



ADDENDUM NO. I

SUBJECT: Request for Qualifications – Ella Austin Community Center Renovation

RFQ#: 2024-053 | **WBS#:** 23-04035

FROM: Jonathan Miranda, Procurement Administrator

DATE: February 02, 2024

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I –
TO THE ABOVE REFERENCED CONSTRUCTION MANAGER AT RISK (CMAR) –
ELLA AUSTIN COMMUNITY CENTER RENOVATION**

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. Revised Exhibit D Wage Decision.
 - a. General Decision Number: TX20240231 01/12/2024.
2. Pre-Submittal Conference Presentation is attached.
3. Pre-Submittal Conference Sign-In Sheet is attached.
4. Site-Visit Sign-In Sheet is attached.
5. Local Preference Program Identification Form 7 is attached.
6. Veteran-Owned Small Business Program Tracking Form 8 is attached.
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 for this project at this time?

Response: No, the process will begin in the Design Development phase.

Question 2: We came across this bid just today, Jan 17, and wish to provide subcontracted services to CMAR for Asbestos Surveying and/or Abatement. We also perform Mold and Lead Remediation. Do you have any previous Asbestos Reports for this property?

Response: CoSA has obtained Hazmat Reports on all the structures at Ella Austin. These will be provided to the shortlisted contractors in the RFP phase of this solicitation.

QUESTIONS SUBMITTED AT PRE-SUBMITTAL IN ACCORDANCE WITH SECTION VIII, RESTRICTION OF COMMUNICATIONS:

Question 1: Is the Architect that is current, will be the same one going forward?

Response: Yes, West East Design is the architect for this project.

Question 2: Clarity regarding the 20% and 3% vs the 51% retention of the scope.

Response: The SBEDA Prime Contract Program preference points are awarded to a prime contractor that is SBEDA eligible. Five (5) points will be awarded to SBEDA eligible SBE prime respondents that retain at least 51% of the project scope for either themselves or other SBEDA eligible SBEs (i.e., the prime respondent will not subcontract more than 49% of the contract's value to a non-SBE firm). Another five (5) points will be awarded to SBEDA eligible Minority and/or Woman-owned Business Enterprise (M/WBE) prime respondents that retain at least 51% of the project scope for either themselves or other SBEDA eligible M/WBEs (i.e., the prime respondent will not subcontract more than 49% of the contract's value to a non-M/WBE firm). Please note that not meeting the requirements to earn these points will not deem your bid non-responsive.

With regards to the subcontracting goals, the prime respondent must subcontract twenty percent (20%) of the contract's value to a SBEDA eligible M/WBE subcontractor(s) and three percent (3%) of the contract's value to a SBEDA eligible African American Business Enterprise (AABE) subcontractor(s); please note that the required AABE subcontracting goal is segmented into the required M/WBE subcontracting goal, and will count towards that goal (i.e., three percent utilization of a SBEDA eligible AABE subcontractor is also three percent utilization of a SBEDA eligible M/WBE subcontractor). Please note that self-performance is not allowed for this solicitation, and that you must subcontract to SBEDA eligible M/WBE and AABE subcontractors to meet the required subcontracting goals. Please note further that failure to acknowledge the subcontracting requirements as defined in the Subcontractor/Supplier Commitment Form will deem your bid non-responsive.

To be SBEDA eligible, a vendor must meet the following criteria:

1. You must be certified as a Small Business Enterprise (SBE) by the South-Central Texas Regional Certification Agency (SCTRCA).
 - a. Additional certifications are available to help meet subcontracting goals (Minority-owned Business Enterprise [MBE], Woman-owned Business Enterprise [WBE], Asian Business Enterprise [ABE], African American Business Enterprise [AABE], Hispanic American Business Enterprise [HABE], Native American Business Enterprise [NABE], Emerging Small Business Enterprise [ESBE])
 - b. Note that the City of San Antonio accepts certifications from the SCTRCA only.
2. You must be headquartered in one of the following eight counties: Atascosa, Bexar, Bandera, Comal, Guadalupe, Kendall, Medina and Wilson (San Antonio Metropolitan Statistical Area) OR show significant business presence if located in San Antonio Metropolitan Statistical Area for at least 1 year (per response due date) AND have 20% of their total employees located in the branch location.

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

Question 1: Lighting upgrades or will they be cosmetic?

Response: Yes, upgrades, because the lighting must meet modern energy codes.

Question 2: Asbestos survey?

Response: These will be provided to the shortlisted contractors in the RFP phase of this solicitation.

Question 3: Owner Remediation?

Response: This has not been determined

Question 4: Windows will need to be wood appearing?

Response: TBD, we will need to mimic historic windows as required by HDRC.

Question 5: Will this building be occupied?

Response: No, the tenants will vacate the building for the construction period.

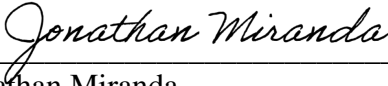
Question 6: Phased building, will need badging?

Response: No personnel present

Question 7: Furniture will be gone?

- Response: The tenant is responsible for removing all furniture from the building. Anything left behind is to be discarded by the awarded firm.
- Question 8: Brand new tech?
- Response: AVL and Data will need to be replaced. Existing transformer should be good.
- Question 9: Status of exterior masonry?
- Response: Masonry will have to be cleaned. Areas with painted masonry we may attempt to remove paint, or re-paint depending on HDRC requirements. Minor re-pointing in limited locations as necessary
- Question 10: OHP requiring cast stone replicas?
- Response: We are not aware of any cast stone requiring replacement/replica. There are cast concrete caps on fences and other site elements which will require replacement. We are not aware of cast stone requiring replacement at this time.
- Question 11: Are there existing drawings?
- Response: No, just a survey. There are some partial existing drawings from previous projects on site and the existing senior center.
- Question 12: Will iron fencing remain around outside the basketball courts and gym?
- Response: No, the 10' chainlink fencing around the basketball court will be removed. The iron fencing on the north side of the project will also be removed. The iron and brick fencing on the East side of the project around the daycare playground will be removed and replaced. The remaining iron fencing elsewhere on the project will remain and receive minor adjustments.
- Question 13: New Senior Center will connect into gym?
- Response: Yes, it will be connected.
- Question 14: Will tile stay on slab near garden?
- Response: Currently, the tile is planned to be removed from the slab. However, circumstances could arise that require it to be left in place.
- Question 15: Exercise slabs need to be removed?
- Response: Yes, equipment to be relocated onto new slabs

END OF ADDENDUM No. 1



Jonathan Miranda
Procurement Administrator
Finance Department – Procurement Division

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

BOIL0074-003 07/01/2023

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

ELEC0060-003 06/05/2023

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

ELEC0060-004 06/05/2023

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

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

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)).

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.

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

Request for Qualifications

Pre-Submittal Meeting for the Ella Austin Community Center Renovation Project



CMAR - Pre-Submittal Meeting for
Ella Austin Community Center
Renovation Project



RFQ# 2024-053 | WBS: 23-04035

Wednesday, January 17, 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.

CMAR - Pre-Submittal Meeting for
Ella Austin Community Center
Renovation Project



Sign-In Form: <https://forms.office.com/g/y61NCryziQ>

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 is seeking an experienced Construction Manager at Risk (CMAR) firm (Respondent) with demonstrated technical capabilities and architecture construction experience to provide Pre-Construction and Construction services for the Ella Austin Community Center Project. 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 these projects 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 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



The City anticipates that the Ella Austin Community Center Project will include components including building and site development necessary to facilitate operation of the Ella Austin Community Center, including:

<ul style="list-style-type: none"> Demolition of several buildings on campus 	<ul style="list-style-type: none"> Renovation of the existing 2 story 39,894 SF main building 	<ul style="list-style-type: none"> New 4,600 SF Senior Center
<ul style="list-style-type: none"> Partial renovation of the Gymnasium 	<ul style="list-style-type: none"> New parking lot 	<ul style="list-style-type: none"> Upgrade of existing parking lot
<ul style="list-style-type: none"> New drop off driveway 	<ul style="list-style-type: none"> New central courtyard area with shade structures 	<ul style="list-style-type: none"> New playground area
<ul style="list-style-type: none"> Relocate Community Garden 	<ul style="list-style-type: none"> Utilities upgrade 	



Scope of Services

In May 2017, voters approved the 2012-2027 Bond Program, which authorized \$23 Million for renovation of the Ella Austin Community Center Campus. Additional funding of \$11.5 Million will be leveraged from the Inner-City Tax Increment Reinvestment Zone (TIRZ) for a total project budget of \$23 Million. The City of San Antonio selected West East Design to perform a facility assessment and a highest and best use analysis of the Ella Austin Community Campus located in the Digniwity Hill neighborhood on the City's Eastside. This project consists of the demolition and abatement of several existing buildings on the campus, full renovation of the 2 story, 39,894 sf main building, cosmetic renovation of the auditorium, partial renovation of the existing gymnasium, and the construction of a new approximately 4,600 sf Senior Center building. Site development is to include new parking lot, upgrade and modifications to the existing parking lot, new vehicular drop off, new central courtyard area including shade structures and new playground, and relocation of the community garden. The City of San Antonio desires the Project to be designed with sustainability in mind where practical. Specific sustainability measures which may be considered include, EV stations, energy efficiency in mechanical and electrical systems, and the like.

Construction Manager at Risk for the Ella Austin Community Center



**Economic Development Department,
Small Business Office**

SBEDA Eligibility & SAePS Registration

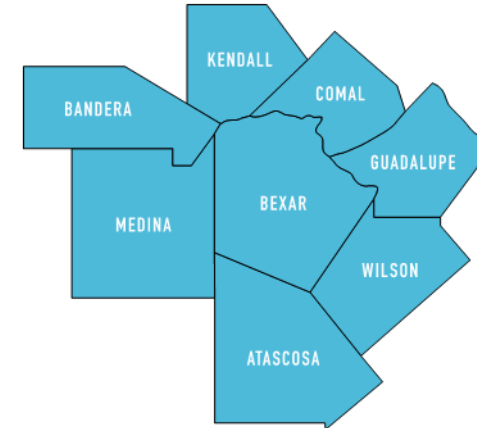
Doing Business with the City

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
-

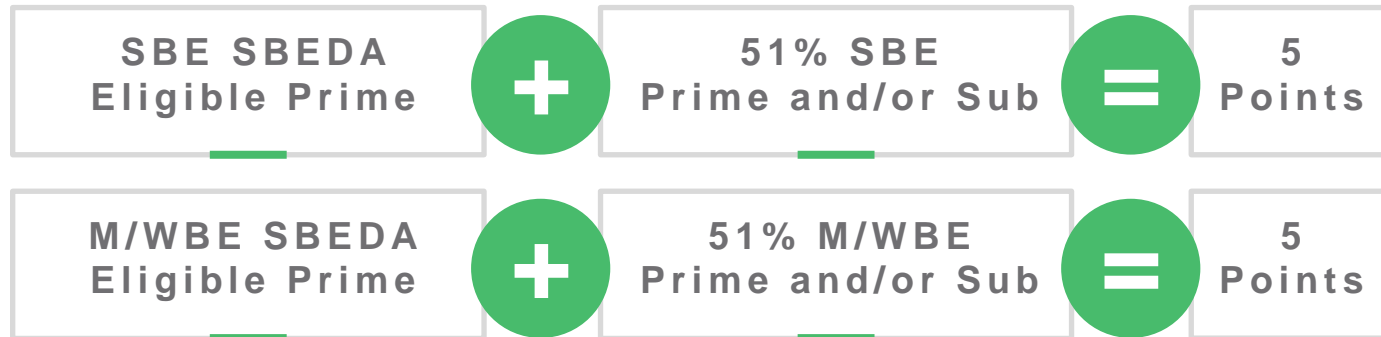
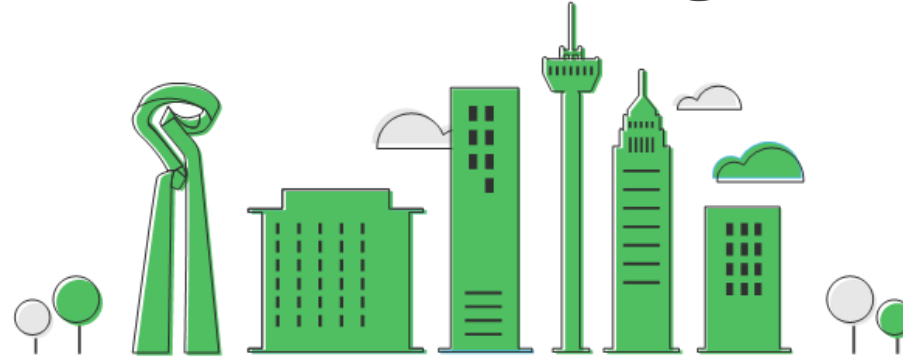
Prime Contract & Subcontracting Programs, Mentor Protégé Program

SBEDA Tools

SBEDA Tools



Prime Contract Program



SBEDA Tools



Subcontracting Program

For a Subcontractor to count toward a City required subcontracting goal(s), the 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 NOT allowed

Goal Type	Percentage
M/WBE	20%
AABE	3%



Subcontracting Program Important Notes



- Self-Performance of subcontracting goals by the Prime respondent **IS NOT 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

SBEDA Tools



Mentorship Requirement

- The prime respondent awarded this contract is required to serve in the City's Mentor Protégé Program
- If matched with a protégé, your firm must participate in the partnership for 2 years
- Developing an action plan and meeting its objectives with your protégé is required
- Mentor and protégé must meet monthly
- To learn more about the program, please visit besanantonio.com

Commitment Form and Post-Award Waiver Requests

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: *Construction Manager at Risk for the Ella Austin Community Center*

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 Small Business Enterprise (SBE) prime respondents proposing at least 51% of SBE utilization (prime and/or sub-consultant/contractor) will receive five (5) evaluation preference points.
- I understand that Minority and/or Women-Owned Business Enterprise (M/WBE) prime respondents proposing at least 51% of M/WBE utilization (prime and/or sub-consultant/contractor) will receive five (5) evaluation preference points.
- I understand that a Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal of twenty percent (20%) applies to this solicitation.
- I understand that an African American Business Enterprise (AABE) subcontracting goal of three percent (3%) applies to this solicitation.
- I understand that for a sub-consultant/contractor to count toward City required subcontracting goal(s), the 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 **NOT** count toward a subcontracting goal(s).
- I understand that to be through the South Central region, a significant business must be headquartered in or have a significant business presence in the South Central region.
- I understand that the fair goal(s) for this solicitation is/are to acknowledge the subcontracting goal(s) for this solicitation.
- I understand and affirm my firm's response (as determined by an approved Post-Award Subcontracting Waiver Request Form response (as determined by negotiations with another firm) and will allow the City to enter into negotiations with another firm.
- I understand that in the absence of a Post-Award Vendor Subcontracting Waiver granted by the SBO, the failure of 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.
- I understand that if awarded this contract, I am required to register as a Mentor in City of San Antonio's Mentor- Protégé Program for a two-year commitment, per the date of contract award. All prime consultant, contractor and joint venture entities will be required to register as a Mentor at www.besanantonio.com. I further understand that following registration for the Program, I will be assigned to one or more protégé(s) of the Program Administrator's (or City's) choice, if the Protégé consents to participate.

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 20% and AABE 3%
- 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>

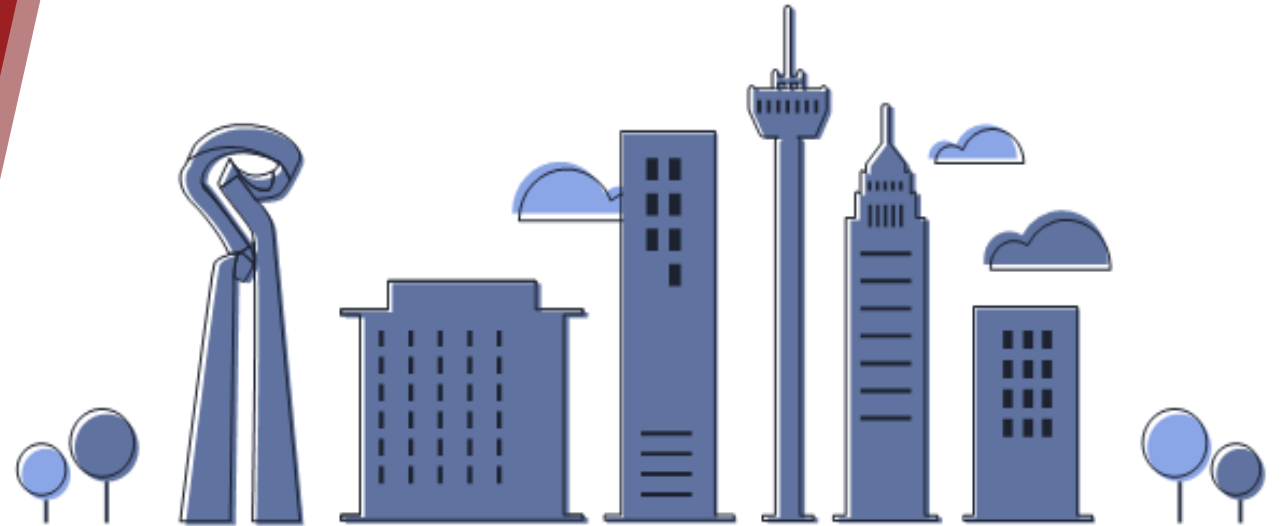
CCMS Reporting and Mentor Protégé Program

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



ALAMO
COLLEGES



Thank You
End of Presentation

Prevailing Wage Requirements



- 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



January 2024

- Jan. 2, 2024; RFQ Released
- Jan. 17, 2024; at 10:00AM: Pre-Submittal Meeting
- Jan. 24, 2024; at 4:00PM: Deadline for Submission of Written Questions

POST SOLICITATION



February / March 2024

- Feb. 16, 2024; at 10:00AM: Submittals Due
- Mar. 22, 2024; Notification of Shortlist and RFP Issuance

FINALIZATION



April – Sep 2024

- Apr. 9, 2024; Proposal Due Date
- Apr. 11, 2024; Shortlisted Respondent Interviews
- Apr. 15, 2024; Notification of Selection and Negotiation
- Aug./Sep. 2024; Anticipated City Council

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	Proposed Key Personnel/Organizational Chart	Org. Chart of proposed team.
8	Organization Chart Narrative	Up to two-page narrative description of the Organizational Chart
9	Resumes	Two-page maximum Resumes of key team members.

Evaluation Criteria



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

TAB	TITLE
10	Subcontractor Selection Plan/Process
11	Pre-Construction Phase Work Plan
12	Construction Phase Work Plan

DESCRIPTION
Provide a maximum three-page narrative of your subcontractor selection process.
In five pages, describe Respondent’s management approach, approach to working with the design team and timely design reviews and input.
In five pages, describe Respondent’s management approach to coordination with stakeholders, implementation of the work and documentation and communications.

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 of Respondent, Key Personnel, and Key Sub-Consultants	50
B. General Proposed Work Plan/Approach	30
C. Experience with the San Antonio Region & Past Performance	10
D. SBEDA	
SBE Prime Contract Program – 5 Points M/WBE Prime Contract Program – 5 Points	10
Total Maximum	100 Points

Required Uploads

Upload each document individually

Submittal Cover/Signature Page (Form 2)

SOS Filing Number and SAMS DUNS and/or CAGE number

Contracts Disclosure Form (Form 3)

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

Litigation Disclosure Form (Form 4)

SBEDA Utilization Commitment Form (Form 5)

Key Personnel Commitment Form (Form 6)

Financial Statement

Proof of Insurability

Proposal Guarantee

Certificate of Interested Parties TEC Form 1295

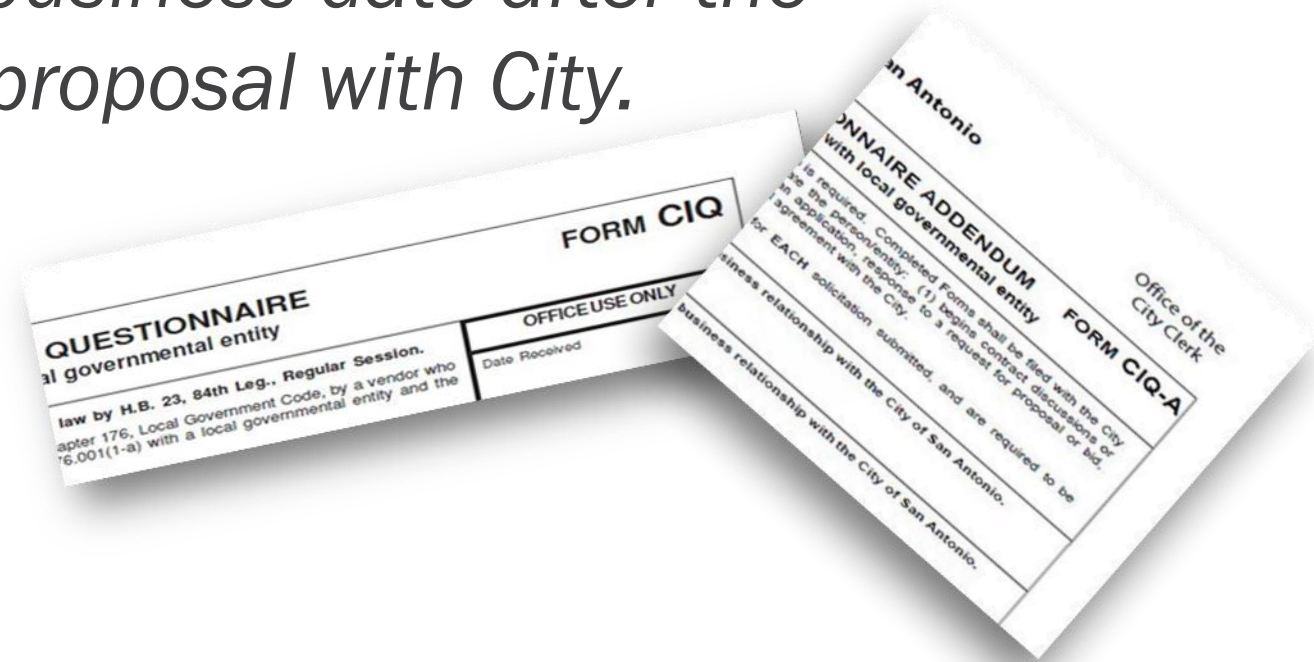
www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

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 to City a proposal with City.

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



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

Conflict of Interest Questionnaire, cont.

- Go to: www.sanantonio.gov.
- Click the “Your Government” tab on top.
- Then click the “Ethics & Lobbyist” tab.

The screenshot shows the City of San Antonio website's navigation menu. The 'YOUR GOVERNMENT' tab is selected, and the 'Ethics & Lobbyist' link is highlighted. Other menu items include: ADMINISTRATIVE (All City Departments, City Auditor, City Clerk, City Code, City Holidays, Government & Public Affairs, Contact the City, Job Openings, Your City Government - Summary), BOARDS & COMMISSIONS (Information, Agendas), CITY GOVERNMENT & DEPARTMENTS (Mayor, City Council, City Manager, City Clerk, Military Affairs, All City Departments), ELECTION, ETHICS & LEGAL (City Attorney, Ethics & Lobbyist, Elections & Campaign Finance), EMERGENCY SERVICES (Fire, Police), ENERGY & GREEN INITIATIVES (Sustainability, Recycling), FINANCE (Grants Monitoring & Administration, Management & Budget Finance, Purchasing), MUNICIPAL COURTS (Municipal Court, Online Court Payments), SERVICES (311 City Services, City Connect - Online Services & Payments), and OTHER PUBLIC AGENCIES (Other Public Agencies, More Government Links...).

Conflict of Interest Questionnaire, cont.

- In the Ethics & Lobbyist page.
- click on the “Forms & Resources”.
- The icon is in the middle of the page.

Conflict of Interest Questionnaire, cont.

- In the Forms & Resources page, click on the “Conflict of Interest Forms”.

CITY OF SAN ANTONIO
RESIDENTS VISITORS BUSINESS YOUR GOVERNMENT GET CONNECTED

SEARCH

ETHICS & LOBBYISTS
sa.Gov Home > Ethics & Lobbyists > Forms & Resources

FORMS & RESOURCES

ETHICS & LOBBYISTS HOME
ABOUT >
ETHICS REVIEW BOARD & OPINIONS >
FOR CITY EMPLOYEES & OFFICIALS
FOR COMPLIANCE >
FORMS & RESOURCES
SA.GOV RELATED SITES
CITY CLERK
ELECTIONS & CAMPAIGN FINANCE
MUNICIPAL ARCHIVES & RECORDS
OPEN GOVERNMENT
OFFICE

Physical Address:
100 Military Plaza
San Antonio, TX 78205 (Map)

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

Phone
210 207 7253

Fax
210 207 7032

ETHICS / LOBBYISTS FORMS & RESOURCES
CITY EMPLOYEES & OFFICIALS
• [City Employee & Official Forms](#)

CONFLICT OF INTEREST
• [Conflict Disclosure Statement \(CIS\) \(Recusal-City Officials & Boardmembers\)](#) (PDF)
• Conflict of Interest Forms
• [Contracts Disclosure Form](#)
• [Disclosure of Benefits](#) (PDF)
• [Gifts to Closely Related Person](#)

ETHICS
• [Petition for Declaratory Ruling](#) (PDF)
• [Recusal & Disclosure \(Recusal-City Officials & Boardmembers\)](#) (PDF)
• [Sworn Complaint of Ethics Violation](#) (PDF)

FINANCIAL DISCLOSURE
• [Financial Disclosure Forms](#)

LOBBYISTS
• [Search the Lobbyist Management E-File System](#)
• [Learn More about the Lobbyist Management E-File System](#)

[See City Clerk Forms by Topic](#)

Connect with the **OFFICE OF THE CITY CLERK**

SIGN UP FOR THE CITY ENEWS!

FEATURED ITEMS
SEARCH COLLECTIONS
 The City's online digital collections >

REFERENCE & RESEARCH
 Reference and Research information >

LEARN ABOUT OUR HISTORY

Conflict of Interest Questionnaire, cont.

- Download and fill out Form CIQ and CIQ - Addendum (CIQ-A).

CITY OF SAN ANTONIO

RESIDENTS VISITORS BUSINESS YOUR GOVERNMENT GET CONNECTED

SEARCH

ETHICS & LOBBYISTS

sa.Gov Home > Ethics & Lobbyists > For Compliance > Vendors & Conflict of Interest Reports (CIS/CIQ)

VENDORS & CONFLICT OF INTEREST REPORTS (CIS/CIQ)

ETHICS & LOBBYISTS HOME

ABOUT >

ETHICS REVIEW BOARD & OPINIONS >

FOR CITY EMPLOYEES & OFFICIALS

FOR COMPLIANCE >

FORMS & RESOURCES

SA.GOV RELATED SITES

CITY CLERK

ELECTIONS & CAMPAIGN FINANCE

MUNICIPAL ARCHIVES & RECORDS

OPEN GOVERNMENT

OFFICE

Physical Address:
100 Military Plaza
San Antonio, TX 78205 (Map)

Mailing Address:
Office of the City Clerk
P.O. Box 839566
San Antonio, TX 78283-3966

Phone
210.207.7253

Fax
210.207.7022

CONFLICT OF INTEREST REPORTING

Effective January 1, 2006, members of a municipal governing body may be required to file Conflict of Interest forms under the provisions of [House Bill 914](#). Submitted forms can be found below.

SUBMITTED REPORTS

Click on a year below to view the Reports:

2017	2013	2009
2016	2012	2008
2015	2011	2007
2014	2010	2006

BLANK FORMS :

FOR VENDORS

- » [FORM CIQ: Conflict of Interest Questionnaire](#)
- » [CIQ - Addendum \(CIQ-A\)](#)
- » [Contracts Disclosure Form](#)

FOR CITY OFFICIALS

- » [FORM CIS: Local Government Officer Conflicts Disclosure Statement](#)
- » [Conflict Disclosure Statement \(CIS\) \(Recusal-City Officials & Boardmembers\) \(PDF\)](#)

RELATED LINKS

- » [Search the Lobbyist Registration System](#)

OTHER FORMS

- » [See All Ethics Forms](#)
- » [See City Clerk Forms by Topic](#)

Conflict of Interest Questionnaire, cont.



CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY <hr/> Date Received
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	



City of San Antonio

Office of the City Clerk

CONFLICT OF INTEREST QUESTIONNAIRE ADDENDUM For vendor or other person doing business with local governmental entity	FORM CIQ-A		
<p>This form is required in all instances where a CIQ form is required. Completed Forms shall be filed with the City Clerk no later than the 7th business day after the date the person/entity: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposal or bid, correspondence, or another writing related to a potential agreement with the City.</p> <p>A CIQ and CIQ Addendum are required to be filed for EACH solicitation submitted, and are required to be submitted together.</p>			
<p>1 Name of person who has or is seeking to have a business relationship with the City of San Antonio.</p>			
<p>2 Name of Company that has or is seeking to have a business relationship with the City of San Antonio.</p>			
<p>2a Business Contact information for Company listed above.</p> <p>Business Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>			
<p>3 Did Name or Description of Service</p>			
<p>4 Printed name of person doing business with the City of San Antonio (same as denoted on Box 7 of Form CIQ).</p>			
<p>Completed Conflict of Interest Questionnaires and Addenda should be mailed or hand-delivered <u>separately from the solicitation (bid)</u> to one of the following addresses:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Mailing Address: Office of the City Clerk P.O. Box 839966 San Antonio, TX 78283-3966 </td> <td style="width: 50%; vertical-align: top;"> Physical Address: Office of the City Clerk City Hall, 2nd Floor 100 Military Plaza San Antonio, TX 78205 </td> </tr> </table>		Mailing Address: Office of the City Clerk P.O. Box 839966 San Antonio, TX 78283-3966	Physical Address: Office of the City Clerk City Hall, 2nd Floor 100 Military Plaza San Antonio, TX 78205
Mailing Address: Office of the City Clerk P.O. Box 839966 San Antonio, TX 78283-3966	Physical Address: Office of the City Clerk City Hall, 2nd Floor 100 Military Plaza San Antonio, TX 78205		

Submission Instructions

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

- Online bid services opened for bidding on January 02, 2024; and will close on February 16, 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.
- Site Visit is scheduled for Tuesday, January 17, 2024; at 2:00 PM CT. Please refer to the RFQ for instructions.
- 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 24, 2024. Responses will be addressed via addendum
- Bids must be uploaded by 10:00 AM, February 16, 2024. *Please remember to click the "Submit Bid" button. If not, your bid will not be received by the City.*



Thank You for Attending

Reminder to sign-in

Sign-In Form: <https://forms.office.com/g/y61NCryziQ>



Construction Manager At Risk
 Ella Austin Community Center
 Renovations
 January 18, 2024 at 10:00 AM

First Name	Last Name	Title	Organization	Phone	Email2
Brian	Sowell	Project Manager	WestEast	512.417.3062	Brians@westeastdesign.com
Michael	McCall	STX Operations Manager	Byrne Construction Services	210-330-4108	mmccall@tsbyrne.com
Adrian	Pena	Procurement Specialist III	CoSA	210-207-0634	adrian.pena@sanantonio.gov
Eric	Teague	Special Projects Manager	COSA-DHS	210-207-8370	eric.teague@sanantonio.gov
Manuel	Garcia	Compliance Lead Analyst	Public Works	210-207-7872	Manuel.g.garcia@sanantonio.gov
Cathleen	Crabb	Sr Architect	City of San Antonio	210 207 2737	Cathleen.crabb@sanantonio.gov
Matthew	Zuniga	Senior Economic Development Specialist	COSA EDD, SBEDA Initiation	210-207-8110	matthew.zuniga@sanantonio.gov
John	LeBlanc	Estimator	Nunnelly General Contractors	210-542-4848	JohnL@nunnelly.com
Reid	Schiffbauer	Project Manager	Nunnelly General Contractor	361-212-7343	Reid@nunnelly.com
Jessica	Allmendinger	Marketing Specialist	Turner Construction Company	2147702512	jallmendinge@tcco.com
Zack	Fischer	Business Development Engineer	Turner Construction	7143137212	zfischer@tcco.com
Edward	Spooner	Division Manager	Turner	214-687-1122	Espooner@tcco.com
Marques	Mitchell	Sr. Director	Turner Construction	210-381-9914	mmitchell@tcco.com
Jorge	Figueroa	PS III	COSA	2102071085	Jorge.figueroa@sanantonio.gov
Japan	Shah	Procurement Specialist III	City of San Antonio	210-207-2680	Japan.Shah@sanantonio.gov
Randy	Matyear	Assistant Capital Programs Manager	COSA	210-07-2155	Randy.matyear@sanantonio.gov
Blaine	Beckman	President	Nunnelly General Contractor	2105442033	Blaine@nunnelly.com
Alexandria	Hall		Byrne Construction Services	972-408-8804	ahall@tsbyrne.com

Construction Manager At Risk
 Ella Austin Community Center
 Renovations
 January 18, 2024 at 3:00 PM

First Name	Last Name	Title	Organization	Phone	Email2
Adrian	Pena	Procurement Specialist III	CoSA	210-207-0864	adrian.pena@sanantonio.gov
Randy	Matyear	Assistant Capital Programs Managet	COSA	210-207-2155	Randy.Matyear@sanantonio.gov
Larry	Ayers	Chief Estimator	Structure Tone Southwest	210.259.3343	Larry.ayers@structuretone.com
Gustavo	Flores	Estimator	J R Ramon Demolition	210-225-1583	gusf@ramondemolition.com
Brian	Sowell	Project Manager	WestEast	5124173062	Brians@westeastdesign.com
José Eduardo	de la Garza	Architect	WestEast Design Group	2105300755	delagarzaj@westeastdesign.com
Michael	McCall	STX Operations Manager	Byrne Construction Services	210-330-4108	mmccall@tsbyrne.com
John	LeBlanc	Estimator	Nunnelly General Contractors	210-542-4848	JohnL@nunnelly.com
Reid	Schiffbauer	Project Manager	Nunnelly General Contractor	361-212-7343	Reid@nunnelly.com
Eric	Teague	Special Projects Manager	COSA-DHS	210-207-8370	Eric.teague@sanantonio.gov
Cesar	Sostre	Owner	CESSOS Design Build	2104647119	cesar@cessosdb.com
Zack	Fischer	Business development engineer	Turner Constrctuion	7143137212	zfischer@tcco.com

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

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

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)

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 SUBCONTRACTOR Veteran-Owned Small Business:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is SUBCONTRACTOR 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 SUBCONTRACTOR 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 SUBCONTRACTOR as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount		

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

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
SUBMITTAL CHECKLIST AND TABLE OF CONTENTS
For
Ella Austin Community Center Renovation
RFQ#: 2024-053 | WBS: 23-04035-05-03

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 – Indexed and labeled as Tab "3"
	No Form	Letters of Reference – Indexed and labeled as Tab "4"
		Statement of Qualifications:
		Criteria A: Experience, Background, Qualifications of Key Personnel, and Key Sub-Contractors
		Experience Narrative - Indexed and labeled as Tab "5"
		Project Sheets – Indexed as Tab "6"
		Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab "7"
		Organizational Chart Narrative – Indexed and labeled as Tab "8"
		Resumes - Indexed and labeled as Tab "9"
		Criteria B: General Proposed Work Plan/Approach
		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"
		Criteria C: Experience with the San Antonio Region & Past Performance
		Experience with the San Antonio Region & Past Performance - Indexed and labeled as Tab "13"

The following items must be uploaded / submitted individually:

Page No.	Form No.	Required Uploads
	Form 2	Submittal Cover/Signature Sheet
	Form 3	Contracts Disclosure Form
	Form 4	Litigation Disclosure Form
	Form 5	SBEDA Subcontractor/Supplier Utilization 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