



ADDENDUM No. 1

SUBJECT: Request for Qualifications – On-call Construction Engineering and Inspection Services
RFQ: 2024-041

FROM: Jonathan Miranda, Procurement Administrator

DATE: March 22, 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
2. Pre-Submittal Conference Sign-In Sheet
3. Solicitation and Committee information

CHANGES TO RFQ:

1. Revised: Section I Background

The City of San Antonio (City), Public Works Department (PWD) is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from qualified firms (Respondents) to provide construction engineering and inspection services on an as needed basis.

The City intends to award up to four (4) 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. The base contract term shall be an initial period of three (3) years. At City's option, this Contract may be renewed annually under the same terms and conditions for up to two (2), one (1)

year period(s). The City hereby establishes the maximum aggregate contract price of \$20,000,000.00, which includes the initial term and all renewals for all awarded contracts. Each contract is anticipated to be for an amount not to exceed \$1,000,000 per year for a total of \$5,000,000 per contract for all terms. 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.

2. Removed: V.B.1.b Describe the constraints and technical challenges related to the design and construction respondent foresees and respondents' approach to addressing such.
3. Revised: V.3 Contract Template and General Conditions Review (**Indexed and labeled as "Tab 3"**) – Respondent shall review the Contract Template and General Conditions, provided hereto and made a part hereof and labeled as **Exhibit A & Exhibit B** and provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the Contract Template and City's General Conditions, in Respondent's submitted proposal under **"Tab 3"**.

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

On Friday, March 15, 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: Who will be part of the selection team?

Response: The evaluation committee members consists of representative from the City's Manager office and Public Works Department. Please see the attached solicitation and committee information.

Question 2: Is this contract for both vertical and horizontal projects?

Response: Primarily, it would be horizontal projects. However, vertical project team may request services, but it will relate to the scope of the solicitation.

Question 3: Does the respondent have to submit a conflict of interest questionnaire form even though there is no conflict?

Response: Yes, the respondent who submits the response is required to submit CIQ and CIQ-A to the office of city clerk no later than the 7th business date after the respondent submits a response. City only requires Prime firms to submit the CIQ and CIQ-A forms.

Question 4: Will the respondent be precluded if the respondent is on another contract?

Response: The city will evaluate the respondent's experience, background, proposed management plan and other criteria mentioned in the solicitation. The respondent will not be precluded if they have another contract with the City of San Antonio.

Question 5: Please confirm the S/W/MBE goal percentage for this contract.

Response: The city has established a 19% S/W/MBE goal for this contract. Please look at the SBEDA: Subcontractor/Supplier Utilization Commitment Form (Form 5) in this solicitation.


- Question 6: Please provide guidance on the types of projects anticipated for this contract.
Response: Projects will be based on the services defined in the solicitation scope of work.
- Question 7: Is material testing part of this contract?
Response: No, material testing is not part of this contract.
- Question 8: What are typical task orders sizes that are typically issued for the work?
Response: Task order cost varies based on request of service and project size.
- Question 9: What is the percentage for small businesses that is required as part of this contract? Is it 51% or 19%?
Response: The certified small business must satisfy 19% M/WBE subcontracting goal, or the certified Prime contractor can self-perform the entire contract.
- Question 10: Will the city need construction inspectors for this contract?
Response: Yes, construction inspectors are required in this contract.
- Question 11: Are there any certification requirements for the training classes?
Response: No, specific certification is required for the training classes. Trainer possess knowledge of specification and general conditions to provide assistance with the inspection to the new staff on the engineering team.

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

- Question 1: Please provide clarification on the initial 3-year contract amount described in Section I.
Response: The city established the maximum aggregate contract for \$20,000,000.00 which includes the initial term and all renewals for all awarded contracts. Each contract is anticipated to be an amount not to exceed \$1,000,000.00 per year for a total of \$3,000,000.00 for initial term. The city intends to award up to four (4) contracts, as 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 so the initial term amount may change. Please see Changes to RFQ, Item 1 above
- Question 2: Will geotechnical engineering, material testing, or environmental engineering be required for this contract?
Response: No, geotechnical engineering, material testing or environmental engineering are not required for this contract.
- Question 3: Is the Organizational Chart limited to the personnel listed in Section V.A.3.a-e?
Response: The respondent shall organizational chart of the proposed team, including subcontractors, key personnel who will be committed to work on the various tasks for this contract.

- Question 4: Section V.B.1.b references design services. What design services are anticipated for this contract?
- Response: Design services are not applicable to this contract. Section V.B.1.B was removed. Please see Changes to RFQ, Item 2 above.
- Question 5: Is the 19% M/WBE goal cumulative or intended to be achieved on each task order?
- Response: The 19% M/WBE subcontracting goals would be on the contract amount as a whole.
- Question 6: Section V.3 requires written acknowledgment that Respondent accepts the terms, conditions, and requirements of the City’s General Conditions. Exhibit B provides General Conditions for City of San Antonio Construction Contracts. This is not applicable to a professional service contract. Are Respondents being asked to review and provide any comments to Exhibit A – Professional Services Agreement for 2024 On-Call Construction Engineering Inspection Services?
- Response: The respondent shall review the contract template and general conditions and provide written acknowledgement that respondent accepts the terms and conditions of the contract template and city's general conditions. Please see Changes to RFQ, Item 3 above.
- Question 7: Section V.A.2 Project Sheets: Are program management or on – call contracts eligible to be shown as a “project”? Or would these need to be an individual Task Order from a program Management or On-Call contract?
- Response: Yes, on-call contracts are considered as a project however, respondent shall describe similar on-call construction engineering and inspection services that respondent has completed within the last five (5) years as described in the solicitation.
- Question 8: Is it a requirement for the subconsultants to be SBEDA certified to satisfy the 19% M/WBE goal?
- Response: No, it is not required for the Prime to be SBEDA eligible or SCTRCA certified as an SBE and MWBE to satisfy the 19% M/WBE subcontracting goal, but if respondent is, then the respondent can self-perform the entire contract. If respondents are not certified, then it would be mandatory to select the subcontractor that is SBE and M/WBE certified to perform 19% of the contract totals.
- Question 9: Does the project manager needs to be professional engineer in the state of Texas?
- Response: Yes, a project manager needs to be professional engineer in the state of Texas.

END OF ADDENDUM No. 1


Jonathan Miranda, MSJP
Procurement Administrator
Finance Department – Procurement Division

**On-call Construction Engineering and Inspection Services
Request for Qualifications Pre-Submittal Meeting
RFQ: 2024-041**



Friday, March 15, 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/dsq9Gn1Fx1?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), Public Works Department (PWD) is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from qualified firms (Respondents) to provide construction engineering and inspection services on an as needed basis.
- The City intends to award up to four (4) 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. The base contract term shall be an initial period of three (3) years. At City's option, this Contract may be renewed annually under the same terms and conditions for up to two (2), one (1) year period(s). The City hereby establishes the maximum aggregate contract price of \$20,000,000.00, which includes the initial term and all renewals for all awarded contracts. Each contract is anticipated to be for an amount not to exceed \$1,000,000 per year for a total of \$5,000,000 per contract for all terms. 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.



Scope of Services

Construction Engineering and Inspections Services provided under this agreement may include, but are not limited to the following:

- Monitor and document job site safety.
- Reviewing contractor Baseline Schedule, updated monthly schedules, and Time Impact Analysis.
- Subsurface Utility Engineering (SUE)
- Surveying Services
- Construction managing and inspection training classes to City staff for technical, managerial, or leadership nature.
- Monitor and document the Storm Water Pollution Prevention Plan (SWPPP) best management practices and posted notifications.
- Attend pre-construction meetings and regular on-site construction meetings.
- Conduct daily observation of construction work for compliance with approved contract drawings, specifications, requests for information, change order proposals, approved submittals and shop drawings.
- Review contractor submittals and coordinate City comments (including resolving conflicts).
- Issue observation reports, noting conditions of non-compliance, with proper references to detailed drawings and specifications sections.



Scope of Services- cont.

- Attend early morning, evening and/or after-hours installations requiring City representation.
- Maintain and organize on-site project documentation.
- Review and approve monthly contractor payment application, including construction progress.
- Assist City's Project Manager in resolving construction issues.
- Proper application of City of San Antonio- Public Works- Design Standards and Specifications.
- Proper application of TXDOT-Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges.
- Interface with and provide support to City representatives, design professionals, contractors, utilities, and regulatory agencies, to assist with resolution of construction phase conflicts.
- Monitor project close-out procedures, including Operation and Maintenance (O&M) manuals, as-builts, punch lists and warranty walk-through.

2024 Construction Engineering & Inspections Services



**Economic Development Department,
Small Business Office**



SBEDA Eligibility & SAePS Registration

Doing Business with the City

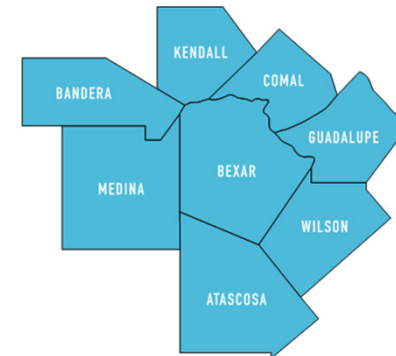
Economic Development

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
-



Subcontracting Programs

SBEDA Tools

Economic Development

SBEDA Tools



Subcontracting Program

For a Prime Contractor or Subcontractor to count toward a City required subcontracting goal(s), the Prime Contractor or Subcontractor must be SBEDA eligible and have the same certification(s) as the City required goal(s)

Note that self performance by the Prime Contractor is allowed

Goal Type	Percentage
M/WBE	19%

SBEDA Tools



Subcontracting Program Important Notes



- Self-Performance of subcontracting goals by the Prime respondent **IS ALLOWED** for this solicitation
- Not meeting the subcontracting goals at the time bids are due will deem a bid non responsive
- The City of San Antonio has a vendor search function to find SBEDA eligible S/M/WBES. Please visit the COSA vendor Listing to view or to download a listing of SBEDA eligible vendors registered with the City
www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx
- ASSISTANCE IS AVAILABLE FOR COMPLETING THE UTILIZATION PLAN



Utilization Plan and Waiver Requests

SBEDA Forms

Economic Development



CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

PLEASE REVIEW THOROUGHLY



SOLICITATION NAME: **2024 Construction Engineering & Inspections Services**

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 the same certification(s) from the South Central Texas Region (SCTE) (SCTE.org), the Prime contractor or Subcontractor must be SBEDA eligible and have the same certification(s) from the South Central Texas Region (SCTE) (SCTE.org) as the City requires. To be SBEDA eligible, a Prime contractor or Subcontractor must have a significant business presence in the San Antonio Metropolitan Area (SABEDA.org) and be a Small Business Enterprise (SBE) through the City of San Antonio Small Business Office at SBEDAdocs@cityofsanantonio.gov or refer to the SBEDA website at www.sbeda.org or refer to the City of San Antonio Purchasing Department website at <http://www.cityofsanantonio.gov/purchasing/>.

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)
Minority and/or Women-Owned Business Enterprise (M/WBE) Subcontracting Program		19%			

Make sure you include 19% MWBE or Waiver Request

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 internal subcontracting goals. I understand and agree that if approved, this document shall be attached thereto and become a 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					

ALL SECTIONS MUST BE COMPLETED FOR ALL FIRMS LISTED

Make sure you include 19% MWBE or Waiver Request

Version: 7/15/16 pg. 2



Subcontracting Goal Waiver Request

SECTION A: Sufficient Commercially Useful Work Identified to Meet Subcontracting Goal 25

Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- List the specific scope of work identified for each of the S/M/WBEs contacted
- Ensure the scope of work identified for S/M/WBEs is greater than or equal to the subcontracting goal(s)
- Additional comments, if any

SECTION B: Initial Communications to Potential S/M/WBE Subcontractors Using Central Vendor Registry (CVR) / Website Posting of Subcontractor Solicitations 20

Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- Contact **at least five (5)** S/M/WBEs for each S/M/WBE goal category (AABE, ABE, HABE, NABE, WBE) registered in the Central Vendor Registry (CVR) for each scope of work identified to be subcontracted in Section A

Note: If less than 5 S/M/WBEs are registered for a scope of work, contact the total available for that goal category.

- Include current documentation of searches from the City of San Antonio Vendor Registry (SAePS/CVR) per scope of work (<http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>)
- Notify S/M/WBEs at least seven (7) calendar days prior to the bid closing date
- Submit all communications with S/M/WBEs (emails/call logs). For a sample call log, see [Good Faith Effort Documentation](#).

SECTION C: Follow-Up Communications & Bid Negotiations with Potential Subcontractors 35

Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- Follow up with S/M/WBEs at least three (3) calendar days prior to the bid closing date. Note that an alternate form of communication is required from the communication methods used in Section B
- Document if a response was received from S/M/WBEs contacted. If a S/M/WBE submitted a bid, indicate negotiations and reasoning for not accepting the bid
- Additional comments, if any

- A full or partial waiver of a specified goal may be requested, for good cause, by submitting the Subcontracting Goal-Waiver Request form with the solicitation response and UP at the time bids are due
- Form is available at: www.sanantonio.gov/SBO/Forms.aspx
- Submitting a waiver does NOT guarantee Responsiveness as waivers are subject to approval
- A submitted waiver must obtain a score of 70 or greater to be approved

Subcontracting Goal Waiver Request



SECTION D: Attendance at Pre-Submittal Conference

5

City staff maintains documentation regarding attendance at the pre-submittal conference:

- Below, list the individuals from your firm that attended the pre-submittal conference

SECTION E: Other Criteria (Bonding / Insurance /Supplier Credit Assistance)

15

Please provide documentation and supporting evidence to show how the criteria was fulfilled. To receive all 15 points, three (3) additional good faith efforts must be completed. Note the items below are recommendations of 'other criteria'.

The vendor may identify other good faith efforts in the area provided below (subject to approval):

- Participate in a mentoring program in the San Antonio Metropolitan Statistical Area (SAMSA)
- Provide easy access to plans and specifications for S/M/WBEs
- Host outreach events for S/M/WBEs in SAMSA
- Offer joint check services or bonding assistance or lines of credit to S/M/WBEs
- Advertise and utilize member listings from multiple trade organizations and Chambers of Commerce
- Other (If Other Please List Below)

- Please ensure each task within a given section is completed and the back up documentation is provided
- Please refer to the SBEDA Subcontracting Goal-Waiver Request Guide for additional information on how to complete a Subcontracting Goal-Waiver Request Form



CCMS Reporting and Mentor Protégé Program

Post-Award Information

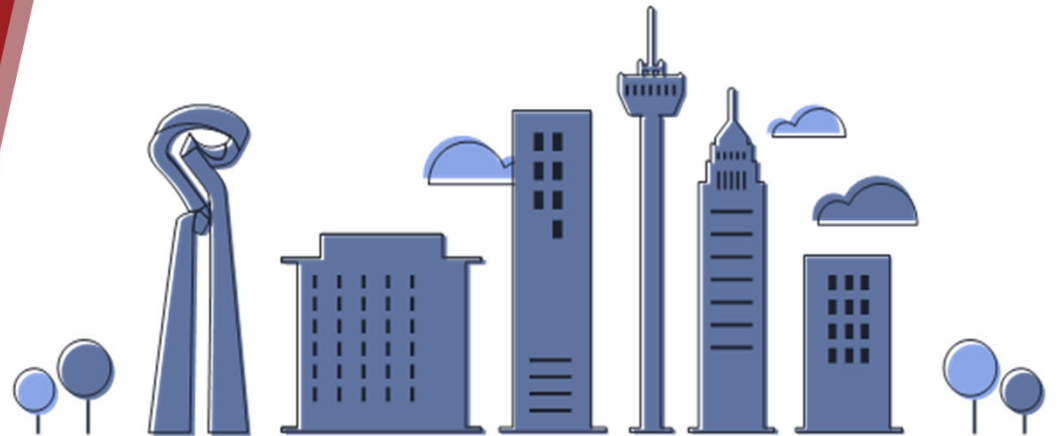
Economic Development



Post-Award Requirements

City Contract Management System

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





Mentor Protégé Program

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



ALAMO
COLLEGES



Contact Us



SBEDA Program

- Email: SBEDAdocs@sanantonio.gov
- 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



March 2024

- March 1, 2024; RFQ Released
- March 15, 2024; at 9:30 AM Pre-Submittal Meeting
- March 22, 2024; at 4:00 PM Deadline for Submission of Written Questions

POST SOLICITATION



April 2024 -May 2024

- April 16, 2024; at 10:00 AM Submittals Due
- May, 2024; Interviews, if necessary

FINALIZATION



June 2024- September 2024

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

Proposal Document Requirements



TAB	TITLE	DESCRIPTION
1	Submittal Checklist and Table of Contents (Form 1)	Ensure all required information is in correct order.
2	Executive Summary	Two-page summary stating relevant information of your team.
3	Contract Template and General Condition Review	Must provide written acknowledgement that Respondent accepts the terms, conditions and requirements of the City's General Conditions
4	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	Proposed Key Personnel/ Organizational Chart	1 page of Org. Chart of proposed team
8	Resumes	2 pages resumes of key team members.

Proposal Document Requirements



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

TAB	TITLE	DESCRIPTION
9	Project Understanding	Responses to a maximum of 1 page
10	Proposed Management Plan	Responses to a maximum of 2 pages
11	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 (20 points)

TAB	TITLE	DESCRIPTION
12	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



Submission Instructions

Online bidding will be utilized via Civcast at:

www.civcastusa.com/bids

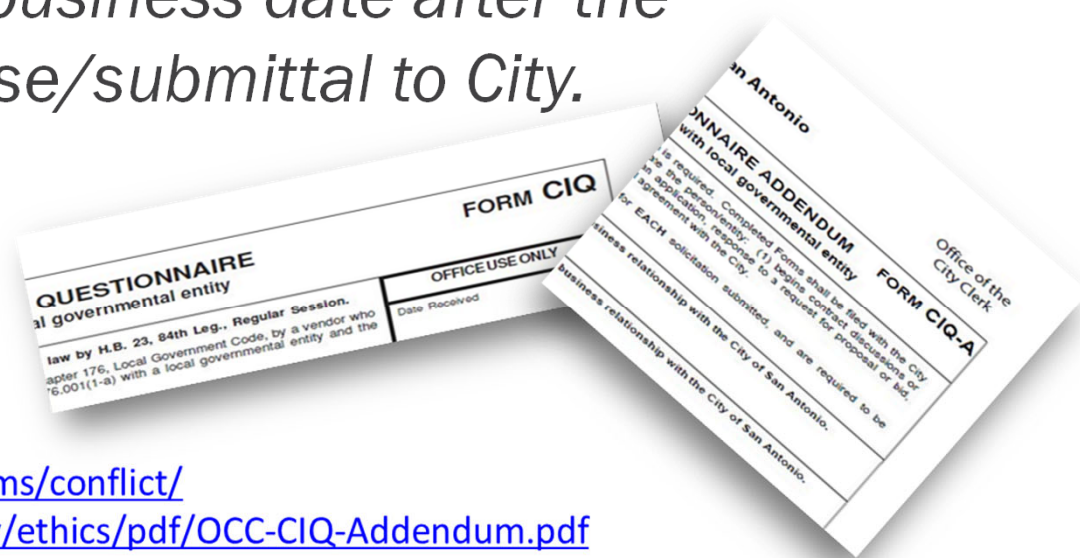
- Online bid services opened for bidding on March 1, 2024; and will close on April 16, 2024; at 10:00 A.M. CT.
- Hard copies will not be accepted for this solicitation
- Utilize the Submittal Checklist & Table of Contents to ensure tabs and forms are in the identified order listed in RFQ
- Keep submittal relevant to project
- Company/Firm legal name must match the Texas Secretary of State website listing



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



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	20



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.
- 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 22, 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/dsq9Gn1Fx1?origin=IprLink>



On-call Construction Engineering and Inspection Services

RFQ: 2024-041

Pre-Submittal meeting, March 15, 2024 at 10:00AM

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
Jaime Contreras	COSA	Procurement Manager	Jaime.Contreras@sanantonio.gov	210-207-5872
Sandra Rios	COSA	Procurement Specialist III	Sandra.Rios@sanantonio.gov	210-207-5438
Rolando Lerma	COSA	Engineering Programs Manager	Rolando.lerma@sanantonio.gov	210-207-2814
Daniel Gonzalez (EDD)	COSA	Economic Development Specialist	Daniel.Gonzalez6@sanantonio.gov	210-207-0283
Juan R Alcaraz	GKW Engineering	Vice President	Jralcaraz@gkw-inc.com	210-315-4963
Bill Schaefer	Kci		William.schaefer@kci.com	210-641-9999
Brent Millar	Garver	Construction Manager	Bamillar@garverusa.com	512-971-5045
Jamie Moore	6S Engineering	Design/Marketing	jmoore@6s-engineering.com	830-480-2556
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On-call Construction Engineering and Inspection Services
RFQ: 2024-041
Pre-Submittal meeting, March 15, 2024 at 10:00AM

Name	Organization	Title	Email Address	Phone number
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Ellen			ellen@shaffercreative.com	
Clint	JMT		Cray@jmt.com	
Jill Potutschnig	Pape Dawson		jpotutschnig@pape-dawson.com	

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – On-Call Construction Engineering and Inspection Services

Solicitation Number: RFQ 2024-041 | WBS: 23-03868

Description: The City of San Antonio (City), Public Works Department (PWD) is issuing Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from qualified firms (Respondents) to provide construction engineering and inspection services on as needed basis.

Applicable Product Categories:

92517 – Civil Engineering

96847 – Inspection Services Construction

91838 – Education & Training

Date Issued: March 1, 2024

Due Date & Time: April 16, 2024, 10:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at **10:00 a.m.**, Central Time, on **March 15, 2024**, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2631 742 2356 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m4b2f75cf77ffb95682980724f163fdb3>

Staff Contact Person: Japan Shah, Procurement Specialist III, Japan.Shah@sanantonio.gov

Evaluation Committee Voting Members:

John Peterek, Interim Assistant City Manager, City Manager's Office

Luis E. Maltos, P.E., Assistant Director, Public Works Department

Fitzgerald Sanchez, P.E., Assistant City Engineer, Public Works Department

Rolando Lerma, Engineering Program Manager, Public Works Department

Victoria Escobedo, Engineering Program manager, Public Works Department

Anthony Perez, Construction Inspections Manager, Public Works Department

Pursuant to Section VII – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFQ or proposal from the time the RFQ has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council “A” session.



Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on March 22, 2024**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

Questions submitted at the Pre-Submittal Conference and the City's responses will be posted on the CivCast website at <https://www.civcastusa.com/bids>.

To view this solicitation, go to <https://www.civcastusa.com/bids> and search under Project ID number or project name.

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City of San Antonio, Finance Department – Procurement Division
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