



ADDENDUM NO. I

SUBJECT: Request for Qualifications – On-Call Cultural Professional Resources Consulting Services

RFQ#: 2024-106

FROM: Jonathan Miranda, Procurement Administrator

DATE: July 17, 2024

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I – TO THE ABOVE REFERENCED 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. Pre-Submittal Conference Presentation is attached
2. Pre-Submittal Conference Sign-In Sheet is attached

CHANGES TO RFQ:

1. **Criteria A – Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants.**

Experience

Remove:

Experience (Indexed and Labeled as “Tab 5”) – City shall consider the relevance of past experience of Respondent and respondents team members. Respondent shall provide a narrative, on (1) page, describing the Respondent’s qualifications, as they relate to the referenced scope of services in this solicitation. **Special attention should be given to experience of similar size and complexity as reflected in the scope of work.**

Replace:

Experience (Indexed and Labeled as “Tab 5”) – City shall consider the relevance of past experience of Respondent and respondents team members. Respondent shall provide a narrative, on no more than three (3)

pages, describing the Respondent’s qualifications, as they relate to the referenced scope of services in this solicitation and as listed below. **Special attention should be given to experience of similar size and complexity as reflected in the scope of work.**

- a. A description of the prime firm including business name and current office locations; length of time in business providing relevant cultural resource services; names of principles and their professional registrations; and a list of services offered by the firm.
- b. A list of any and all Sub-consultant(s) that will be utilized for this project including business name, current office locations, length of time in business providing relevant cultural resource services, and their roles and responsibilities.
- c. A brief history of the Respondent’s team (including Sub-consultant(s), if applicable) experience working on past City of San Antonio projects (include name of project and City department).
- d. A history of how the Respondent’s team (including Sub-consultant(s), if applicable) has worked together on past similar projects. Also include the total number of years the team has maintained a working relationship.
- e. Please specify team’s experience with public entity clients, especially large municipalities, TxDOT, THC, and other regulatory agencies. If a Sub-consultant(s) is part of the team, Respondent shall include information on how the Sub-consultant(s) functions within the team’s organization. Also, indicate the number of years the team has experience providing cultural resource related services.
- f. Provide a short summary of no more than ten (10) projects, similar in scope and completed within the past five (5) years, which show the diversity and depth of experience of the Principal Investigators (this does not apply to back-up Principal Investigators). These projects may include their experience at previous firms. The projects shall reflect a combination of: HABS/HAER-level documentation; Section 4(f); multiple-property submissions; National Register nominations; data recovery; county or city surveys; large-scale projects with numerous documented resources; work with various federal, tribal, and /or military entities; potential cemetery investigations; and other work that contains a cultural resources component. These projects may also be referenced in later sections.

Project Sheets

Remove:

Project Sheets (Indexed and Labeled as “Tab 6”) – Respondent’s SOQ shall include a maximum of five (5) project sheets, limited to one (1) page for each project included, which shall describe similar cultural resources projects Respondent has completed within the last five (5) years. Each project sheet shall include the following:

1. Name, description and dollar value of the completed project, including any similarity to the Project defined in this solicitation;
2. Year(s) of work on the cited project;
3. Project Managers and note whether this person will work on this contract and his/her role planned for this contract;
4. Budget for project;
5. Project’s proposed completion date and the actual completion date achieved (explain inconsistencies);
6. Names of Respondent’s team members who worked on the project. Kindly indicate if the named team members are still retained by Respondent;
7. Cited project’s owner’s name and the name of the representative (if different) who served as the day-to-day liaison for the cited project, in the following format:
 1. Name of Owner: _____
 2. Name of Owner’s representative: _____
 3. Representative’s Phone Number: _____
 4. Representative’s E-mail: _____

Replace:

Project Sheets (Indexed and Labeled as “Tab 6”) – Respondent’s SOQ shall include a maximum of ten (10) project sheets, limited to one (1) page for each project included, which shall describe similar cultural resources projects Respondent has completed within the last five (5) years. Each project sheet shall include the following:

1. Name, description and dollar value of the completed project, including any similarity to the Project defined in this solicitation;
2. Year(s) of work on the cited project;
3. Project Managers and note whether this person will work on this contract and his/her role planned for this contract;
4. Budget for project;
5. Project’s proposed completion date and the actual completion date achieved (explain inconsistencies);
6. Names of Respondent’s team members who worked on the project. Kindly indicate if the named team members are still retained by Respondent;
7. Respondent’s role and work performed;
8. Principal Investigators;
9. Cited project’s owner’s name and the name of the representative (if different) who served as the day-to-day liaison for the cited project, in the following format:
 1. Name of Owner: _____
 2. Name of Owner’s representative: _____
 3. Representative’s Phone Number: _____
 4. Representative’s Email: _____

Proposed Key Personnel/Organizational Chart

Remove:

Proposed Key Personnel/Organizational Chart (Indexed and Labeled as “Tab 7”) – Provide a detailed organizational chart of Respondent’s proposed team, including subcontractors, identifying key personnel who will be committed to work on the various tasks for this Contract.

Label assignments as:

- a. Project Manager(s);
- b. Project Senior Scientist; Senior Geologist, Senior Engineer, and any other professional that is part of the team to work under this contract;
- c. Quality assurance/quality control coordination for submitting applicable documentation.
- d. Subconsultants (for any services deemed necessary to fulfill the duties of this contract)

Replace:

Proposed Key Personnel/Organizational Chart (Indexed and Labeled as “Tab 7”) - Provide a detailed organizational chart of Respondent’s proposed team, including subcontractors, identifying key personnel who will be committed to work on the various tasks for this Contract.

Key Personnel shall include:

- a. Principal Investigator for Architectural Historians.
- b. Principal Investigator for Archaeologists.
- c. Junior cultural resources staff including Architectural Historians, Archaeologists, crew leaders, lead technicians, etc.
- d. GIS Technicians.
- e. Quality assurance/quality control coordinators for submitted documentation.
- f. Sub-consultant(s) for any services deemed necessary to fulfill the duties under this contract.

In order to serve as Principal Investigator for a City contract regarding historic above-ground and archaeology resources, the following conditions must be met:

Must meet the qualifications set forth in the Historic Preservation and Archaeology: Secretary of The Interior's Standards and Guidelines (48 FR Parts 44716 et seq) for architectural historians and archaeologists and the Texas Historical Commission's Rules of Practice and Procedure (13 TAC Chapter 25). For projects that receive funding from the FHWA via TxDOT, the Principal Investigators are expected to meet TxDOT precertification requirements in order to serve on the project.

Resumes

Remove:

Resumes (Indexed and Labeled as "Tab 8") – Respondent must submit one (1) page resumes for all its key team members, to include subcontractors. Resumes should link to project sheets and also may include additional previously completed relevant projects not highlighted in the project sheets.

The provided resumes shall also indicate:

- a. Total years' experience in performing environmental documentation and associated NEPA services in accordance to the TxDot/FHWA requirements.
- b. Location of office, the Project Manager, and most key personnel will need to be located in the local office of the Firm.
- c. Number of years' experience in proposed role corresponding to the assignments included in the organizational chart.
- d. Relevant experience with projects similar size and scope (environmental due diligence for public entities, NEPA consulting, environmental documentation, Section 404 permitting, cultural resources, noise modeling, and workshops).

Replace

Resumes (Indexed and Labeled as "Tab 8") – Respondent must submit one (1) page resumes for all its key team members, to include subcontractors. Resumes should link to project sheets and also may include additional previously completed relevant projects not highlighted in the project sheets.

The Principal Investigators for Archaeology and Historic Standing Structures must each have completed five (5) reconnaissance or intensive level projects in San Antonio or Bexar County within the past ten (10) years. At least three (3) of these must have had a vernacular (local, traditional, or regional style) architecture or cultural/ethnic component either in archaeological or historical context development and research.

The provided resumes shall also indicate:

1. Total years in performing environmental documentation and associated Cultural Resource Management (CRM) services in accordance TxDot and THC requirements.
2. Total years performing Section 106 and associated CRM in accordance with TxDot and THC.
3. Location of office - for key personnel, such as Principal Investigators, etc. *A local presence is preferred.*
4. Number of years in proposed role and experience with the Respondent firm.
5. Relevant experience with projects of similar scope referred to in **Section II**.
6. Relevant educational qualifications.
7. Relevant training and professional development.

2. Criteria B – Understanding of the Project and Proposed Management Plan.

Project Understanding

Remove:

Project Understanding (Indexed and Labeled as “Tab 10”)

Respondent shall limit its response to the following items to one (1) page:

- a. Describe Respondent’s understanding of the Scope of Work included in this Solicitation.
- b. Describe the constraints and technical challenges related to design and construction Respondent foresees and Respondent’s approach to addressing each.

Replace:

Project Understanding (Indexed and Labeled as “Tab 10”)

Respondent shall limit its response to the following items to one (1) page:

- a. Describe Respondent’s understanding of the Scope of Work included in this Solicitation.
- b. Describe the constraints and technical challenges related to scope of work which the Respondent foresees and Respondent’s approach to addressing each.

Proposed Management Plan

Remove:

Proposed Management Plan (Indexed and Labeled as “Tab 11”) - Respondent shall limit its response to the following items to a total of two (2) pages:

- a. Describe Respondent’s project management approach and team organization, for the provision of the services outlined in this solicitation.
- b. Describe Respondent’s Quality Control/Quality Assurance process, approach and capabilities to maintain quality control of tall documents and construction.
- c. Describe Respondent’s approach to managing the quality of Sub-consultants.
- d. Describe Respondent’s ability to coordinate work with all Project stakeholders.
- e. Describe Respondent’s approach to assuring timely completion of construction, including methods for schedule recovery, if necessary.
- f. The City has implemented Ready to Work which is an education and job placement program. Respondents can learn more about this initiative at Ready to Work (www.sanantonio.gov) whose goal is to connect residents to career opportunities. Describe how Respondent can leverage this initiative in their training and hiring practices.

Replace:

Proposed Management Plan (Indexed and Labeled as “Tab 11”) - Respondent shall limit its response to the following items to a total of two (2) pages:

- a. Describe Respondent’s project management approach and team organization, for the provision of the services outlined in this solicitation.
- b. Describe Respondent’s Quality Control/Quality Assurance process, approach and capabilities to maintain quality control of tall documents and construction.
- c. Describe Respondent’s approach to managing the quality of Sub-consultants.
- d. Describe Respondent’s ability to coordinate work with all Project stakeholders.
- e. Describe Respondent’s approach to assuring timely completion of construction, including methods for schedule recovery, if necessary.
- f. The City has implemented Ready to Work which is an education and job placement program. Respondents can learn more about this initiative at Ready to Work (www.sanantonio.gov) whose goal is to connect residents to career opportunities. Describe how Respondent can leverage this initiative in their training and hiring practices.

- g. Briefly describe Respondent's approach for changes in key personnel. Respondent shall include a strategy plan in the event that a key member leaves Respondent's firm or team due to any reason. **Respondent should provide the names and office locations for back-up personnel for the Principal Investigators.**

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

Question 1: Section V of the RFQ, 5. Statement of Qualifications item A.3 lists how we are to label the assignments/roles. This list is different from the prior 2020 RFQ for Cultural Resources (RFQ: #012220DR) which appears to be more in line with the types of cultural resource personnel that would best fit the requirements. Will the city consider the following prior 2020 roles for this RFQ?

1. Principal Investigator for Architectural Historians.
2. Principal Investigator for Archaeologists.
3. Junior cultural resources staff including Architectural Historians, Archaeologists, crew leaders, lead technicians, etc.
4. GIS technicians.
5. Quality assurance/quality control coordinators for submitted documentation.
6. Sub-consultant(s) for any services deemed necessary to fulfill the duties under this Contract.

Response: Please see the "Changes to RFQ" section on this addendum.

Question 2: Section V of the RFQ, 5. Statement of Qualifications item A.4 Resumes appears to be NEPA regulatory focused. Would the City consider using the same resume requirements from the prior 2020 Cultural Resource RFQ (RFQ: #012220DR).

Response: Please see the "Changes to RFQ" section on this addendum.

Question 3: Section V of the RFQ, 5. Statement of Qualifications item A.2 Project Sheets, what is the difference between the dollar value of the completed project requested in item 1. to include in our project sheets and item 4. Budget for project?

Response: The dollar value would be the total cost of the entire project vs the Budget would just be the budget for whatever services your company provided for the project.

Question 4: Given that there are only three (3) project sheets requested in the RFQ, would it be preferred that the prime include a project sheet (or two) from their key subconsultants to show breadth of experience across the entire team, or is the City expecting that the three project sheets should all be from the prime?

Response: Please see the "Changes to RFQ" section on this addendum. COSA has increased the number of project sheets allowable.

Question 5: In the previous contract cycle, the RFQ asked for 10 project sheets, and this has now been reduced to three (3) in the 2024 RFQ. Can the City confirm that the maximum number of single-page project sheets to be scored will only be three?

Response: Please see the "Changes to RFQ" section on this addendum. COSA has increased the number of project sheets allowable.

Question 6: The RFQ includes some scope items that appear to be in the wheelhouse of an Architect. Is the expectation (or preference) that the teams should include an Architect as a key team member and include their resume?

Response: Please see the “Changes to RFQ” section on this addendum.

Question 7: For Tab 13, are sections 13.1 and 13.2 both included the 3-page limit? Is this page limit restricted to only the narrative in 13.1 and then we can include additional single-page project sheets to address 13.2?

Response: Tab 13 is limited to 3 pages. No additional project sheets should be included in this section, but COSA has included an allotment for additional project sheets in the project sheet section.

Question 8: During the Pre submittal in the DBE form overview portion, DBE Form 5 is listed as the successful submitter providing the form within 10 days after award along with the documentation. DBE form 5 is listed as a required upload on Civcast and a required form to submit on page 9 of the RFQ. Please clarify if we are to submit the form and documentation with our response or within 10 days following the award of contract.

Response: Submit the form with your response.

Question 9: Tab 10, Item 1, letter b. “Describe the constraints and technical challenges related to design and construction, Respondent foresees and Respondent’s approach to addressing each.”

Please clarify if respondents are to address design constraints and challenges as cultural resource practitioners do not provide design. For construction, is the city looking for respondents to describe construction monitoring constraints and technical challenges and our approach to addressing them?

Response: Please see the “Changes to RFQ” section on this addendum.

Question 10: For Tab 6, can you clarify how a "project" is defined? Is it tied to a single antiquity permit or can a project encompass several permits under an overarching contract or agreement?

Response: A project can encompass an overarching contract or agreement.

Question 11: For Section V. C1a would you define local environmental community?

Response: In this section, we are trying to get a feel for the Respondents’ experience working in and around the San Antonio region. By local environmental community COSA is referring to the people, organizations, regulators, etc. that are involved with projects in and around San Antonio.

Question 12: Tab 7 (Organizational Chart) - Are we allowed to use a graphic for the Organizational Chart that uses a font size of less than the requested 11-point font so that we can fit all team members and their roles on one page?

Response: You can use a 11x17 page to include all the information.

Question 13: 1. Given that cultural resources compliance projects don’t typically involve construction does the city really want respondents to answer the following questions requested under Tab 12:

a. Describe Respondent’s commitment to Green and Sustainability initiatives and practices and how these initiatives and practices will be incorporated into this Project.

b. Describe Respondent’s initiative in reducing Greenhouse Gas (GHG) emissions and Respondent’s plan to reduce the emissions during the construction phase for this Project.

For that matter, the questions asked under Tab 12 and Tab 9 seem to be geared toward firms that do construction and toward a specific project, rather than cultural resources compliance in general. Would it not be more efficient to have one Tab for respondents to describe experience with LEEDS projects and certifications, the city's sustainability programs, and to discuss company initiatives for sustainability?

Response: The responses should include how the Respondent will apply green and sustainability in their type of work, reducing greenhouse gasses (if any).

Question 14: Tab 10 asks respondents to “Describe the constraints and technical challenges related to design and construction Respondent foresees and Respondent’s approach to addressing each.” This seems to be borrowed language from a project-specific, construction-related RFQ. Should we ignore this question and discuss challenges of cultural resources compliance projects instead?

Response: Please refer to question 9 response.

Question 15: The explanation for Tab 8 (Resumes) asks respondents to highlight TxDOT/FHWA and NEPA experience. Once again, the language in this explanation seems to be borrowed from another RFQ. Should TxDOT and NEPA experience really be highlighted, or should we instead focus on more relevant NHPA, NAGPRA, Antiquities Code of Texas and COSA UDC experience?

Response: Please see the “Changes to RFQ” section on this addendum.

Question 16: With possible changes to the RFQ-listed assignments/roles, resume requirements, and Tab 10 approach, would the City consider extending the due date to allow respondents adequate time to adjust our teaming arrangements and response to any updated requirements?

Response: The City will not be extending this solicitation at this time.

END OF ADDENDUM No. I



Jonathan Miranda, MSJP
Procurement Administrator
Finance Department – Procurement Division

**Request for RFQ
Pre-Submittal Meeting for the
On-Call Professional Cultural Resources
Consulting Services**



Project# 2024-106

Thursday, June 27, 2024 @ 2:00P.M.



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/DZrndsqyLk>

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 **Tuesday, July 2, 2024.*****

The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session.



Solicitation Background

The City of San Antonio, Public Works Department is issuing a Request for Qualifications seeking Statement of Qualifications from interested professional qualified firms in providing On-Call consulting services related to compliance efforts under federal, state, and local cultural resources laws, rules, and regulations for the On-Call Professional Cultural Resources Consulting Services Project.

The City intends to award up to five (5) contracts, as a result of this solicitation.

Project completion is estimated for 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).

Scope of Services



Department issuing a Request for Qualifications seeking qualified firms to perform On-Call Cultural Resources Consulting Services for various City projects in various locations throughout the City.

Typical services to be performed include providing on-call or as needed professional cultural resources (archaeology and historic above-ground resources) consulting services related to compliance efforts under federal, state, and local cultural resources laws, rules, and regulations.

Submission Instructions



Online submission will be utilized via CivCast at:

www.civcastusa.com/bids

Solicitation was released on June 17, 2024; and is due on August 5, 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;
 - Submitted written questions by **4:00 P.M. CT, July 10, 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 (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	Organizational Chart of proposed team.
8	Resumes	One-page Resumes of key team members.
9	Experience with Green Building and Sustainability Practices	Describe experience with green building practices and any green certifications/specialist training.

Evaluation Criteria



B: Understanding of the Project and Proposed Management Plan (45 points)

TAB	TITLE	DESCRIPTION
10	Project Understanding	Understanding the primary objectives of the project. Constraints and technical challenges.
11	Proposed Management Plan	Project management approach. Approach to Quality Control/Assurance.
12	Commitment to Green Building and Sustainability Initiatives, Practices, and Implementation	Commitment to Green and Sustainability Initiatives and Practices and how they will be incorporated.

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 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	45
B. Understanding of the Project and Proposed Management Plan	45
C. Experience with the San Antonio Region & Past Performance	10
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)

Disadvantage Business Enterprise (DBE) Program Good Faith Effort Plan (Form #5)

Disadvantage Business Enterprise (DBE) Program
Commitment Agreement Form (Form #6)

Disadvantage Business Enterprise (DBE) Program
Material Supplier Commitment Agreement Form (Form #7)

Required Uploads



Upload each Document Individually

Veteran-Owned Small Business Program Tracking Form (VOSB) (Form #8)

Local Preference Program (LPP) Identification Form (Form #9)

Heat Illness Prevention Acknowledgement Form (Form #10)

Proof of Insurability

Certificate of Interested Parties TEC Form 1295

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

DBE Presentation



Disadvantaged Business Enterprise (DBE) Program

DBE - Program Objectives



- Public Works DBE Program was in accordance with the Texas Department of Transportation (TXDOT)
- Ensures Public Works complies with 49 CFR
- Remedy past and current discrimination against Disadvantaged businesses
- Ensure non-discrimination in the award of DOT and locally funded contracts
- Create a level playing field where DBEs can compete fairly on federally assisted contracts
- Assist the development of firms that can compete successfully in the contracting arena outside the DBE program

Disadvantaged Business Enterprise (DBE)



- Project is in part funded by Federal Funds and is subject to 49 CFR Part 26 and USDOT DBE Program
- Form 5 – DBE Good Faith Efforts Plan - Documentation of DBE Outreach Efforts- Successful Submitter must provide within 10 days following the award of contract, along with the related supporting documentation
- Form 6 – DBE Commitment Form- All Submitters must provide at the time of submittal. Failure to submit = **Non-Responsive**
- Form 7 – DBE Material Supplier Commitment Agreement Form
- DBE Certification – Registered with South Central Texas Certification Agency or Texas Department of Transportation (TXDOT)
- DBE Goal (8.5%) – Can be met or exceeded by Prime being certified DBE or through DBE Subcontractors



Public Works DBE Program

**Point Of Contact:
Courtney McClure
(210) 207-4633**

courtney.mcclure@sanantonio.gov

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.***

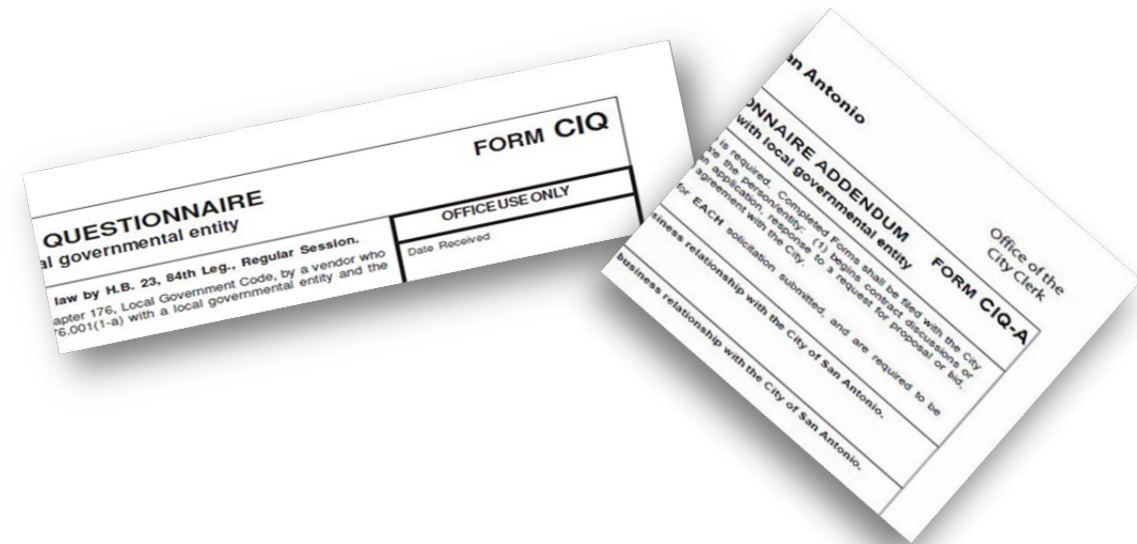
Do not include these forms with your proposal. The Procurement Division will not deliver the forms to the City Clerk for you.

CIQ:

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

CIQ-A:

<https://www.sanantonio.gov/Portals/0/Files/Ethics/OC-CC-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



June / July 2024

- June 17, 2024; RFQ Released
- June 27, 2024; at 2:00 PM CT: Pre-Submittal Conference
- July 10, 2024; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



August / September / October 2024

- August 5, 2024; at 10:00 AM CT: Submittals Due
- September 2024; Evaluation Process
- October 2024; Post-Solicitation Briefing

FINALIZATION



November 2024

- November 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 addendum/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 CivCast website.
- Failure to adhere to the Restrictions on Communications may deem your submittal non-responsive.
- Submit written questions by question deadline **4:00 P.M. CT, July 10, 2024.**
- Submissions must be uploaded by 10:00 A.M. CT, **August 5, 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?





Thank You

Reminder to Sign-In

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



Pre-Submittal Conference
On-Call Professional Cultural Resources Consulting Services
Thursday, June 27, 2024 @ 2:00PM

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