit responses to this RFQ. The City reserves the right to shortlist fewer teams, depending on qualifications and the number of submittals. Only the shortlisted Respondents will be eligible to participate in the second phase of the solicitation process, which will be initiated by the City’s issuance of a request for proposals (RFP) and may include other procurement-related activities as will be described in the RFP.



# Scope of Services

- This project will consist of the renovation and expansion of the existing 11,758 SF Carver Branch Library, located at 3350 E. Commerce, SA TX 78220. The construction budget is approximately 8.4 million dollars. The Carver Branch Library was designed by Norcell D. Haywood, the first licensed African-American architect in San Antonio, and a prominent community professional. The original library was constructed in 1973, and was renovated in 1994 and again in 2006. A parking lot expansion and outdoor playscapes were added in 2012. The goal for the current building renovation is to create attractive, user-friendly spaces that respond to the needs of the library users. This improved facility will enhance existing areas of the library and introduce new resources to serve the community.
- The CMAR will provide preconstruction services throughout the design process of the Project, the renovation and addition to the Carver Library. The CMAR will serve as the principal general contractor for construction of the Project. The CMAR will assume the risk of delivering the Project within a Guaranteed Maximum Price.
- During the pre-construction period, which includes design development, construction documents preparation, procurement and permitting, the CMAR will work with the Public Works Department to provide construction cost modeling of the Project, including but not limited to, updates at major milestones of design; scheduling of all aspects of the Project, including City tasks and outside agencies; constructability reviews; cost trend log updates; and cost savings/value engineering recommendations. The CMAR will support the City in establishing a final construction budget for the Project. The CMAR and Design Consultant will then work collaboratively throughout the remaining design and preconstruction period to ensure that the Project remains within the budget and will regularly report back to the Public Works Department.
- The CMAR will be responsible for quality control and the Public Works Department team will be responsible for quality control oversight. The primary architectural firm for the project design team is Alta Architects, the associate architectural firm is VLK Architects.



SBEDA Eligibility & SAePS Registration

# Doing Business with the City

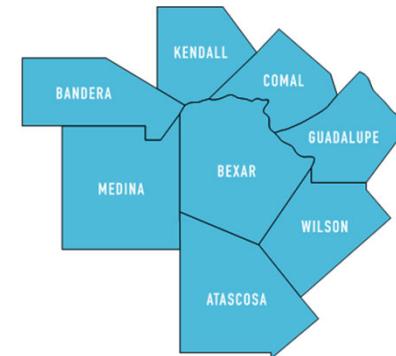
Economic Development

# 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

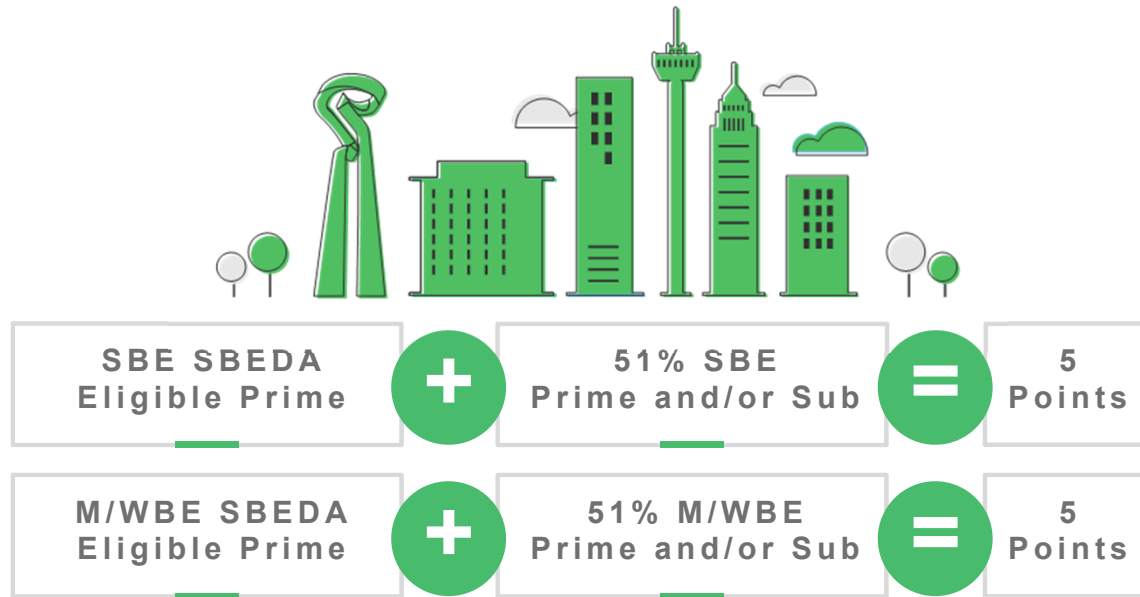
# SBEDA Tools

Economic Development

# SBEDA Tools



## Prime Contract Program



# 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	18%
AABE	3%

# SBEDA Tools



## 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 Waiver Requests

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# SBEDA Forms

Economic Development



# Post-Award Waiver Request



## Post-Award Vendor Subcontracting Waiver 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 waiver 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 rationale 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

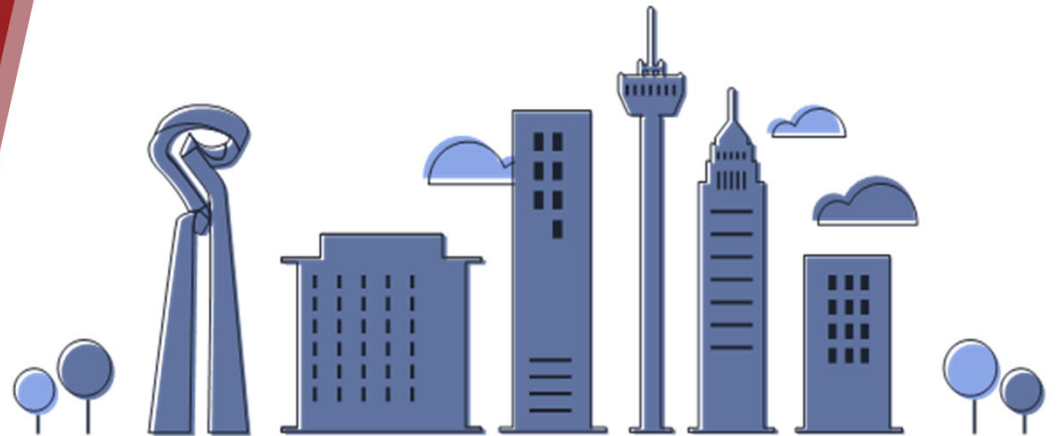
Economic Development



## 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](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)





# Prevailing Wage Requirements

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- Prevailing wage requirements will only be applied to construction activities, as per guidelines through the Wage and Hour Labor Standard Provisions Ordinance #2008-11-20-1045
- City of San Antonio – Labor Compliance Office - enforces compliance
- LCP Tracker - web-based application – utilized to monitor certified payrolls
- Underpayments will result in penalties = \$60 per day per occurrence per employee
- Employee interviews will be conducted on a routine basis
- The City assigned Wage Decision will be locked-in for the duration of the Project
- City staff will coordinate communication with the Labor Compliance Office when the Wage Decision is requested

# Schedule of Events



## SOLICITATION



### December 2023- January 2024

- December 18, 2023; RFQ Released
- January 10, 2024; at 10:00 AM Pre-Submittal Meeting
- January 17, 2024; at 4:00 PM Deadline for Submission of Written Questions

## POST SOLICITATION



### February -April 2024

- February 9, 2024; at 10:00 AM Submittals Due
- March 15, 2024; Issue RFP to Shortlisted Respondents
- April 2, 2024; at 2:00 PM Proposals Due
- April 4, 2024; Interviews

## FINALIZATION



### April - June 2024

- April 8, 2024; Notification of Selection
- June 2024 Anticipated City Council Consideration
- June 2024 Anticipated NTP

# 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	Two-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 (50 points)

TAB	TITLE	DESCRIPTION
5	Experience	Respondent's qualifications relating to scope.
6	Project Sheets	Maximum of 3 project sheets.
7	Organizational Chart	1 page of Org. Chart of proposed team
8	Organizational Chart Narrative	2 pages of narrative description
9	Resumes	2 pages resumes of key team members.

# Evaluation Criteria



## B: General Proposed Work Plan/Approach (30 points)

TAB	TITLE	DESCRIPTION
10	Subcontractor Selection Plan/Process	3-page narrative that describes the selection process for qualified sub-contractors
11	Pre-Construction Phase Work Plan	Responses to a maximum of 5 pages
12	Construction Phase Work Plan	Responses to a maximum of 5 pages

# Evaluation Criteria



## C: Experience with the San Antonio Region & Past Performance (10 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 and Key Sub-Consultants	50
B. General Proposed Work Plan/Approach	30
C. Experience with San Antonio Region and Past Performance	10
D. Small Business Development Advocacy (SBEDA) SBE Prime Contract Program – 5 Points M/WBE Prime Contract Program – 5 Points	10



## 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/eforms/atty/ContractsDisclosureForm.pdf>

Litigation Disclosure Form (Form 4)

SBEDA Utilization Plan (Form 5)

Key Personnel Commitment Form (Form 6)

Financial Statement

Proof of Insurability

Certificate of Interested Parties TEC Form 1295

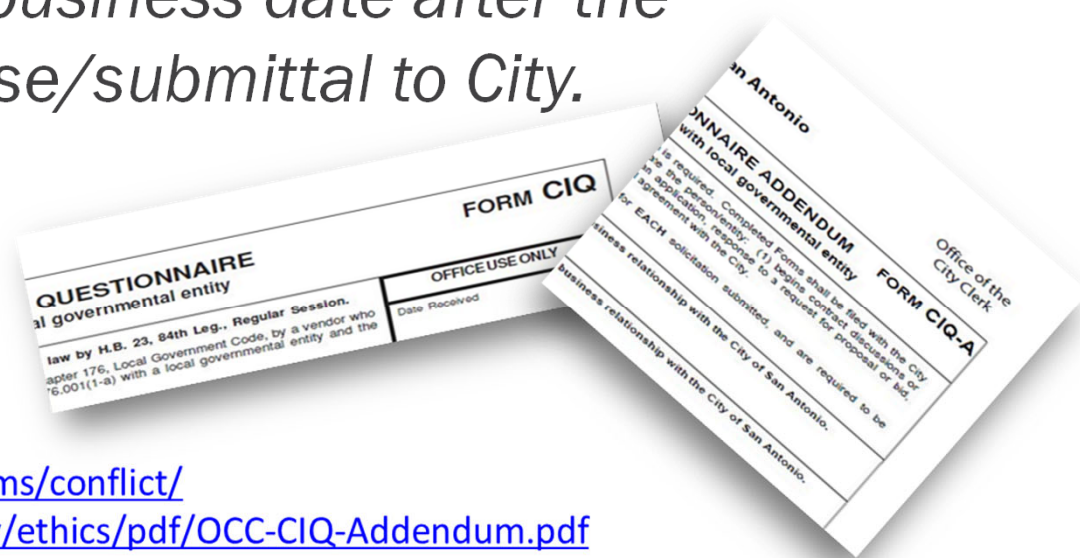
[www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](http://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)



# 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

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Online bidding will be utilized via Civcast at:

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

- Online bid services opened for bidding on December 18, 2023; and will close on February 9, 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

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- 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

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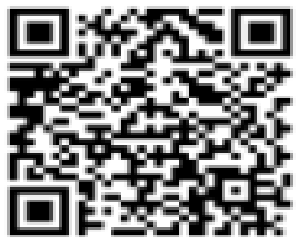
- Today's Pre-Submittal Presentation and Sign-In-Sheet will be posted on the Civcast website after the meeting.
- Failure to adhere to the restrictions on communication may deem your submittal non-responsive.
- Submit written questions through Civcast: <https://www.civcastusa.com/>. Deadline for written questions is 4:00 PM, January 17, 2024. Responses will be addressed via addendum.
- RFQ must be uploaded by 10:00 A.M., February 9, 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/9k9Zf8YWK2?origin=lprLink>



## Construction Manager at Risk for Carver Branch Library Renovation

RFQ: 24-042; WBS:23-04032

Pre-Submittal meeting, January 10, 2024 at 10:00AM

Name	Organization	Title	Email Address	Phone number
Japan Shah	COSA	Procurement Specialist III	<a href="mailto:Japan.Shah@sanantonio.gov">Japan.Shah@sanantonio.gov</a>	210-207-2680
Jaime Contreras	COSA	Procurement Manager	<a href="mailto:Jaime.Contreras@sanantonio.gov">Jaime.Contreras@sanantonio.gov</a>	210-207-5872
Jorge D. Figueroa	COSA	Procurement Specialist III	<a href="mailto:Jorge.Figueroa@sanantonio.gov">Jorge.Figueroa@sanantonio.gov</a>	210-207-1085
Evelyn Gamez	PWD	Senior Architect	<a href="mailto:evelyn.gamez@sanantonio.gov">evelyn.gamez@sanantonio.gov</a>	210-207-1454
Joe Garcia	TGE Resources	Project manager	<a href="mailto:jagarcia@tgeresources.com">Jagarcia@tgeresources.com</a>	713-744-5800
Adrian Pena	COSA	Procurement Specialist III	<a href="mailto:Adrian.pena@sanantonio.gov">Adrian.pena@sanantonio.gov</a>	210-207-0634
Mike Davis	D.Wilson Construction	PM	<a href="mailto:Michaeld@dwilsonconstruction.com">Michaeld@dwilsonconstruction.com</a>	210-317-5081
Matthew Zuniga	COSA EDD, SBEDA Initiation	Senior Economic Development Specialist	<a href="mailto:matthew.zuniga@sanantonio.gov">matthew.zuniga@sanantonio.gov</a>	210-207-8110
Manuel Garcia	Public Works	Compliance Lead Analyst	<a href="mailto:Manuel.g.garcia@sanantonio.gov">Manuel.g.garcia@sanantonio.gov</a>	210-207-7872
Alex Amador	QA Construction Services	Project Manager	<a href="mailto:Alex.amador@qacsi.com">Alex.amador@qacsi.com</a>	726-217-2221
Geof wdwards	Alta architects	Principal	<a href="mailto:Geof.edwards@alta-architects.com">Geof.edwards@alta-architects.com</a>	210-882-8578
John Kovar	D. Wilson Construction	Director of Precondtruction	<a href="mailto:Johnk@dwilsonconstruction.com">Johnk@dwilsonconstruction.com</a>	830-481-9118
Robyn Razook Lynn	MRI Builders	Estimator	<a href="mailto:Robyn@mribuilders.com">Robyn@mribuilders.com</a>	512-898-1400

Construction Manager at Risk for Carver Library Branch Renovation  
RFQ 24-042; WBS: 23-04032  
Site visit, January 12, 2024 at 10:00 AM

Name	Organization	Title	Email address	Phone number
Japan Shah	COSA	Procurement Specialist III	<a href="mailto:Japan.Shah@sanantonio.gov">Japan.Shah@sanantonio.gov</a>	210-207-2680
Jaime Contreras	COSA	Procurement Manager	<a href="mailto:Jaime.Contreras@sanantonio.gov">Jaime.Contreras@sanantonio.gov</a>	210-207-5872
Jorge D. Figueroa	COSA	Procurement Specialist III	<a href="mailto:Jorge.Figueroa@sanantonio.gov">Jorge.Figueroa@sanantonio.gov</a>	210-207-1085
Evelyn Gamez	PWD	Senior Architect	<a href="mailto:evelyn.gamez@sanantonio.gov">evelyn.gamez@sanantonio.gov</a>	210-207-1454
Alex Amador	QA Construction Services	Project Manager	<a href="mailto:Alex.amador@qacsi.com">Alex.amador@qacsi.com</a>	726-217-2221
Keith Bender	Byrne Construction Services	Construction Manager	<a href="mailto:kbender@tsbyrne.com">kbender@tsbyrne.com</a>	210-973-0656

General Decision Number: TX20240231 01/12/2024

Superseded General Decision Number: TX20230231

State: Texas

Construction Type: Building

County: Bexar County in Texas.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(1).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	. Executive Order 14026 generally applies to the contract.  . The contractor must pay all covered workers at least \$17.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2024.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	. Executive Order 13658 generally applies to the contract.  . The contractor must pay all covered workers at least \$12.90 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2024.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <http://www.dol.gov/whd/govcontracts>.

Modification Number	Publication Date
0	01/05/2024
1	01/12/2024

ASBE0087-014 06/04/2023

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR (Duct, Pipe and Mechanical System Insulation)....	\$ 28.95	8.39

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BOIL0074-003 07/01/2023

	Rates	Fringes
BOILERMAKER.....	\$ 37.00	24.64

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ELEC0060-003 06/05/2023

	Rates	Fringes
ELECTRICIAN (Communication Technician Only).....	\$ 33.00	18%+5.45

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ELEC0060-004 06/05/2023

	Rates	Fringes
ELECTRICIAN (Excludes Low Voltage Wiring).....	\$ 33.00	18%+5.45

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ELEV0081-001 01/01/2023

	Rates	Fringes
ELEVATOR MECHANIC.....	\$ 46.83	37.335+a+b

FOOTNOTES:

a. 6% under 5 years based on regular hourly rate for all hours worked. 8% over 5 years based on regular hourly rate for all hours worked.

b. Holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving Day; Christmas Day; and Veterans Day.

ENGI0450-002 04/01/2014

	Rates	Fringes
POWER EQUIPMENT OPERATOR Cranes.....	\$ 34.85	9.85

IRON0066-013 06/01/2023

	Rates	Fringes
IRONWORKER, STRUCTURAL.....	\$ 26.00	7.53

IRON0084-011 06/01/2023

	Rates	Fringes
IRONWORKER, ORNAMENTAL.....	\$ 27.51	8.13

PLUM0142-009 07/01/2023

	Rates	Fringes
HVAC MECHANIC (Electrical Temperature Control Installation & Unit Installation Only).....	\$ 35.95	11.25
PIPEFITTER (Including HVAC Pipe Installation).....	\$ 35.95	11.25
Including HVAC Pipe Installation PLUMBER.....	\$ 35.95	11.25
Excludes HVAC Pipe Installation		

\* SFTX0669-002 01/01/2024

	Rates	Fringes
SPRINKLER FITTER (Fire Sprinklers).....	\$ 34.60	23.88

SHEE0067-004 07/03/2023

	Rates	Fringes
Sheet metal worker Excludes HVAC Duct Installation.....	\$ 30.24	15.89
HVAC Duct Installation Only.	\$ 30.24	15.89

\*\* SUCOSA 1/5/2024

	Rates	Fringes
GLAZIER.....	\$ 12.59	0.87

\* SUTX2014-006 07/21/2014

	Rates	Fringes
BRICKLAYER.....	\$ 22.15	0.00
CARPENTER (Acoustical Ceiling Installation Only).....	\$ 17.83	0.00
CARPENTER (Form Work Only).....	\$ 13.63 **	0.00
CARPENTER, Excludes Acoustical Ceiling Installation, Drywall Hanging, Form Work, and Metal Stud Installation.....	\$ 16.86 **	4.17
CAULKER.....	\$ 15.00 **	0.00
CEMENT MASON/CONCRETE FINISHER...	\$ 22.27	5.30
DRYWALL FINISHER/TAPER.....	\$ 13.81 **	0.00
DRYWALL HANGER AND METAL STUD INSTALLER.....	\$ 15.18 **	0.00
ELECTRICIAN (Low Voltage Wiring Only).....	\$ 20.39	3.04
IRONWORKER, REINFORCING.....	\$ 12.27 **	0.00
LABORER: Common or General.....	\$ 10.75 **	0.00
LABORER: Mason Tender - Brick...	\$ 11.88 **	0.00
LABORER: Mason Tender - Cement/Concrete.....	\$ 12.00 **	0.00
LABORER: Pipelayer.....	\$ 11.00 **	0.00
LABORER: Roof Tearoff.....	\$ 11.28 **	0.00
LABORER: Landscape and Irrigation.....	\$ 8.00 **	0.00
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 15.98 **	0.00
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 14.00 **	0.00
OPERATOR: Bulldozer.....	\$ 14.00 **	0.00
OPERATOR: Drill.....	\$ 14.50 **	0.00
OPERATOR: Forklift.....	\$ 12.50 **	0.00

OPERATOR: Grader/Blade.....	\$ 23.00	5.07
OPERATOR: Loader.....	\$ 12.79 **	0.00
OPERATOR: Mechanic.....	\$ 18.75	5.12
OPERATOR: Paver (Asphalt, Aggregate, and Concrete).....	\$ 16.03 **	0.00
OPERATOR: Roller.....	\$ 12.00 **	0.00
PAINTER (Brush, Roller and Spray), Excludes Drywall Finishing/Taping.....	\$ 13.07 **	0.00
ROOFER.....	\$ 12.00 **	0.00
TILE FINISHER.....	\$ 11.32 **	0.00
TILE SETTER.....	\$ 14.94 **	0.00
TRUCK DRIVER: Dump Truck.....	\$ 12.39 **	1.18
TRUCK DRIVER: Flatbed Truck.....	\$ 19.65	8.57
TRUCK DRIVER: Semi-Trailer Truck.....	\$ 12.50 **	0.00
TRUCK DRIVER: Water Truck.....	\$ 12.00 **	4.11

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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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\*\* Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.20) or 13658 (\$12.90). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 are not currently being enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons

resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

#### Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the

wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour National Office because National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

**City of San Antonio**  
**Finance Department - Procurement Division**  
**Local Preference Program Identification (Form 7)**

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The City of San Antonio Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII, establishes a local preference for specific contracting categories. Each time a bidder or respondent submits a bid for a solicitation, this Local Preference Program Identification Form must be completed and turned in with the solicitation response in order to be identified as a City Business and receive the preference described below. The City will not rely on Local Preference Program Identification Forms submitted with prior or contemporaneous bids or proposals.

The Local Preference Program allows the City to grant a preference to a business meeting the definition of *City Business* in the award of the following types of contracts, when selection is made based on price alone:

- Personal Property (Goods / Supplies): The local bidder's price must be within 5% of the price of the lowest non-local bidder for contracts of \$50,000 to under \$500,000; or within 3% of the price of the lowest non-local bidder for contracts of \$500,000 or more
- Non-professional Services: The local bidder's price must be within 5% of the price of the lowest nonlocal bidder for contracts of \$50,000 to under \$500,000;
- Construction Services: The local bidder's price must be within 5% of the price of the lowest non-local bidder for contracts of \$50,000 to under \$100,000, excluding contracts awarded using alternative delivery methods.

The Local Preference Program also allows the award of additional points, when multiple evaluation criteria are used in the award of professional service contracts, where the selection process is not governed by statute and in revenue generating and concession contracts. A business meeting the definition of *City Business* stated below may be awarded 10 points for being headquartered within the city, or 5 points for having a local office within the city.

Moreover, the program recognizes joint venture agreements and allows for apportioning of points based upon the percentage of ownership of joint ventures by *City Businesses* responding to solicitations for which discretionary points are applied. For solicitations where selection is made based on price alone, all members of a joint venture must be *City Businesses* for the preference to be applied.

Effective January 1, 2023, the Local Preference Program may be applicable to federally funded contracts where federal statutes or the federal grantor expressly mandates or encourages local geographic preference.

**City Business** is defined as a business, or non-profit organization, headquartered within the incorporated San Antonio city limits for one year or more OR one that meets the following conditions:

- Has an established place of business for one year or more in the incorporated limits of the City:
  - (a) from which at least 100 of its employees OR at least 20% of its total full-time, part-time and contract employees are regularly based; and
  - (b) from which a substantial role in the business' performance of a commercially useful function or a substantial part of its operations is conducted by those employees.

A location utilized solely as a post office box, mail drop or telephone message center or any similar combination, with no other substantial work function, is not a *City Business*.

For the purposes of this program, Headquartered is defined as the place where a business entity's officers direct, control, and coordinate the entity's activities.

**City of San Antonio**  
**Finance Department - Procurement Division**  
**Local Preference Program Identification Form**

NOTE: Bidders / Respondents are required to submit documentation to substantiate that the requirements of a City Business have been met. Examples of documentation may include, but are not limited to the following:

1. Existence of local headquarters or office: For corporations, Texas Comptroller's listing of names/addresses of officers and directors. For partnerships, partnership agreement and any documents identifying the current managing partners and their current work addresses
2. Evidence of local headquarters or office in existence for one year or more: Utility bills, real property lease agreements, equipment leases, personal property taxes, real property taxes
3. Evidence of number of employees: Organizational charts, payroll records by location

CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION TO VALIDATE BIDDERS'/RESPONDENTS' DESIGNATION AS A CITY BUSINESS.

COMPLETE THE FOLLOWING FORM AND SUBMIT WITH YOUR RESPONSE EVEN IF YOU ARE NOT SEEKING A LOCAL PREFERENCE. THE BIDDER / RESPONDENT MUST COMPLETE THE FOLLOWING FORM TO BE IDENTIFIED AS A CITY BUSINESS. IF BIDDER / RESPONDENT IS SUBMITTING AS A JOINT VENTURE, EACH CITY BUSINESS THAT IS A MEMBER OF THE JOINT VENTURE MUST COMPLETE AND SIGN THIS FORM.

**PROVIDE THE FOLLOWING INFORMATION IF BIDDER/ RESPONDENT IS SUBMITTING AS PART OF A JOINT VENTURE.** Joint Venture means a collaboration of business or non-profit entities, in response to a solicitation, which is manifested by a written agreement, between two or more independently owned/governed and controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses/surplus or deficits of the joint venture enterprise commensurately with its contribution to the venture.

STATE BIDDER'S / RESPONDENT'S PERCENTAGE OF OWNERSHIP IN THE JOINT VENTURE: \_\_\_\_\_%

SUBMIT A COPY OF THE JOINT VENTURE AGREEMENT. SUBMIT ANY OTHER DOCUMENTATION REQUESTED BY CITY TO SUBSTANTIATE THE EXISTANCE OF AND/OR PARTICIPATION IN THE JOINT VENTURE. NO PREFERENCE POINTS WILL BE ALLOCATED TO A JOINT VENTURE THAT FAILS TO SUBMIT REQUIRED DOCUMENTATION.

SOLICITATION NAME/NUMBER: **Construction Manager at Risk for Carver Branch Library Renovation**  
**RFQ: 24-042| WBS: 23-04032**

**PROVIDE THE FOLLOWING INFORMATION REGARDING BIDDER'S / RESPONDENT'S HEADQUARTERS:**

Name of Business or Non-Profit Entity:	
Physical Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	
Provide the total number of full-time, part-time, and contract personnel employed by Bidder / Respondent: _____	

**City of San Antonio**  
**Finance Department - Procurement Division**  
**Local Preference Program Identification Form**

Is Business or Non-Profit Entity headquartered within the incorporated San Antonio city limits? (circle one)	Yes	No
Has the business or non-profit entity been headquartered in the incorporated San Antonio city limits for one year or more? (circle one)	Yes	No
If the answers to the questions above are "Yes", stop here. If the answer to either of the above questions is "No", provide responses to the following questions:		

**PROVIDE THE FOLLOWING INFORMATION REGARDING BIDDER'S / RESPONDENT'S LOCAL OFFICE (IF APPLICABLE):**

Name of Business or Non-Profit Entity:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Provide the total number of full-time, part-time, and contract personnel employed by Bidder / Respondent in the local office: _____		
Is the business or non-profit entity located in the incorporated San Antonio city limits? (circle one)	Yes	No
Has the business been located in the incorporated San Antonio city limits for one year or more? (circle one)	Yes	No
Are at least 100 full-time, part-time or contract employees regularly based in the San Antonio office? (circle one)	Yes	No
Are at least 20% of the business' total full-time, part-time or contract employees regularly based in the San Antonio office? (circle one)	Yes	No
Do the employees in the San Antonio office perform a substantial role in the business' performance of a commercially useful function or are a substantial part of the business' operations conducted in the San Antonio office? (circle one)	Yes	No

**ACKNOWLEDGEMENT**

THE STATE OF TEXAS

I certify that my responses and the information provided on this Local Preference Program Identification Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Local Preference Program Identification Form may be investigated and I hereby give my full permission for any such investigation, including the inspection of business records and site visits by City or its authorized representative. I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected or contract to be terminated. I further acknowledge that providing false information is grounds for debarment.

**City of San Antonio**  
**Finance Department - Procurement Division**  
**Local Preference Program Identification Form**

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BIDDER'S / RESPONDENT'S FULL NAME:

\_\_\_\_\_  
(Print Name) Authorized Representative of Bidder / Respondent

\_\_\_\_\_  
(Signature) Authorized Representative of Bidder / Respondent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**This Local Preference Identification Form must be submitted with the bidder's /  
respondent's bid/proposal response.**

**City of San Antonio**  
**Veteran-Owned Small Business Program Tracking (Form 8)**

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**Authority.** San Antonio City Code Chapter 2, Article XI describes the City's veteran-owned small business preference program.

**Tracking. This solicitation is not eligible for a preference** based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.

**Certification.** The City relies on inclusion in the database of veteran-owned small businesses (VOSB) maintained by the U.S. Small Business Administration to verify VOSB status; however, veteran status may also be confirmed by certification by another public or private entity that uses similar certification procedures.

**Definitions.**

The program uses the federal definitions of veteran and veteran-owned small business found in 38 CFR Part 74.

- The term “veteran” means a person who served on active duty with the U.S. Army, Air Force, Navy, Marine Corps, Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in line of duty or while in training status.
- A veteran-owned small business is a business that is not less than 51 percent owned by one or more veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; the management and daily business operations of which are controlled by one or more veterans and qualifies as “small” for Federal business size standard purposes.

The program uses the below definition of joint venture.

- Joint Venture means a collaboration of for-profit business entities, in response to a solicitation, which is manifested by a written agreement, between two or more independently owned and controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture.

The program does not distinguish between a veteran and a service-disabled veteran-owned business and is not limited geographically.

COMPLETE THE FOLLOWING FORM AND SUBMIT WITH YOUR BID/PROPOSAL.

**INSTRUCTIONS**

- IF SUBMITTING AS A PRIME CONTRACTOR ONLY, COMPLETE **SECTION 1** OF THIS FORM.
- IF SUBMITTING AS A PRIME CONTRACTOR UTILIZING A SUBCONTRACTOR, COMPLETE **SECTIONS 1 AND 2** OF THIS FORM.

**City of San Antonio**  
**Veteran-Owned Small Business Program Tracking Form**

SOLICITATION NAME/NUMBER: Construction Manager at Risk for Carver Branch Library Renovation  
RFQ: 24-042| WBS: 23-04032

Name of Respondent:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is Respondent certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is Respondent certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified Respondent as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount:		

Is Respondent subcontracting with a business that is certified as a VOSB? (circle one)	Yes	No
Name of <b>SUBCONTRACTOR</b> Veteran-Owned Small Business:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is <b>SUBCONTRACTOR</b> certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is <b>SUBCONTRACTOR</b> certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified <b>SUBCONTRACTOR</b> as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount		

**City of San Antonio**  
**Veteran-Owned Small Business Program Tracking Form**

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ACKNOWLEDGEMENT

THE STATE OF TEXAS

I certify that my responses and the information provided on this Veteran-Owned Small Business Preference Program Identification Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Veteran-Owned Small Business Preference Program Identification Form may be investigated and I hereby give my full permission for any such investigation, including the inspection of business records and site visits by City or its authorized representative. I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected or contract to be terminated. I further acknowledge that providing false information is grounds for debarment.

BIDDER/RESPONDENT'S FULL NAME:

\_\_\_\_\_  
(Print Name) Authorized Representative of Bidder/Respondent

\_\_\_\_\_  
(Signature) Authorized Representative of Bidder/Respondent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**This Veteran-Owned Small Business Program Tracking Form must be submitted with the Bidder/Respondent's bid/proposal.**

**FORM 1**  
**REVISED SUBMITTAL CHECKLIST AND TABLE OF CONTENTS**

**CONSTRUCTION MANAGER AT RISK**  
**CARVER BRANCH LIBRARY RENOVATION**  
**(RFQ: 2024-042 | WBS: 23-04032)**

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

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

Page No.	Form No.	Form Title
	Form 1	Submittal Checklist and Table of Contents - Indexed and labeled as Tab "1"
	No Form	Executive Summary – Indexed and labeled as Tab "2"
	Exhibit A & B	CMAR Contract Template and General Conditions Review – Indexed and labeled as Tab "3"
	No Form	Letters of Reference – Indexed and labeled as Tab "4"
	No Form	<b>Statement of Qualifications:</b>
	No Form	<b>Criteria A: Experience, Background, Qualifications of Key Personnel, and Key Subcontractors</b>
		Experience Narrative - Indexed and labeled as Tab "5"
		Project Sheets – Indexed as Tab "6"
		Organizational Chart – Indexed and labeled as Tab "7"
		Organizational Chart Narrative – Indexed and labeled as Tab "8"
		Resumes – Indexed and labeled as Tab "9"
		<b>Criteria B: General Proposed Work Plan &amp; Schedule</b>
		Subcontractor Selection Plan/Process – Indexed and labeled as Tab "10"
		Pre-Construction Phase Work Plan – Indexed and labeled as Tab "11"
		Construction Phase Work Plan – Indexed and labeled as Tab "12"
		<b>Criteria C: Experience with the San Antonio Region &amp; Past Performance</b>
		Experience with the San Antonio Region & Past Performance – Indexed and labeled as Tab "13"

**The following items must be uploaded / submitted individually.**

Form No.	Required Forms Packet
Form 2	RFQ Submittal Cover/Signature Sheet
Form 3	Contracts Disclosure Form
Form 4	Litigation Disclosure Form
Form 5	Small Business Economic Development Advocacy (SBEDA) Subcontractor/Supplier Commitment Form
Form 6	Key Personnel Commitment Form
Form 7	Local Preference Program Identification Form
Form 8	Veteran-Owned Small Business Program Tracking Form
No Form	Financial Statement
No Form	Proof of Insurability
Form 1295	Certificate Of Interested Parties TEC Form 1295

