



ADDENDUM No. 1

SUBJECT: Request for Qualifications – Rehabilitation Construction Contractor for Rehabarma Program, RFQ: 2024-055

FROM: Jonathan Miranda, Procurement Administrator

DATE: March 12, 2024

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I – 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
2. Pre-Submittal Conference Sign-In Sheet

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION IV, PRE-SUBMITTAL CONFERENCE:

On Friday, March 1, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Rehabilitation Construction Contractor for Rehabarma Program Request for Qualifications.

Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

- Question 1: Have any of these homes been inspected for lead? And is lead going to play a part in this home as it was built before 1978, and how does the respondent know about it?
How is the city going to address that?

Response: No, homes have not been inspected for lead. Also, lead abatement is not applicable to this Program; however, the city does have programs in place to conduct assessments if city needs to address it.

Question 2: Are there any requirements for the contractor to be lead certified?

Response: No, it is not a requirement for the contractor to be lead certified.

Question 3: How many attendees are city employees and how many are vendors?

Response: Please see Sign-in sheet attached to this addendum.

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

Question 1: How close is the city to actually getting some of these projects started? Are there any projects in the pipeline?

Response: The city is in the process of approving applicants for this program so that projects will be ready for awarded respondents.

Question 2: How is the city trying to get customers for the project? What type of marketing or intake process?

Response: The city has advertised this program through various means, including social media, press releases and news coverage from local TV stations.

Question 3: Based on the previous years' experience, how many projects are typically completed per year?

Response: The goal for this fiscal year is thirty (30) homes.

Question 4: Based on the previous experience, how long does the process take from the time the initial visit is done to assess the house to the time the contractor gets notice to proceed?

Response: The process takes typically 4 to 6 weeks.

Question 5: Under the scope of services, building envelope roof penetrations are listed as part of work done, so are roof replacements also done under the program?

Response: Yes, roof replacement may be included.

Question 6: Under the scope of services, safety accessibility is listed, does this include bathtub to walk-in shower conversions?

Response: No, bathtub to walk-in shower is not included.

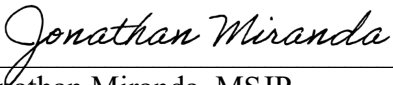
Question 7: If we have any questions regarding SBEDA qualifications, is there someone specifically that we can contact after question deadline?

Response: Yes, please reach out to the SBEDA office by email at SBEDAdocs@sanantonio.gov for Questions only related to SBEDA.

- Question 8: Can the respondent amend the list of sub-contractors after the proposal deadline? If so, what will be the process?
- Response: Once the bid is closed, a respondent cannot change anything on their utilization plan (UP). That also applies to adding or deleting subcontractor and percentages listed.
- Question 9: As per schedule, the contract is anticipated to go council on June 24 and the agreement ends on September 30, 2024, so does that mean all the work and project to be completed in three months? Or is this the three months period during which the projects are assigned but the work may last several additional months to complete?
- Response: City's plan is to encumber all funds by September 30, 2024. If a project is encumbered prior the September 30th, construction may be completed after.
- Question 10: Under Proposal Document Requirements, Projects Sheets, Tab 6, does the city have a template that the respondent wants to use? Or is there any specific format the city wants us to follow?
- Response: The city does not provide a template for the respondent to use, but the respondent shall follow Section V. Submittal Document Requirement and Evaluation Criteria and VI. Submission Instructions.
- Question 11: Are there any RFQ submittals or responses from previous years that are now publicly available for viewing as a sample to make sure responses are organized correctly?
- Response: Please see response of Questions 10.
- Question 12: Who do we contact in the event run into technical difficulties with the submittal submission?
- Response: The respondent shall submit their submittal through CivCast. In the event the respondent faces technical difficulties, please reach out to CivCast to resolve the issue. RFQ must be uploaded by 10:00 A.M, March 22, 2024. Please remember to click the "Submit Bid" button. If not, your RFQ will not be received by the city.
- Question 13: What is the process of closing the project once a necessary inspection is done and submitting invoices?
- Response: The respondent must acquire any required permits and pass all related inspections with the development services department. Office of Historic Preservation (OHP) staff will conduct a project closeout inspection prior to payment.
- Question 14: Please describe the payment process. Will there be draws at different project stages depending on the size of the project?
- Response: Payment in full is due upon project completion. Up front material costs will be offset by donated or available salvaged materials.
- Question 15: How soon after completing a project will the city be able to disburse payment? Is there funding that is dependent on a grant, which would cause further delays to the payment to respondent?
- Response: The funding is available from the general fund but Payment may take up to 30 days to provide which the respondent must be able to continue remaining work until payment is provided.

- Question 16: How does this program differ from the current home rehabilitation programs such as Minor rehabilitation, Major rehabilitation or reconstruction, and Under 1 roof?
Response: The only difference is rehabarma program focusing on the pre-1960 or historic housing stock
- Question 17: Is there a cap budget per project?
Response: Yes, each project has a budget of \$25,000.
- Question 18: How should the materials be handling it?
Response: The respondent will submit a materials list to the city, who will work with a donor to provide for pickup at no cost. Any unanticipated materials costs will need to be covered within the \$25,000 budget.
- Question 19: How to store the materials from the removal?
Response: The wholesale removal of historic materials is discouraged. Materials that are removed due to extreme deterioration should be discarded. All job sites must be kept clean and free of debris.
- Question 20: Is the replacement material needs to be exact or similar?
Response: The respondent should make an attempt to match any existing exterior materials that are historic (siding profile, trim dimensions, etc.)
- Question 21: Is the respondent responsible for paying permit fees?
Response: Yes, the respondent is responsible for paying permit fees.
- Question 22: How will the change order be handled for the unforeseen changes?
Response: The respondent should work with the OHP staff to identifies remedies through additional funding sources or changes to overall scope.
- Question 23: Are the projects mainly exterior or interior?
Response: City is anticipating projects primarily to be exterior.
- Question 24: Do project cover trades such as MEPs?
Response: Yes, as long as it does not exceed the budget of \$25,000 per home.

END OF ADDENDUM No. 1


Jonathan Miranda, MSJP
Procurement Administrator
Finance Department – Procurement Division

Rehabilitation Construction Contractor for Rehabarma Program
Request for Qualifications Pre-Submittal Meeting
RFQ: 2024-055



Friday, March 1, 2024



Sign-In Instructions



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

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



Sign-In Form:

<https://forms.office.com/g/RfmKMhtFTY?origin=lprLink>

Introductions



*I*NTRODUCTION

City Staff Only:

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



Pre-Submittal Meeting Agenda

- Solicitation Background
- Scope of Services
- SBEDA Program Overview & Requirements
- Schedule of Events
- Proposal Documents Requirements
- Evaluation Criteria
- Q/A



Solicitation Background

- The City of San Antonio (City), Office of Historical Preservation (OHP) is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from interested professional construction firms (Respondents) for construction services for the Rehabilitation Contractors for Rehabarama Program (Project).
- The City intends to award up to five (5) contracts, as a result of this RFQ; however, the final number of awarded contracts will be determined by the number of proposals received and the outcome of evaluation process. This contract shall begin upon the effective date of the executed Professional Services Agreement (PSA) and shall terminate on September 30, 2024. The City hereby establishes the maximum aggregate contract price of \$500,000.00 for this solicitation. Each contract is anticipated to be for an amount not to exceed \$25,000.00 per contract. The City does not guarantee the entire contract capacity amount will be spent under these on-call contracts, any number of works to be authorized, or any dollar value of jobs, tasks or purchase orders allocated for each contract. Work will be performed on an as needed basis and the execution of a contract does not guarantee the issuance of work/task orders during the term of the contract.
- Administered by the Office of Historic Preservation, REHABARAMA is a minor repair program that focuses on building the hands-on preservation trades and emphasizes retention and preservation of original building materials and architectural character. Qualified participants (homeowners) are eligible to receive assistance with home repair and maintenance projects focused on prolonging the useful life of the home and maintaining a living environment that is safe, dry, and warm. The program focuses on the preservation of historic and aging housing stock to allow for aging in place and generational wealth. Selected contractors will need to demonstrate the capability and the proven experience to perform housing minor rehabilitation services for up to 30 qualified homeowners.



Scope of Services

- Contractor(s) shall provide rehabilitation and reconstruction services for qualified homeowners participating in programs managed by OHP in a mutually agreed upon format. Contractor will not be guaranteed a minimum quantity of projects or guarantee in the compensation. However, the goal is to establish how many projects a contractor will qualify for based on the number of qualified contractors available to meet goals. Contractors selected through this RFQ will be placed on a list of pre-approved contractors to utilize for residential home rehabilitation programs.
- Each home is assessed to determine the rehabilitation needs. The assessment is based on a site visit accompanied with OHP staff. Qualifying scopes of work include repair and maintenance projects to address one or more of the following:
 - Building envelope (siding, soffit, fascia, roof penetrations, skirting)
 - Structural systems (minor foundation/shimming, stabilization, reinforcement of structural elements, masonry)
 - Non-compliance with property maintenance code issues
 - Weatherization & comfort (wood window repair, windows screens, door repair, insulation)
 - Longevity (scraping, caulking, painting, flashing, gutter repair)
 - Safety (porch repair & decking, accessibility)

REHABILITATION CONSTRUCTION CONTRACTORS FOR REHABARMA PROGRAM



**Economic Development Department,
Small Business Office**



SBEDA Eligibility & SAePS Registration

Doing Business with the City

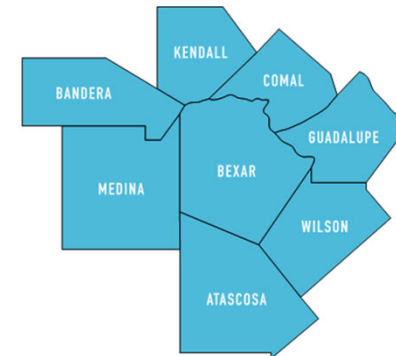
Economic Development

SBEDA Eligibility



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

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



HQ or a Significant Business Presence in SAMSA

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



Register Your Business with the City

- To register, please follow the link:
www.sanantonio.gov/purchasing/saeps.aspx
 - 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
-



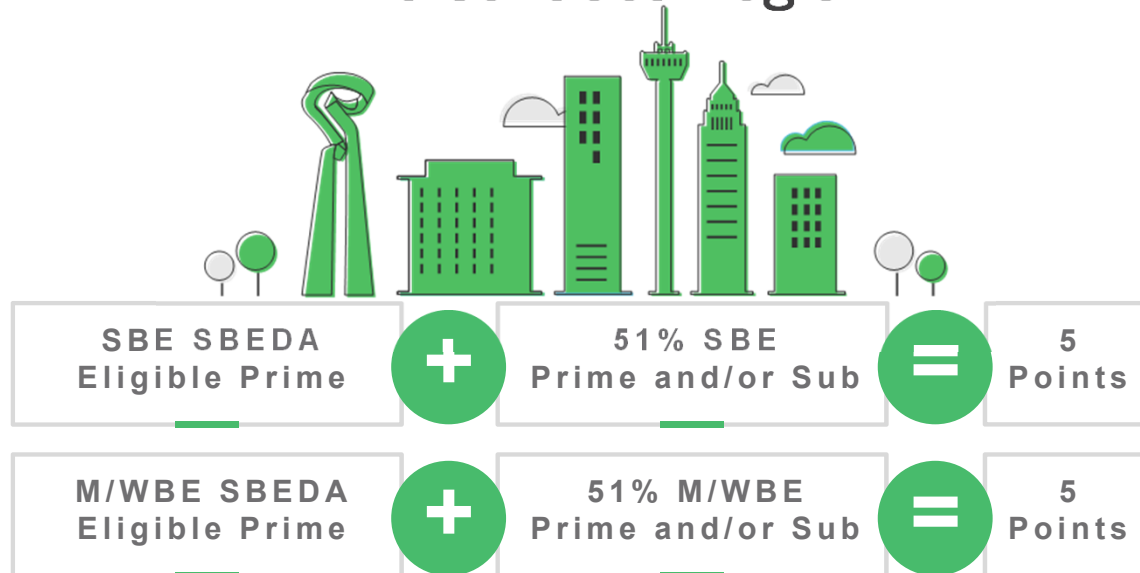
Prime Contract Program

SBEDA Tools

Economic Development

SBEDA Tools

Prime Contract Program





Utilization Plan

SBEDA Forms

Economic Development

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



SOLICITATION NAME: **REHABILITATION CONSTRUCTION CONTRACTORS FOR REHABARMA PROGRAM**

PRIME CONTRACTOR NAME: _____

PLEASE REVIEW THOROUGHLY

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 requirement, the Prime contractor or Subcontractor must be certified or have the same certification(s) from the South Central Texas Regional Certification Authority (SCTRA) as the City requires.
 To be **SBEDA eligible**, a Prime contractor or Subcontractor must be certified or have a significant business presence in the San Antonio Metropolitan Statistical Area (MSA) as verified through the SBEDA website at www.sbedatexas.com or by purchasing a copy of the SBEDA language within the solicitation document(s).

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	5 points				
Minority and/or Women- Owned Business Enterprise (M/W) 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 work at 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					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					

ALL SECTIONS MUST BE COMPLETED FOR ALL FIRMS LISTED

Version: 7/15/16 pg. 2



CCMS Reporting, Mentor Protégé Program, Bonding Assistance Program

Post-Award Information

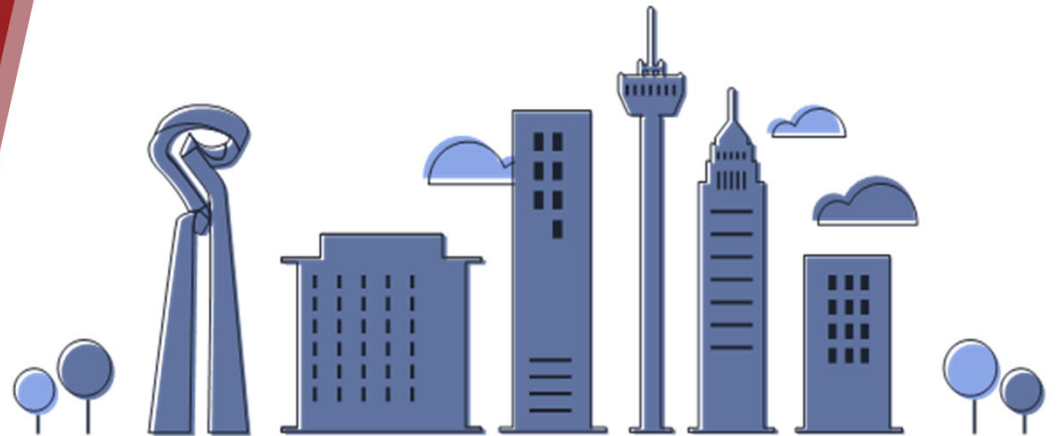
Economic Development



Post-Award Requirements

City Contract Management System

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





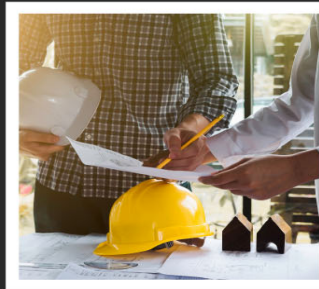
Capacity Building & Bonding Assistance Program



CAPACITY BUILDING & BONDING ASSISTANCE PROGRAM

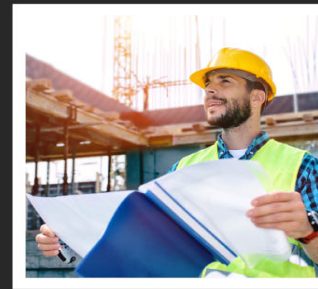
Small Business Contractors in San Antonio

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



CAPACITY BUILDING

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



BONDING ASSISTANCE

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

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

For more information visit
www.sanantonio.gov/edd

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

(210) 930-5550 jim@alamobonds.com



SAEDC

SAN ANTONIO ECONOMIC DEVELOPMENT CORPORATION



CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT
DEPARTMENT



Mentor Protégé Program

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



ALAMO
COLLEGES



Contact Us



SBEDA Program

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



Central Vendor Registry Contact

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



SCTRCA

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



Mentor Protégé Program

Mario Hernandez, Program Manager

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





Thank You
End of Presentation

Schedule of Events

SOLICITATION



February 2024- March 2024

- February 21, 2024; RFQ Released
- March 1, 2024; at 9:30 AM Pre-Submittal Meeting
- March 6, 2024; at 4:00 PM Deadline for Submission of Written Questions

POST SOLICITATION



March 2024 -April 2024

- March 22, 2024; at 10:00 AM Submittals Due
- April 4, 2024; Interviews, if necessary

FINALIZATION



May 2024- June 2024

- May 2024; Notification of Selection
- June 2024 Anticipated City Council Consideration
- June 2024 Anticipated NTP

Proposal Document Requirements



TAB	TITLE	DESCRIPTION
1	Submittal Checklist and Table of Contents (Form 1)	Ensure all required information is in correct order.
2	Executive Summary	Two-page summary stating relevant information of your team.
3	Letter of References	Maximum of 5 letters.

Proposal Document Requirements



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

TAB	TITLE	DESCRIPTION
5	Experience	Respondent's qualifications relating to scope.
6	Project Sheets	Maximum of 3 project sheets.
7	Organizational Chart	1 page of Org. Chart of proposed team
8	Resumes	2 pages resumes of key team members.
9	Experience and Commitment with Green Building and Sustainability Practices	Responses to a maximum of 1 page

Proposal Document Requirements



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

TAB	TITLE	DESCRIPTION
10	Project Understanding	Responses to a maximum of 1 page
11	Proposed Management Plan	Responses to a maximum of 2 pages
12	Commitment to Green Building and Sustainability Initiatives, Practices and Implementation	Responses to a maximum of 2 pages

Proposal Document Requirements



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.



Required Forms - Upload each document individually

Submittal Cover/Signature Page (Form 2)

SOS Filing Number and SAMS number

Contracts Disclosure Form (Form 3)

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

Litigation Disclosure Form (Form 4)

SBEDA Utilization Plan (Form 5)

Local Preference Program(LPP) Form (Form 6)

Veteran-Owned Small Business(VOSB) Tracking Form (Form 7)

Proof of Insurability

Certificate of Interested Parties TEC Form 1295

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



Evaluation Criteria Summary

Evaluation Criteria Summary	Maximum Points
A. Experience, Background, & Qualifications and Key Sub-Consultants	45
B. General Proposed Work Plan/Approach	35
C. Experience with San Antonio Region and Past Performance	10
D. Small Business Development Advocacy (SBEDA) SBE Prime Contract Program – 5 Points M/WBE Prime Contract Program – 5 Points	10



Submission Instructions

Online bidding will be utilized via Civcast at:

www.civcastusa.com/bids

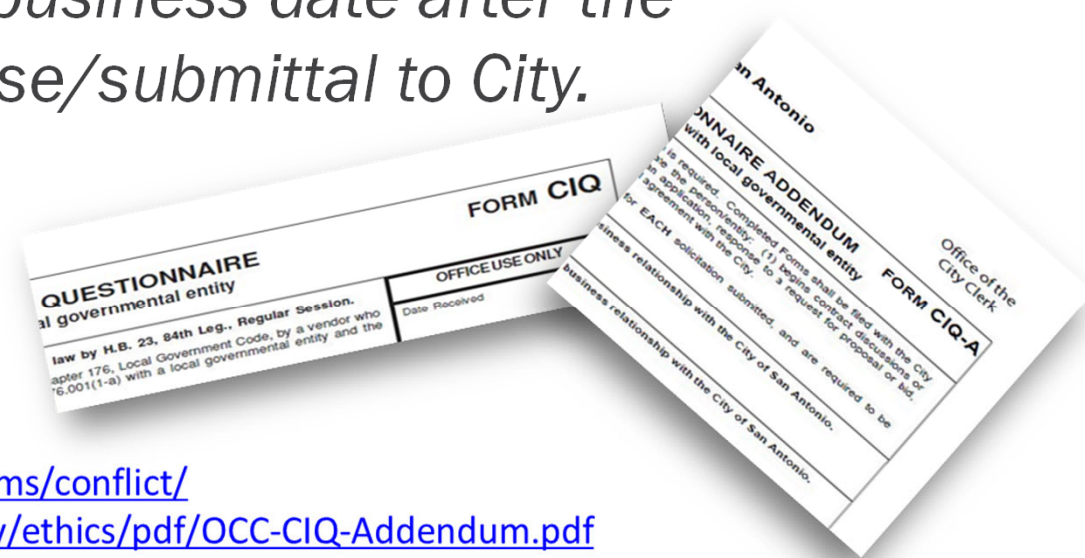
- Online bid services opened for bidding on February 21, 2024; and will close on March 22, 2024; at 10:00 A.M. CT.
- Hard copies will not be accepted for this solicitation
- Utilize the Submittal Checklist & Table of Contents to ensure tabs and forms are in the identified order listed in RFQ
- Keep submittal relevant to project
- Company/Firm legal name must match the Texas Secretary of State website listing



Conflict of Interest Questionnaire

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

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



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

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

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



Questions and Answers



Reminders

- Today's Pre-Submittal Presentation and Sign-In-Sheet will be posted on the Civcast website after the meeting.
- Failure to adhere to the restrictions on communication may deem your submittal non-responsive.
- Submit written questions through Civcast: <https://www.civcastusa.com/>. Deadline for written questions is 4:00 PM, March 6, 2024. Responses will be addressed via addendum.
- RFQ must be uploaded by 10:00 A.M., March 22, 2024. *Please remember to click the "Submit Bid" button. If not, your RFQ will not be received by the City.*



Thank You for Attending

Reminder to sign-in

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



Rehabilitation Construction Contractor for Rehabarma Program
RFQ: 2024-055
Pre-Submittal meeting, March 1, 2024 at 9:30AM

Name	Organization	Title	Email Address	Phone number
Japan Shah	COSA	Procurement Specialist III	Japan.Shah@sanantonio.gov	210-207-2680
Jorge D. Figueroa	COSA	Procurement Specialist III	Jorge.Figueroa@sanantonio.gov	210-207-1085
Cory Edwards	COSA	Deputy Historic Preservation Officer	Cory.Edwards@sanantonio.gov	210-207-1496
Cynthia Saenz Martinez	COSA	Special Projects Manager	Cynthia.Martinez@sanantonio.gov	210-207-3372
Patricia Zamora	COSA	Economic Development Specialist	Patricia.Zamora2@sanantonio.gov	210-207-8040
Juan Chavarria	CH Construction & Remodeling	Owner	juanchavarria224@gmail.com	210-284-0463
Dariela Trujillo	Geofill Construction	Construction Intern	dtrujillo@geofillconstruction.com	830-212-0030
Dan Gonzalez	TXODB	Owner	dan@txodb.com	210-373-4927
Joseph Gonzales	Jgg Integrated Construction	Owner		210-275-7819
Catarina Velasquez	TXODB	Owner	catarina@txodb.com	210-391-4581