



AMENDMENT No. 1

SUBJECT: Request for Qualifications – Underground Storm Drain Video Inspection Program,
RFQ: 2024-024

FROM: Jonathan Miranda, Procurement Administrator

DATE: March 14, 2024

THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 – TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS

This amendment is separated into sections for convenience; however, all Respondents, and other parties shall be responsible for reading the entire amendment. The failure to list an item or items in all affected sections of this amendment does not relieve any party affected from performing as per instructions, providing that the information is set forth one time any place in this amendment. 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 amendment.

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

GENERAL INFORMATION:

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

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

- Question 1: Do projects included in Tab 6: Project Sheets have to be completed, or is it OK if the project is still ongoing?
Response: Per Section 5. Statement of Qualifications of the Request for Qualifications, projects must be completed within the past five years.
- Question 2: Can we include a project sheet from our subconsultant?
Response: If the Subconsultant is a part of the Prime, then it can be included.

END OF AMENDMENT No. 1

Jonathan Miranda

Jonathan Miranda, MSJP
Procurement Administrator
Finance Department – Procurement Division

Request for Qualifications Pre-Submittal Meeting for the Underground Storm Drain Video Inspection Program



Pre-Bid Meeting: Underground
Storm Drain Video Inspection
Program



RFQ# 2024-024

Thursday, February 29, 2024

Sign-In Instructions



Everyone attending today's conference **is highly encourage** to scan the QR Code with your phone/tablet or click/type the URL link on your computer and complete the Sign-In Form.

All information provide by you on this form may be posted on the City's website, or otherwise disseminated publicly. By including this information, you hereby affirmatively consent to the release of the information you provide.

By signing in, this will confirm your attendance for today's meeting. If you do not complete the form, your information will not be added to the sign in sheet and may miss critical updates should the City need to release notifications. The QR code will not be available after the meeting.



Sign-In Form: <https://forms.office.com/g/X4fpEsYUfJ>

Introductions



City Staff Only:

We will begin with City staff introductions who are attending today's meeting.

**PLEASE HOLD ALL QUESTIONS UNTIL THE END
OF THE PRE-SUBMITTAL CONFERENCE**

High Profile Solicitation



This solicitation has been identified as High-Profile.

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, there are prohibitions on making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections **beginning on the *10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council (“blackout” period).**

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution was made by any of these individuals during the “blackout” period.

****For this solicitation, the first-day contributions are prohibited is **Monday, February 26, 2024.** The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session.***

Please refer to the Cover Page of solicitation for additional details.



Solicitation Background

- The City of San Antonio (hereafter referred to as “City”), Public Works Department (hereafter referred to as “Public Works”) seeks Statements of Qualifications (hereafter referred to as “SOQs”) from qualified Respondents interested in providing Professional Storm Water Data Collection and Management Services, as described in this RFQ. City desires proposals that shall, among other things, provide an inventory of City-maintained underground storm water drainage and related surface infrastructure, to include Closed Circuit Televising hereafter referred to as CCTV inspection of all underground structures, condition assessment, population of attribute information and mapping. This information shall be used to assist City with identifying and prioritizing maintenance of storm water infrastructure.

The City intends to award 1 contract.

The initial term is for 3 years with 2, 1-year options to renew.

Scope of Services



In general, the following tasks shall be included in the scope of the work:

- A. Locate and identify the underground storm water and surface drainage structures within a prescribed area (40 linear miles per year), to include manholes, inlets, pipes (main and laterals) and culverts (boxes and pipes).
- B. Clean the structures to the degree necessary successfully to perform a complete panoramic CCTV inspection.
- C. Using industry standard televising equipment, perform a complete panoramic CCTV inspection of the structures and populate the data in PipeLogix Software that is needed to meet Pipe Assessment Certification Program condition assessment standards and collect any additional attribute data City requires for asset management, using Cartegraph (STORM view module) Software.
- D. Perform a sound test on those structures chosen by the city to determine voids in the pipes and be able to prioritize damage in each one.
- E. Place the collected data into the Public Works (hereafter referred to as “Public Works”) Department’s PipeLogix software.
- F. Using PACP certified raters, assess/rate/record the condition of the structures according to National Association of Sewer Service Companies standards.
- G. Export the PipeLogix PACP data and other attribute data collected into the Public Works Department’s Cartegraph Asset Management System (STORM view module)
- H. Map City’s storm water drainage infrastructure, using the interface capabilities within Pipelogix to export into ESRI ArcGIS, using a projection and coordinate system consistent with City’s currently supported version of ESRI ArcGIS.
- I. Furnish all labor, materials, equipment and supervision of staff who shall perform the work.
- J. Provide an Executive Summary, signed and sealed by a Professional Engineer licensed to practice in the State of Texas, of the data collection effort, as well as summarize results into tables, graphic and descriptive text for use by City.

Submission Instructions

Online submission will be utilized via CivCast at:

www.civcastusa.com/bids

- Solicitation was released on February 9, 2024; and is due on March 26, 2024, at 10:00 A.M. CT.
- **Hard or emailed copies of proposals will not be accepted.**
- Utilize the Table of Contents/Submittal Checklist to ensure tabs and forms are in the identified order listed in solicitation.
- Keep submittal relevant to project.
- Company/Firm legal name must match the Texas Secretary of State website listing.

Restriction of Communications



- No communication with 1) City Officials from the release of the solicitation until the contract is posted for consideration as an “A Session” agenda item and 2) City Staff from the release of the solicitation until Contract Award except:
 - Questions at today’s pre-submittal conference;
 - Small Business Office (SBO) can be reached until the submittal deadline (do not recommend);
 - Submit written questions by 4:00 p.m. CT, March 7, 2024.
- Failure to adhere to the restrictions on communications policy may lead to disqualification of Respondent’s submittal from consideration.
- City staff can reach out to Respondents to clarify documents submitted and to begin negotiations once evaluation is completed, if applicable.

Solicitation Document Requirements



TAB	TITLE	DESCRIPTION
1	Submittal Checklist and Table of Contents (Form 1)	Ensure all required information is in correct order.
2	Executive Summary	One (1) page summary stating relevant information of your firm.
3	Contract Template/General Conditions Review	<u>Must</u> 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.
	Statement of Qualifications	<u>Must</u> provide a narrative document addressing all evaluation criteria and project defined in this solicitation.

Evaluation Criteria



A: Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants (35 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	Organizational Chart of proposed team.
8	Resumes	One-page Resumes of key team members.

Evaluation Criteria



B: Understanding of the Project and Proposed Management Plan (25 points)

TAB	TITLE	DESCRIPTION
10	Project Understanding	Understanding the primary objectives of the project. Constraints and technical challenges.
11	Construction Management Plan	Project management approach. Approach to Quality Control/Assurance.

Evaluation Criteria



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

TAB	TITLE	DESCRIPTION
13	Experience with the San Antonio Region & Past Performance	Narrative form. Work in San Antonio or surrounding area in past 5 years. Reference projects listed in the project sheets. Describe the teams experience in the areas listed in the solicitation. 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	35
B. Understanding of the Project and Proposed Management Plan	25
C. Experience with the San Antonio Region & Past Performance	20
E. Small Business Economic Development Advocacy Program (SBEDA) SBE Prime Contract Program – 10 Points M/WBE Prime Contract Program – 10 Points	20
Total Maximum	100 Points

Required Uploads



Upload each Document Individually

Submittal Cover/Signature Page (Form 2)

SOS Filing Number and SAMS Unique Entity ID and/or CAGE number

Contracts Disclosure Form (Form 3)

<https://www.sanantonio.gov/portals/0/files/clerk/ethics/ContractsDisclosure.pdf>

Litigation Disclosure Form (Form 4)

SBEDA Subcontractor/Supplier Utilization Plan (Form 5)

Veteran-Owned Small Business Program Tracking Form (Form #6)

Local Preference Program Tracking Form (Form #7)

Proof of Insurability

Proposal Guarantee

Certificate of Interested Parties Form (Form 1295)

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

SBEDA Eligibility & SAePS Registration

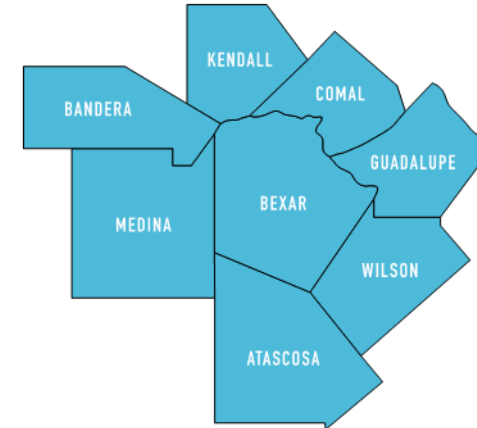
Doing Business with the City

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
-

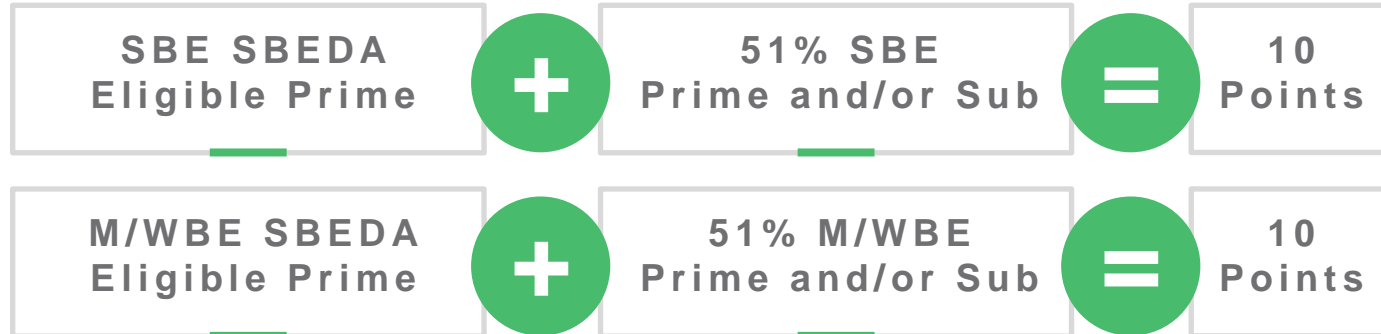
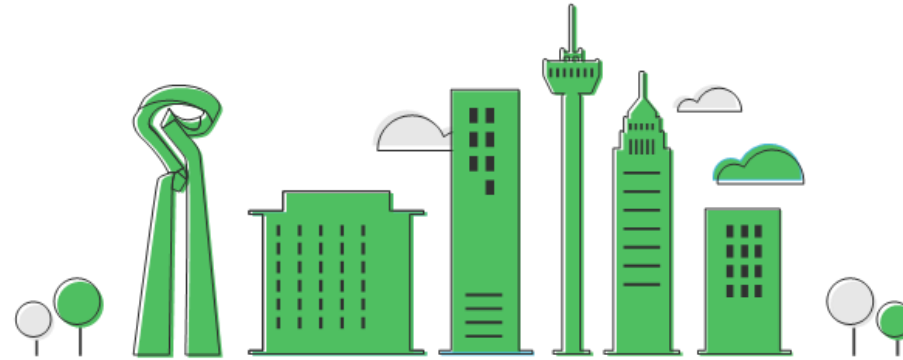
Prime Contract Programs

SBEDA Tools

SBEDA Tools



Prime Contract Program



Utilization Plan

SBEDA Forms

**CITY OF SAN ANTONIO
SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN**



PLEASE REVIEW THOROUGHLY

SOLICITATION NAME: *FY 2024 Underground Storm Drain Video Inspection Program*

PRIME CONTRACTOR NAME: _____

Please review the following information before completing the form:

1. Prime contractor must list **ALL** certified and non-certified Subcontractors/Suppliers that will be utilized for the entire contract period (see page 2).
2. A Subcontractor/Supplier Utilization Plan that does not satisfy City subcontracting goal(s) placed on this solicitation and absent an approved Subcontracting Goal- Waiver (at the time of bid submission) by the Small Business Office will be deemed **NON-RESPONSIVE**.
3. For a Prime contractor or Subcontractor to count toward a City required same certification(s) from the South Central Texas Regional Certification Authority (SCTRA) or other recognized certification authority, the contractor or Subcontractor must have the same certification(s) from the South Central Texas Regional Certification Authority (SCTRA) or other recognized certification authority. **To be SBEDA eligible**, a Prime contractor or Subcontractor must be certified as a Small Business Enterprise (SBE) through SCTRA or other recognized certification authority (SBE) through SCTRA or other recognized certification authority. For further clarification, please email EDAdocs@sanantoniotx.gov or visit the www.sanantoniotx.gov/procurement/vendorinformation/cosavendorlisting link on the City's website. For further clarification, please email EDAdocs@sanantoniotx.gov or visit the www.sanantoniotx.gov/procurement/vendorinformation/cosavendorlisting link on the City's website.

To be completed by City Staff

To be completed by Prime Contractor

To be Completed by City Staff			To be Completed by Prime Contractor		
SOLICITATION API'S	EVALUATION POINTS APPLIED	CITY REQUIRED SUBCONTRACTING GOAL	PERCENT SBEDA ELIGIBLE PARTICIPATION	MEETING THE GOAL? (Y/N)	WAIVER SUBMITTED? (Y/N)
Small Business Enterprise (SBE) Prime Contract Program	10 points				
Minority and/or Women-Owned Business Enterprise (M/WBE) Prime Contract Program					

Affirm, Sign & Date

I hereby affirm that the information on this form is true and correct to the best of my knowledge and belief. I possess internal documentation from all proposed Subcontractors/Suppliers confirming their intent to perform the scope of work for the price or percentage indicated. I understand and agree that if approved, this document shall be attached thereto and become a binding part of the contract.

Prime Contractor's Authorized Agent: Sign and Date _____ Name _____ Title _____

Director or Designee of Economic Development: Sign and Date _____

APPROVED DENIED

Version: 3/23/17 pg.1



All sections of the following table must be completed for all firms listed. List all *certified or non-certified* Subcontractors/Suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.

ROLE	NAME OF FIRM	SBEDA ELIGIBLE (YES/NO)	DOLLAR AMOUNT BY FIRM	% OF TOTAL CONTRACT VALUE BY FIRM	WORK TO BE PERFORMED (5 DIGIT NIGP CODE)
PRIME CONTRACTOR					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
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SUB					

ALL SECTIONS MUST BE COMPLETED FOR ALL FIRMS LISTED

Version: 7/15/16 pg. 2

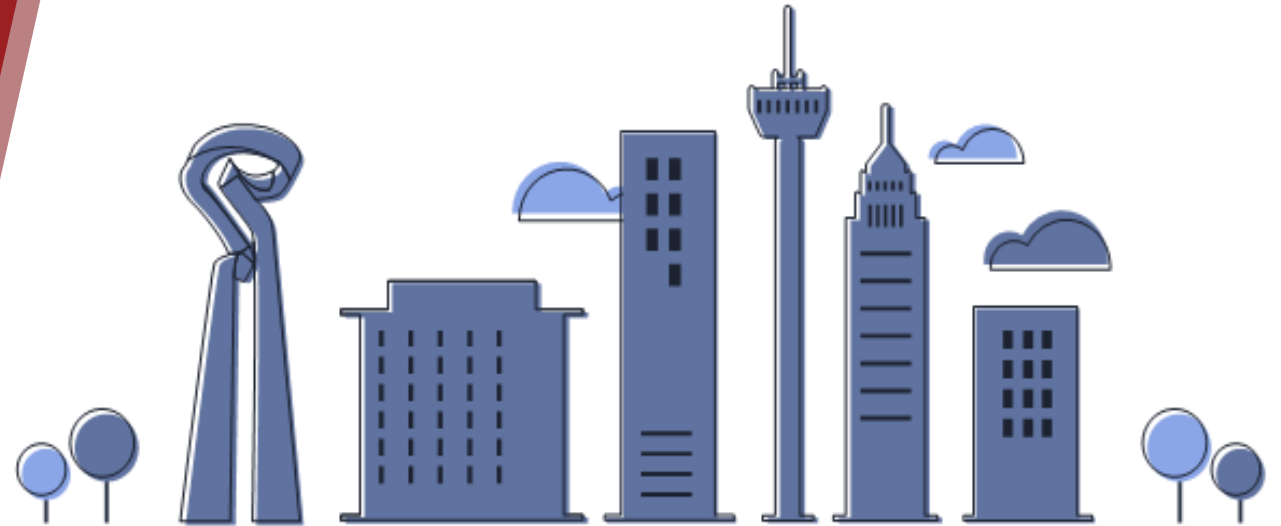
CCMS Reporting and Mentor Protégé Program

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

Conflict of Interest Questionnaire



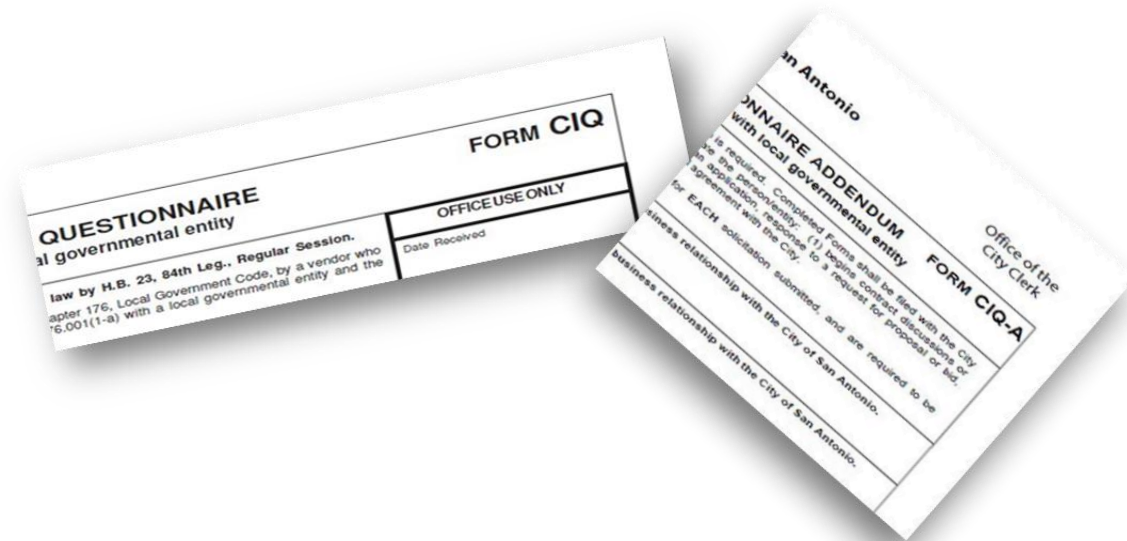
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

Do not include these forms with your proposal. The Procurement Division **will not** deliver the forms to the City Clerk for you.

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

CIQ-A:

<https://www.sanantonio.gov/Portals/0/Files/Ethics/OCC-CIQ-Addendum.pdf>



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

Schedule of Events



SOLICITATION



February/March 2024

- Feb. 09, 2024; RFQ Released
- Feb. 29, 2024; at 10:00 AM CT: Pre-Submittal Conference
- March 07, 2024; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



March / May 2024

- March. 26, 2024; at 10:00 AM CT: Submittals Due
- Mar. – May 2024; Evaluation Process

FINALIZATION



August 2024

- August 2024; Anticipated City Council Consideration

Addendums to Solicitation

- Changes and responses to questions received, in compliance with Restriction on Communications will be posted as part of an addendum. It is Respondent's responsibility to review and ascertain whether addendums or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the solicitation. Changes, if any, shall be made in writing only.
- **Respondent must confirm receipt of all amendments/addenda**
- It is Respondent's responsibility to review site and ascertain whether addenda or revisions have been made prior to submission of a proposal.

Award of Contract

- Contract documents are not binding until approved at City Council.
- No work shall commence until City signs the contract documents and Respondent provides the necessary evidence of insurance and bonds as required.
- Final approval of the selected firm(s) is subject to the action of the San Antonio City Council.

Reminders - CIVCAST

- Today's Pre-Submittal Presentation and Sign-In-Sheet will be released through the portal/site.
- Failure to adhere to the Restrictions on Communications may deem your submittal non-responsive.
- Submit written questions by question deadline 4:00 PM CT, March 07, 2024.
- Submissions must be uploaded by 10:00 AM CT, March 26, 2024. ***Please remember to click the "Submit Bid" button. If not, your bid will not be received by the City. LATE PROPOSALS WILL NOT BE ACCEPTED. Failure to properly click SUBMIT will not be grounds for acceptance of late proposal.***

QUESTIONS?





Pre-Bid Meeting: Underground
Storm Drain Video Inspection
Program



Thank You
Reminder to Sign-In

Sign-In Form: <https://forms.office.com/g/X4fpEsYUfJ>

RFQ
Underground Storm Drain Video Inspection Program
February 29, 2024

First Name	Last Name	Title	Organization	Phone	Email2
Adrian	Pena	Procurement Specialist III	CoSA	210-207-0634	adrian.pena@sanantonio.gov
Hannah	Haifa	Procurement Specialist II	Finance - Cosa	210-207-0621	hannah.haifa@sanantonio.gov
Russell	Dorzio	President	DirtBoys Inc	210-478-7465	DirtBoysSA@Yahoo.com
Myra	Leija	Proposal Coordinator	AG3 Group, LLC	210-208-9400	mleija@ag3-group.com
Javier	Valdez	Project Manager	RJN Group	6825526428	jvaldez@rjnmail.com
Jaime	Contreras	Procurement Manager	COSA finance	2102077853	Jaime.contreras@sanantonio.gov
John	Lande	CEO	National Works, Inc.	830-837-1103	Jlande@nationalworks.com
DeeDee	Reeder	Marketing	GEI Consultants, Inc.	4045920050	Dreeder@geiconsultants.com
Amy	Garza	Director of Marketing and Communications	AG3 Group, LLC	210.640.1846	agarza@ag3-group.com
Matthew	Taylor	President	CleanView Resources	2108673010	matthew@cleanviewllc.com
Noelle	Gaspard	South US Water Resources Practice Lead	GEI	2142825863	NGaspard@geiconsultants.com
Tony	Barger	Director Of Estimating	Pipe View, LLC	970-404-5182	Tonyb@pipeviewamerica.com
Mauricio	Vazquez	Business Development	Badger Infrastructure Solutions	830-481-8725	Mvazquez@badgerinc.com
Ayda	Gonzalez	CEO/President	AG3 Group, LLC	210.208.9400	agonzalez@ag3-group.com