



ADDENDUM NO. II

SUBJECT: Improving Neighborhood Access Across 1-37 (Houston St to Carolina St) (RFQ: 2024-185)
Date of issue: October 11, 2024

FROM: Jonathan Miranda, MSJP
Procurement Administrator

DATE: November 18, 2024

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II – TO THE ABOVE REFERENCED 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.
3. Remove: Exhibit D - Payment and Performance Bond Templates
4. Remove: Form 8 Veteran-Owned Small Business (VOSB) Program Tracking Form.
 - a. Title: Solicitation Name/Number: Fire Station 52 Living Quarters Replacement RFCSP: 24-167 | WBS: 23-04055.Replace: Form 8 Veteran-Owned Small Business (VOSB) Program Tracking Form.
 - b. Title: Solicitation Name/Number: Improving Neighborhood Access Across 1-37 (Houston St to Carolina St)., RFQ 2024-185.
5. Remove: Form 9 – Local Preference Program Identification Tracking Form.
 - a. Title: Solicitation Name/Number: Fire Station 52 Living Quarters Replacement RFQ: 24-167 | WBS: 23-04055Replace: Form 9 – Local Preference Program Identification Tracking Form.
 - b. Title: “Solicitation Name/Number: Improving Neighborhood Access Across 1-37 (Houston St to Carolina St)., RFQ 2024-185”.

CHANGES TO RFQ:

1. II. Scope of Work and General Requirements; Oversight and Budget:

Remove:

“Professional architectural, mechanical, electrical, and plumbing (MEP) and structural engineering services shall include but not limited to the following services:

- Development of conceptual design plans or presentation graphics as negotiated;
- Programming to determine priorities, adjacencies best use space and development of detailed space needs analysis based on priorities and input from clients;
- Sustainable building practices and energy conservation;
- Schematic design including renderings;
- Design development;
- Coordination with utility purveyors to establish all necessary connections as well as to ensure a seamless design and avoid disruptions to customer services and events;
- Construction documents and specifications;
- Opinions of probable costs at the end of each design phase that stays within the established budget;
- Interior design such as furniture layout, finishes, signage, wayfinding etc.;
- Assure conformance to Unified Development Codes and the client’s standards;
- Coordination and assistance with obtaining all applicable permits and ensuring adherence to code requirements as required for the construction of the project;
- Bidding phase services such as attend pre-bid/bid opening/pre-construction meetings, draft, and review bid addendums, and perform bid/proposal review as necessary to include bid recommendations to the City;
- Construction administration to include periodic field visits to assess construction progress, answering of contractor requests for information, review of change orders, coordinating construction progress meetings with the contractor, preparing, and distributing meeting minutes, reviewing contractor schedules, and other construction phase services;
- Project closeout and punch list;
- Other duties as typically provided by standard architectural and engineering practices;
- Other services as required by the City’s Design Guidance Manual. A copy of the Design Guidance Manual can be found at: <http://www.sanantonio.gov/PublicWorks/Current-Vendor-Resources/Design-Guidance-Manual>”

2. Section 5-Statement of Qualifications A.1.B

Remove: Respondent shall limit its response to the following items to a total of two (2) pages.

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

On Monday, October 21, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Improving Neighborhood Access Across 1-37 (Houston St. To Carolina St.) 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: On page seven and page 8 of the RFQ talks about the activities that you're looking for, which includes public engagement, existing conditions, alternative concepts, and alternatives evaluation. It talks about the professional architectural, mechanical, electrical, plumbing, and structural engineering services that shall be included, also there is a list of things such as construction documents and specifications, as interior design of furniture layout and finishes, you list a series of things in that list that don't seem to apply to this project. Is that just a

- boilerplate, maybe a carryover from a previous project or are those really all the are you really looking for that level of services as part of this phase of this project??
- Response: Please see the "Changes to RFQ" on this addendum.
- Question 2: For forms eight and nine, there's reference to five station 52 living quarters. Would those be re issues with the correct project?
- Response: Please see the "General Information" on this addendum.
- Question 3: Will the City consider expanding the timeframe for Project Sheets in " Tab 6" from 5 years to 10, in consideration of the longer time scale for complicated infrastructure enhancements and community reconnections?
- Response: Yes, the City will considered past projects up to 10 years.
- Question 4: Is a Good Faith Effort and Form 5 still required if the DBE Goal is 0%? Also, is a Good Faith Effort required if we have registered DBE firm(s) on our team and will add them to Form 6: DBE Commitment?
- Response: The Good Faith Effort and Form 5 are still required to be completed and uploaded to Civcast by Respondent.

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

- Question 1: Will the City/petitioner consider expanding the timeframe for Project Sheets in " Tab 6" from 5 years to 10, in consideration of the longer time scale for complicated infrastructure enhancements and community reconnections?
- Response: Yes, the City will considered past projects up to 10 years.
- Question 2: For Tab 4: Letters of Reference, is it acceptable to include City of San Antonio as our reference??
- Response: Yes, it is acceptable if the letter of reference was requested by Respondent prior to the release and withing the timeframe listed of this RFQ.
- Question 3: For Tab 4: Letters of Reference and Tab 6: Project Sheets, does a project need to be completed or would it suffice to include one that's nearly completed/majority of scope of work has been completed? Please confirm.?
- Response: Projects will need to be completed.
- Question 4: For Tab 4: Letters of Reference, do the reference letters need to be on a client's official letterhead? Please clarify what type of document will meet the requirement.
- Response: Yes, all references must be in their letterhead.
- Question 5: For Tab 5: Experience, please clarify whether "a narrative, one (2) two pages, describing the Respondent's qualifications, and certifications as they related to the referenced scope of services in this solicitation" and "item b.1. Respondent shall limit its response to the following items to a total of two (2) pages" (for items b.2 and b.3. on page 10) are two separate two-page requirements/are we allowed total of four pages for this Tab, in addition to page(s) for TxDOT Pre-Certifications list (item a)?
- Response: Please see Changes to RFQ - Section 5-Statement of Qualifications A.1.B
- Question 6: For Tab 4: Letters of Reference and Tab 6: Project Sheets 6, are we allowed to include materials from our subconsultants, or do they have to be prime consultants only?
- Response: You can include letters of references from the team.

Question 7: Is there any page size limit? Are we allowed to use 11x17 page size?

Response: All documents must be 8x11 page sizes.

Question 8: Construction phase services are not shown in budget table provided on page 7, but the bulleted list on page 8 indicates Construction Administration. Can the City please confirm whether Respondent's should include Construction Administration services as part of their proposed team/provided services?

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

Question 9: Would the City take into consideration providing a deadline extension?

Response: At this time there will be no submittal extension.

Question 10: Please clarify if the required 5 Reference Letters are for the Prime only or can this requirement be a combination of the Prime and Subconsultants?

Response: Please see question 6.

Question 11: Do the required forms need to be completed by the Prime only or both the Prime and Subconsultants?

Response: Please review the "Required Forms" section beginning on page 14.

Question 12: Several of the forms provided/required do not seem to apply to this RFQ solicitation. If the DBE Goal is 0%, is it necessary to complete Forms 5, 6 and 7?

Response: Please see question 4 on this document.

Question 13: Also, Forms 8 and 9 reference a different bid (RFCSP: 24-167, Fire Station 52 Living Quarters Replacement). If these forms are required for this professional services RFQ, can the City provide updated forms?

Response: Please see question 2.

Question 14: Are Performance Bond and/or payment bond be required? If yes, then we would like to request a waiver of that requirement.

Response: Performance Bond and/or payment bond are not required.

Question 15: Are the professional architectural, mechanical, electrical, and plumbing (MEP) and structural engineering services listed on page 8 a requirement of this RFQ?

Response: Please see question 1.

END OF ADDENDUM No. 2

DocuSigned by:

Jonathan Miranda

Jonathan Miranda, MSJP

Procurement Administrator

Finance Department – Procurement Division

Request for Qualifications Pre-Submittal Meeting for Improving Neighborhood Access Across I-37 (Houston St to Carolina St)



RFQ# 2024-185

Monday, October 21, 2024

Sign-In Instructions



Everyone attending today's conference **is highly encouraged** 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 provided 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/VwwECkDnr9?origin=IprLink>

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 Solicitations



This solicitation have been identified as High-Profile.

Prohibition against Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from 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).

1. Any individual seeking a high-profile contract;
2. Any owner, officer, officer of board, executive committee member, and general board member of an entity seeking a high-profile contract;
3. The legal signatory of the high-profile contract;
4. Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
5. Subcontractors hired or retained to provide services under the high-profile contract;
6. Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection; and
7. Any corporate political action committee (PAC) established or formed by the entity seeking a high-profile contract.

Please refer to the solicitation and the Contracts Disclosure Form for additional details.

High Profile Solicitations



This solicitation have been identified as High-Profile.

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 **October 25, 2024. The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session.*

For more information on updates to the Ethics Code and Municipal Campaign Finance Code, approved by City Council on May 2, 2024, and were effective on October 1, 2024, please visit: <https://www.sa.gov/Directory/Departments/OCC/Ethics/Revisions>. Resources are available to include a Vendor Frequently Asked Questions (FAQs) with key changes and compliance requirements for vendors working with the City, including non-profit organizations.

Solicitation Background

The City of San Antonio (City), Transportation Department, is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from interested professional consultant firms (Respondents) for the study and preliminary design of the project known as Improving Neighborhood Access Across I-37 (Houston St. to Carolina St.) (Project). The City seeks a qualified consultant to facilitate community engagement, assess existing conditions, develop alternative concepts, and analyze feasibility.

The contract duration is throughout the project completion (Estimated June 2026) and is not-to-exceed the contract value of approximately \$3.7 million.

Scope of Services



Today, I-37 has four main lanes in each direction. Within the study area, pedestrians have three options for crossing I-37: 1) an isolated and uninviting crossing under I-37 at Montana Street, 2) a poorly lit crossing over Montana Street but under I-37 that is hard to reach for Eastside residents and provides circuitous access between the Alamodome and the Tower of the Americas, and 3) a poorly lit and uninviting crossing under I-37 at Cesar E. Chavez Boulevard. Additionally, there are no sidewalks east of I-37 on the northbound frontage road from Cesar E. Chavez Boulevard to Montana Street. I-37 was constructed on berms, creating both a physical and visual barrier and making each of these crossings feel cavernous and isolated.

The City of San Antonio was awarded a planning grant through the USDOT Neighborhood Access and Equity (NAE) program. The NAE grant will fund a Study on how to better connect Downtown San Antonio to the historically underserved Eastside community. The objective of this solicitation is to identify a qualified consultant to conduct community engagement, evaluate existing conditions, and develop and analyze solutions to reconnect neighborhoods and destinations across I-37.

Schedule of Events



SOLICITATION



October/November 2024

- October 11, 2024; RFQ Released
- October 21, 2024; at 10:00 AM CT: Pre-Submittal Conference
- October 25, 2024; 1st day contributions are prohibited
- November 6, 2024; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



November/December 2024

- November 26, 2024; at 10:00 AM CT: Submittals Due
- December 2024; Evaluation Process

FINALIZATION



March 2025

- March 2025; Anticipated City Council Consideration

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	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 (30 points)

TAB	TITLE	DESCRIPTION
5	Experience	Respondent's qualifications relating to scope.
6	Project Sheets	Maximum of 5 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 (20 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 (15 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	50
B. Understanding of the Project and Proposed Management Plan	30
C. Experience with the San Antonio Region & Past Performance	20
Total Maximum	100 Points

Required Uploads

Upload each document individually

Submittal Cover/Signature Page (Form 2)
SOS Filing Number and SAMS DUNS and/or CAGE number

Contracts Disclosure Form (Form 3)
<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

Litigation Disclosure Form (Form 4)

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

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

Disadvantage Material Supplier Commitment Agreement Form (Form #7)

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

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

Heat Illness Prevention Acknowledgment Form (Form #10)

Proof of Insurability

Certificate of Interested Parties TEC Form 1295
www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Labor Compliance



- The awarded Prime Contractor and their subcontractors must comply with the Prevailing Wage Decision.
- The Wage Decision assigned to this project is the current (Building: TX20240231 08/30/2024)

COMPLIANCE - TOP 10

- 1 Post the appropriate Wage Determination and Notices for the project in a conspicuous location.
- 2 Pay time-and-a-half to workers who work on any of the 7 listed City Holidays.
- 3 Pay time-and-a-half to workers who work in excess of 40 hours in a given week.
- 4 Workers must be classified for the work performed, in accordance to the Wage Determination.
- 5 Prime Contractor is accountable and responsible for ensuring that all workers are paid the prevailing wage rates, including subcontractors.
- 6 Certified payrolls must be submitted through the LCP Tracker System, weekly.
- 7 Apprentices must be registered in an Apprenticeship Training Program which is approved by the US Department of Labor.
- 8 All workers must be paid on an hourly rate basis. No piece work or day labor rates.
- 9 Site Visits may be conducted to ensure proper work classification and wage rates.
- 10 If workers are underpaid, restitution to the worker is required and the City will impose penalties in accordance to the contract.

Should you have any questions during the project, contact the LCO assigned to the project or email lcpcompliance@cityofsanantonio.gov.

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**

DBE Program Objectives

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

Commercially Useful Function (CUF)

A DBE performs a Commercially Useful Function (CUF) when it is responsible for the execution of the work of the contract and is carrying out its responsibilities by actually:

- **Performing**
- **Managing**
- **Supervising the work involved**

CUF with respect to materials and supplies used on the contract for:

- **Negotiating price**
- **Determining quality and quantity**
- **Ordering the material**
- **Installing and paying for the material itself**

GOAL CREDIT & COUNTING



Commercial Useful Function (CUF)

- **The DBE must be performing a CUF**
- **Credit is only counted if the prime has paid the DBE for the work performed**
- **No credit will be given for any materials , supplies, or equipment the DBE obtains from the prime or the prime's affiliates**
- **If a CUF is not performed, goal credit will be denied**

GOOD FAITH EFFORTS (GFE)

- **A Contractor who cannot meet the Contract goal, in whole or in part, must make adequate good faith efforts to obtain DBE participation as stated and defined in 49 CFR Part 26, Appendix A**
- **A GFE evaluation begins with the amount of work made available**
- **Quality of Efforts**
 - **Is the prime actively and aggressively trying to meet the goal**
 - **Soliciting the participation of DBEs**
 - **Providing interested DBEs with plans, specifications, and contract requirements**
 - **Assisting interested DBEs in obtaining bonding, lines of credit, or insurance as required by the contract**
 - **Effectively using the services of available Minority/Women contractor's groups**

Public Works DBE Program

Point Of Contact:
Courtney McClure
(210) 207-4633
courtney.mcclure@sanantonio.gov

Insurance Requirements

- This document contains the following
 - Insurance Requirements and Provisions
 - Indemnification
 - Insurance Table
- It is agreed and understood the following provisions and insurance table are binding and are a part of the contract.
- The City shall have no duty to pay or perform under this Agreement until such certificates and endorsements have been received and approved by the City's Public Works Department. No officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement.
- Failure to comply is considered a Breach of Contract.

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-bid/submittal conference;
 - Disadvantaged Business Enterprise (DBE) Program office can be reached until the submittal deadline
 - Submit written questions by 4:00 p.m. CT, November 6, 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.

Submission Instructions



Online submission will be utilized via CivCast at: www.civcastusa.com/bids

- Solicitation was released on October 11, 2024; and is due on November 26, 2024, at 10:00 A.M. CT.
- **Hard or emailed copies of proposals will not be accepted.**
- Utilize the Table of Contents/Submittal Checklist to ensure tabs and forms are in the identified order listed in solicitation.
- Keep submittal relevant to project.
- Company/Firm legal name must match the Texas Secretary of State website listing.
- **Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last minute challenges.**

Conflict of Interest Questionnaire



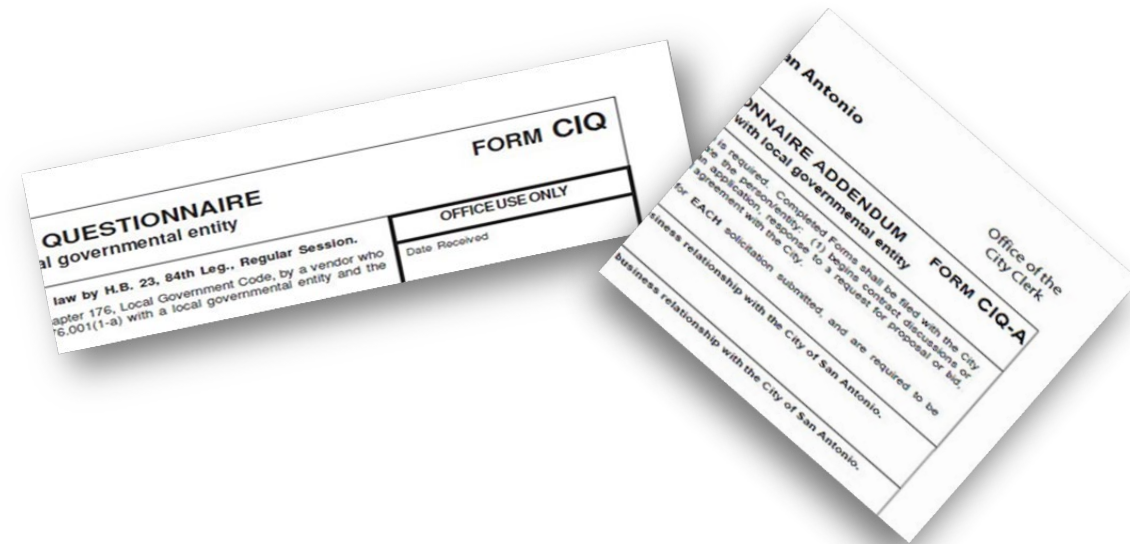
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms for each project.***

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/CC-CIQ-Addendum.pdf>



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

Addendums to Solicitation

- Changes and responses to questions received, in compliance with Restriction on Communications, will be posted as part of an addendum. It is Respondent's responsibility to review and ascertain whether addendums or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the solicitation. Changes, if any, shall be made in writing only.
- Respondent must confirm receipt of all amendments/addenda for each project.
- 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.
- Selected firm(s) awarded a contract(s) will need to complete registration with the Texas Secretary of State and Texas Comptroller of Public Accounts prior to award of the contract.

Reminders - CIVCAST



- Today's Pre-Bid/Submittal Presentation will be released through the portal/site.
- Failure to adhere to the Restrictions on Communications may deem your submittal non-responsive.
- Submit written questions by question deadline 4:00 PM CT, November 6, 2024.
- Submissions must be uploaded by 10:00 AM CT, November 26, 2024.

Please remember to click the “Submit Bid” button. If not, your bid will not be received by the City. LATE PROPOSALS WILL NOT BE ACCEPTED. Failure to properly click SUBMIT will not be grounds for acceptance of late proposal.

QUESTIONS?





Thank You
Reminder to Sign-In

<https://forms.office.com/g/VwwECkDnr9?origin=lprLink>





Pre-Submittal Meeting for the
Improving Neighborhood Access Across 1-37 (Houston St to Carolina St)
RFQ# 2024-185

Monday, October 21, 2024
10:00AM CT

Full name	Company Name	E-mail	Phone #
JAMIE MOORE	6S Engineering	jlmoore@6s-engineering.com	(830) 341-2005
Olivia Gordy	Arup	olivia.gordy@arup.com	(512) 982-9041
Jaime Contreras (TCI)	Cosa	jaime.contreras@sanantonio.gov	(210) 207-5872
Jorge D Figueroa	Cosa	jorge.figueroa@sanantonio.gov	(210) 207-1085
Jennifer Dufour	Emerald Fox Marketing	jennifer@emeraldfoxmarketing.com	(281) 630-9436
Jeremy Wyndham	Jacobs	Jeremy.wyndham@jacobs.com	(214) 577-5334
Frank Rascoe, AIA	Jacobs	frank.rascoe@jacobs.com	(210) 500-0640
Jevell Alleyne	Jacobs Solutions	jevell.alleyne@jacobs.com	(818) 209-4348
Rosie Brunnemann	Kimley-Horn	rosie.brunnemann@kimley-horn.com	(210) 469-4159
Emma Kieninger	Lionheart Places	Emma@lionheartplaces.com	(512) 520-4488
John K. Baker, PE	Lockwood, Andrews & Newnam, Inc. (LAN)	JKBaker@lan-inc.com	(210) 446-0523
Charles Aldrete	MBCO Engineering	Charles.aldrete@mbcoengineering.com	(210) 284-6276
Mukul Malhotra	MIG, Inc	mukulm@migcom.com	
Marco Hinojosa	MIG, Inc.	Mhinojosa@migcom.com	(214) 783-9599
Allison Nagelberg	Pape-Dawson	ANagelberg@pape-dawson.com	(210) 375-9000
John Tyler	Pape-Dawson Engineers	jtyler@pape-dawson.com	(210) 375-9000
Will Kroll	Pape-Dawson Engineers	WKroll@pape-dawson.com	(210) 375-9000
Courtney McClure	Public Works	Courtney.mcclure@sanantonio.gov	(210) 207-4633
Jeff Seiler	Seiler Lankes Group	jseiler@slg-eng.com	(512) 560-9601
Aldo Fritz	TJKM	afritz@tjkm.com	(561) 212-0113
Nan Jiang	Toole Design Group	njiang@tooledesign.com	7372763188-196
Kaylan Mead	Weber Murphy Fox	kmead@wmf-inc.com	(814) 920-1929
Brian Weber	Weber Murphy Fox	Bweber@wmf-inc.com	(210) 802-4576
Jay Loudon	WorkShop	jay@workshop.com	(210) 268-2084

City of San Antonio
Veteran-Owned Small Business Program Tracking (Form 8)

Authority. San Antonio City Code Chapter 2, Article XI describes the City's veteran-owned small business preference program.

Tracking. **This solicitation is not eligible for a preference** based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.

Certification. The City relies on inclusion in the database of veteran-owned small businesses (VOSB) maintained by the U.S. Small Business Administration to verify VOSB status; however, veteran status may also be confirmed by certification by another public or private entity that uses similar certification procedures.

Definitions.

The program uses the federal definitions of veteran and veteran-owned small business found in 38 CFR Part 74.

- The term “veteran” means a person who served on active duty with the U.S. Army, Air Force, Navy, Marine Corps, Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in line of duty or while in training status.
- A veteran-owned small business is a business that is not less than 51 percent owned by one or more veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; the management and daily business operations of which are controlled by one or more veterans and qualifies as “small” for Federal business size standard purposes.

The program uses the below definition of joint venture.

- Joint Venture means a collaboration of for-profit business entities, in response to a solicitation, which is manifested by a written agreement, between two or more independently owned and controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture.

The program does not distinguish between a veteran and a service-disabled veteran-owned business and is not limited geographically.

COMPLETE THE FOLLOWING FORM AND SUBMIT WITH YOUR BID/PROPOSAL.

INSTRUCTIONS

- IF SUBMITTING AS A PRIME CONTRACTOR ONLY, COMPLETE **SECTION 1** OF THIS FORM.
- IF SUBMITTING AS A PRIME CONTRACTOR UTILIZING A SUBCONTRACTOR, COMPLETE **SECTIONS 1 AND 2** OF THIS FORM.

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

SOLICITATION NAME/NUMBER: Improving Neighborhood Access Across I-37 (Houston to Carolina St).
RFQ 2024-185

Name of Respondent:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is Respondent certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is Respondent certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified Respondent as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount:		

Is Respondent subcontracting with a business that is certified as a VOSB? (circle one)	Yes	No
Name of SUBCONTRACTOR Veteran-Owned Small Business:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is SUBCONTRACTOR certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is SUBCONTRACTOR certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified SUBCONTRACTOR as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount		

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

ACKNOWLEDGEMENT

THE STATE OF TEXAS

I certify that my responses and the information provided on this Veteran-Owned Small Business Preference Program Identification Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Veteran-Owned Small Business Preference Program Identification Form may be investigated and I hereby give my full permission for any such investigation, including the inspection of business records and site visits by City or its authorized representative. I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected or contract to be terminated. I further acknowledge that providing false information is grounds for debarment.

BIDDER/RESPONDENT'S FULL NAME:

(Print Name) Authorized Representative of Bidder/Respondent

(Signature) Authorized Representative of Bidder/Respondent

Title

Date

This Veteran-Owned Small Business Program Tracking Form must be submitted with the Bidder/Respondent's bid/proposal.

City of San Antonio
Finance Department - Procurement Division
Local Preference Program Identification (Form 9)

The City of San Antonio Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII, establishes a local preference for specific contracting categories. Each time a bidder or respondent submits a bid for a solicitation, this Local Preference Program Identification Form must be completed and turned in with the solicitation response in order to be identified as a City Business and receive the preference described below. The City will not rely on Local Preference Program Identification Forms submitted with prior or contemporaneous bids or proposals.

The Local Preference Program allows the City to grant a preference to a business meeting the definition of *City Business* in the award of the following types of contracts, when selection is made based on price alone:

- Personal Property (Goods / Supplies): The local bidder's price must be within 5% of the price of the lowest non-local bidder for contracts of \$50,000 to under \$500,000; or within 3% of the price of the lowest non-local bidder for contracts of \$500,000 or more
- Non-professional Services: The local bidder's price must be within 5% of the price of the lowest nonlocal bidder for contracts of \$50,000 to under \$500,000;
- Construction Services: The local bidder's price must be within 5% of the price of the lowest non-local bidder for contracts of \$50,000 to under \$100,000, excluding contracts awarded using alternative delivery methods.

The Local Preference Program also allows the award of additional points, when multiple evaluation criteria are used in the award of professional service contracts, where the selection process is not governed by statute and in revenue generating and concession contracts. A business meeting the definition of *City Business* stated below may be awarded 10 points for being headquartered within the city, or 5 points for having a local office within the city.

Moreover, the program recognizes joint venture agreements and allows for apportioning of points based upon the percentage of ownership of joint ventures by *City Businesses* responding to solicitations for which discretionary points are applied. For solicitations where selection is made based on price alone, all members of a joint venture must be *City Businesses* for the preference to be applied.

Effective January 1, 2023, the Local Preference Program may be applicable to federally funded contracts where federal statutes or the federal grantor expressly mandates or encourages local geographic preference.

City Business is defined as a business, or non-profit organization, headquartered within the incorporated San Antonio city limits for one year or more OR one that meets the following conditions:

- Has an established place of business for one year or more in the incorporated limits of the City:
 - (a) from which at least 100 of its employees OR at least 20% of its total full-time, part-time and contract employees are regularly based; and
 - (b) from which a substantial role in the business' performance of a commercially useful function or a substantial part of its operations is conducted by those employees.

A location utilized solely as a post office box, mail drop or telephone message center or any similar combination, with no other substantial work function, is not a *City Business*.

For the purposes of this program, Headquartered is defined as the place where a business entity's officers direct, control, and coordinate the entity's activities.

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

NOTE: Bidders / Respondents are required to submit documentation to substantiate that the requirements of a City Business have been met. Examples of documentation may include, but are not limited to the following:

1. Existence of local headquarters or office: For corporations, Texas Comptroller's listing of names/addresses of officers and directors. For partnerships, partnership agreement and any documents identifying the current managing partners and their current work addresses
2. Evidence of local headquarters or office in existence for one year or more: Utility bills, real property lease agreements, equipment leases, personal property taxes, real property taxes
3. Evidence of number of employees: Organizational charts, payroll records by location

CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION TO VALIDATE BIDDERS'/RESPONDENTS' DESIGNATION AS A CITY BUSINESS.

COMPLETE THE FOLLOWING FORM AND SUBMIT WITH YOUR RESPONSE EVEN IF YOU ARE NOT SEEKING A LOCAL PREFERENCE. THE BIDDER / RESPONDENT MUST COMPLETE THE FOLLOWING FORM TO BE IDENTIFIED AS A CITY BUSINESS. IF BIDDER / RESPONDENT IS SUBMITTING AS A JOINT VENTURE, EACH CITY BUSINESS THAT IS A MEMBER OF THE JOINT VENTURE MUST COMPLETE AND SIGN THIS FORM.

PROVIDE THE FOLLOWING INFORMATION IF BIDDER/ RESPONDENT IS SUBMITTING AS PART OF A JOINT VENTURE. Joint Venture means a collaboration of business or non-profit entities, in response to a solicitation, which is manifested by a written agreement, between two or more independently owned/governed and controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses/surplus or deficits of the joint venture enterprise commensurately with its contribution to the venture.

STATE BIDDER'S / RESPONDENT'S PERCENTAGE OF OWNERSHIP IN THE JOINT VENTURE: _____%

SUBMIT A COPY OF THE JOINT VENTURE AGREEMENT. SUBMIT ANY OTHER DOCUMENTATION REQUESTED BY CITY TO SUBSTANTIATE THE EXISTANCE OF AND/OR PARTICIPATION IN THE JOINT VENTURE. NO PREFERENCE POINTS WILL BE ALLOCATED TO A JOINT VENTURE THAT FAILS TO SUBMIT REQUIRED DOCUMENTATION.

SOLICITATION NAME/NUMBER: **Improving Neighborhood Access Across I-37 (Houston St to Carolina St).**
RFQ: 2024-185

PROVIDE THE FOLLOWING INFORMATION REGARDING BIDDER'S / RESPONDENT'S HEADQUARTERS:

Name of Business or Non-Profit Entity:	
Physical Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	
Provide the total number of full-time, part-time, and contract personnel employed by Bidder / Respondent: _____	

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

Is Business or Non-Profit Entity headquartered within the incorporated San Antonio city limits? (circle one)	Yes	No
Has the business or non-profit entity been headquartered in the incorporated San Antonio city limits for one year or more? (circle one)	Yes	No
If the answers to the questions above are "Yes", stop here. If the answer to either of the above questions is "No", provide responses to the following questions:		

PROVIDE THE FOLLOWING INFORMATION REGARDING BIDDER'S / RESPONDENT'S LOCAL OFFICE (IF APPLICABLE):

Name of Business or Non-Profit Entity:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Provide the total number of full-time, part-time, and contract personnel employed by Bidder / Respondent in the local office: _____		
Is the business or non-profit entity located in the incorporated San Antonio city limits? (circle one)	Yes	No
Has the business been located in the incorporated San Antonio city limits for one year or more? (circle one)	Yes	No
Are at least 100 full-time, part-time or contract employees regularly based in the San Antonio office? (circle one)	Yes	No
Are at least 20% of the business' total full-time, part-time or contract employees regularly based in the San Antonio office? (circle one)	Yes	No
Do the employees in the San Antonio office perform a substantial role in the business' performance of a commercially useful function or are a substantial part of the business' operations conducted in the San Antonio office? (circle one)	Yes	No

ACKNOWLEDGEMENT

THE STATE OF TEXAS

I certify that my responses and the information provided on this Local Preference Program Identification Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Local Preference Program Identification Form may be investigated and I hereby give my full permission for any such investigation, including the inspection of business records and site visits by City or its authorized representative. I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected or contract to be terminated. I further acknowledge that providing false information is grounds for debarment.

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

BIDDER'S / RESPONDENT'S FULL NAME:

(Print Name) Authorized Representative of Bidder / Respondent

(Signature) Authorized Representative of Bidder / Respondent

Title

Date

**This Local Preference Identification Form must be submitted with the bidder's /
respondent's bid/proposal response.**