



## **ADDENDUM I**

**SUBJECT:** Airfield Design Services for Airfield Safety Enhancements & Improvements Program (ASEIP) Phase I, RFQ 25-013, WBS: 33-03348-01-01-01-02,  
Scheduled to Close: Friday, January 10, 2025;  
Date of Issue: Friday, November 15, 2024

**FROM:** Jonathan Miranda, MSJP  
Procurement Administrator

**DATE:** December 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.

### **THE ABOVE MENTIONED REQUEST FOR QUALIFICATIONS IS HEREBY AMENDED AS FOLLOWS:**

#### **GENERAL INFORMATION**

1. Add: Pre-Submittal Conference Presentation, this document will be posted as a separate file.
2. Add: Pre-Submittal Conference Sign-In Sheet, this document will be posted as a separate file.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH  
SECTION VIII.3, RESTRICTION OF COMMUNICATIONS:**

**QUESTIONS SUBMITTED ON CIVCAST**

Question 1: Tab 11: What is the total number of pages for all subconsultant(s) information within this tab: one page for all subconsultant(s) or one page for each subconsultant?

Response: The request is for one page for all subconsultant(s) information.

Question 2: DBE Form 2 (Letter of Intent) and DBE Form 4 (Schedule of Subcontractors) request the dollar amount and percentage of contract for each subconsultant. Please clarify if dollar amounts are required to be included in addition to the percentage of anticipated involvement.

Response: The dollar amounts are not required to be included in addition to the percentage of anticipated involvement.

Question 3: Exhibit E – Insurance Requirements indicates that the umbrella liability coverage shall be \$40 million per occurrence combined limit Bodily Injury (including death) and Property Damage. Is this amount (\$40 million) expected only of the prime firm or all subconsultants?

Response: The city does not have a contract with the Prime's Subconsultants. The Subconsultants are required to provide the exact same insurance as the Prime, or the Prime can add their Subconsultants as additional insureds to their policies.

Question 4: DBE Form 2 (Letter of Intent) and DBE Form 4 (Schedule of Subcontractors) request the dollar amount and percentage of contract for each subconsultant. Please clarify if dollar amounts are required to be included in addition to the percentage of anticipated involvement.

Response: Please see the response to question #2.



---

Jonathan Miranda, MSJP  
Procurement Administrator  
Finance Department - Procurement Division

**Request for Qualifications  
Pre-Submittal Meeting for the Airfield Design Services for Airfield  
Safety Enhancements & Improvements Program (ASEIP) - Phase 1**



**RFQ# 2025-013**

**Monday, November 25, 2024**

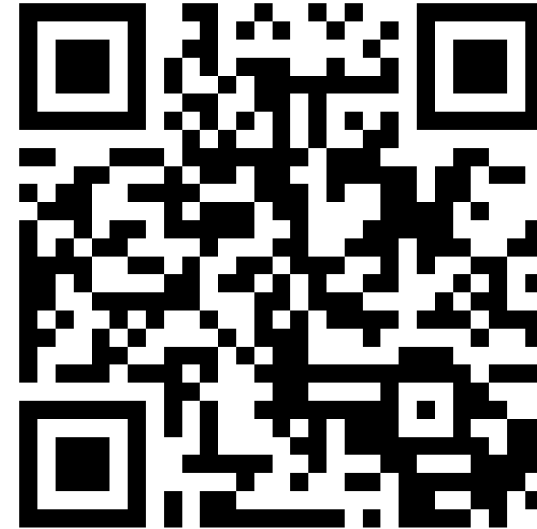
# Sign-In Instructions



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/21tEs92ER4>*

# 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.**

**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 Solicitation



**This solicitation has 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 **Tuesday, December 03, 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 airport developed Airfield Design Services for Airfield Safety Enhancements & Improvements Program (ASEIP) - Phase 1 to:

- Provide design/engineering and construction phase services for the ASEIP Program at San Antonio International Airport
- Redevelopment of existing airfield facilities that were included in the Airport's Strategic Development Plan (SDP) or Master Plan
- Reconstruct pavement and other infrastructure required to support the reconstruction of the primary runway to meet current and future aircraft demand, airspace management and safety, and efficiency throughout the National Airspace System (NAS)

The primary runway's concrete pavement is nearly 40-50-yrs old and needs replacement and significant rehabilitation to maintain safe aircraft operations and extend the pavement's functional life.



# Scope of Services



Project will be executed with early work packages, which would lead to the execution of multiple work efforts at various levels of development and/or construction under the key services within this PSA:

1. Design and Bid Phase Services
2. Construction Phase Services



# Scope of Services



The projects are anticipated to be completed over at least five funding years and are directly dependent upon FAA AIP funding.

The projects may accelerate or be extended further due to actual funding levels. Construction contract packaging shall be developed in collaboration with the CMAR contractor to provide maximum flexibility in accommodating varying funding levels.

Work associated specifically with the ASEIP – Phase 1 will follow the appropriate steps to help facilitate grant applications and potential awards.

## **Phase 1 - Design/engineering and construction services**

- Enabling projects
- Runways
- Taxiways
- Drainage
- Utilities
- Navigational Aids (NAVAIDs)
- FAA facilities
- Vehicle service roads
- Controlled access systems
- Pavement markings, signage
- Airfield lighting systems

# Submission Instructions



Online submission will be utilized via CivCast at: [www.civcastusa.com/bids](http://www.civcastusa.com/bids)  
Solicitation was released on November 15, 2024; and is due on January 10, 2025, 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.**

# Restriction of Communications

- No communication with 1) City Officials from the release of the solicitation until the contract is posted for consideration as an “A Session” agenda item and 2) City Staff from the release of the solicitation until Contract Award except:
  - Questions at today’s pre-submittal conference;
  - Small Business Office (SBO) can be reached until the submittal deadline (do not recommend);
  - Submit written questions by 4:00 p.m. CT, December 06, 2004.
- 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   | Professional Services Agreement Template/General Conditions Review | <b><u>Must</u></b> 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                                        | <b><u>Must</u></b> provide a narrative document addressing all evaluation criteria and project defined in this solicitation.                       |

# Evaluation Criteria



## A: Experience, Background, Qualifications of Respondent, Key Personnel, and Key Sub-Consultants (55 points)

| TAB | TITLE                                                                      | DESCRIPTION                                                                                                           |
|-----|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 5   | Experience                                                                 | Respondent's qualifications relating to scope.                                                                        |
| 6   | Project Sheets                                                             | Maximum of three (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 Matrix for Proposed Staff                                       | Complete the Experience Matrix for Proposed Staff (Form #8) for all proposed team members, Prime and Sub-Consultants. |
| 10  | Experience with Contractors selected under an Alternative Delivery Method  | Respondent shall limit its response to the following items to a total of one (1) page.                                |
| 11  | Experience with Municipally Owned Airports & Past Performance              | Experiences with Local Processes                                                                                      |
| 12  | Experience and Commitment with Green Building and Sustainability Practices | One (1) Page Response                                                                                                 |

# Evaluation Criteria



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

| TAB | TITLE                                                                                      | DESCRIPTION                                                                                         |
|-----|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 13  | Project Understanding                                                                      | Understanding the primary objectives of the project. Constraints and technical challenges.          |
| 14  | Proposed Management Plan                                                                   | Limit of eight (8) pages to describe Management Plan                                                |
| 15  | 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: Disadvantaged Business Enterprise (DBE) Program(10 points)

| TAB | TITLE                                           | DESCRIPTION                                             |
|-----|-------------------------------------------------|---------------------------------------------------------|
|     | Disadvantaged Business Enterprise (DBE) Program | Respondent shall submit completed and signed DBE Forms. |

# Evaluation Criteria Summary



| Evaluation Criteria Summary                                                                     | Maximum Points |
|-------------------------------------------------------------------------------------------------|----------------|
| A. Experience, Background, Qualifications of Respondent, Key Personnel, and Key Sub-Consultants | 55             |
| B. Understanding of the Project and Proposed Management Plan                                    | 35             |
| C. Disadvantaged Business Enterprise (DBE) Program                                              | 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)

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

Heat Illness Prevention Acknowledgment Form (Form 7)

Experience Matrix for Proposed Staff

Proof of Insurability

Certificate of Interested Parties Form (Form 1295)  
[www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](http://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

## DBE Presentation

---

# Business Opportunity & Diversity Development (BODD)

# DBE Program Overview & Requirements



- The City of San Antonio has received federal financial assistance from U.S. Department of Transportation (DOT), and therefore must comply with the Disadvantaged Business Enterprise (DBE) Program requirements of 49 Code of Federal Regulation (CFR) Part 26.

## DBE Program

- Provides a vehicle for increasing the participation of women and minorities in state and local procurement.
- Removes barriers to allow DBEs the ability to compete fairly for USDOT-assisted contracts.
- Aims to help firms develop so they can compete successfully outside of the DBE program.

# DBE Requirements – Contract Specific Goal



DBE Goal

**11.00%**

**of the total contract dollar value**

**SAMSA**

Texas counties of Atascosa, Bandera, Bexar,  
Comal, Guadalupe, Kendall, Medina, Wilson

- DBE goal is based upon the relative availability of DBE certified firms located within the San Antonio Metropolitan Statistical Area (SAMSA) relative to all firms for trades identified within the solicitation's scope of work.
- Participation for DBE credit is open for all DBE certified firms from anywhere in Texas or nationwide through the reciprocity process.
- **If the Respondent fails to meet the DBE goals, Good Faith Effort( GFE) criteria and support documentation must be submitted at the time of RFQ submission.**
- For guidance, please refer to GFE information GFE Criteria found in DBE Special Provisions and Requirements (Exhibit D) and the guidance in 49 C.F.R. part 26.

# DBE Requirements - Certification



- DBE firms must complete certification before bid submittal and be certified by one of Texas Unified Certification Program's (TUCP) certifying agencies at time of proposal submission.
  - **State DBE Directory TUCP website:** <http://www.dot.state.tx.us>
- DBE vendors that are not certified in Texas must obtain DBE Interstate certification
- South Central Texas Regional Certification Agency (SCTRCA) serves businesses in SAMSA & can assist vendors with DBE and Interstate certification.
  - **SCTRCA Website:** <http://www.sctrca.org>
- **M/WBE certificates are not accepted for DBE credit.**
- A DBE Prime can self-perform.
- DBE credit is awarded only for work actually being performed by DBEs themselves and meets the scope of work identified by the solicitation.
- Work subcontracted to Non-DBEs does not count towards the goal.
- BODD staff can assist with information on certified firms if needed.

# DBE Bidding Information

## Due With/AT Time of Proposal



### DBE REQUIRED FORMS

- ☐ A. DBE Utilization **DBE Form 1**
- ☐ B. Letter of Intent **DBE Form 2**
- ☐ C. DBE Regular Dealer/Distributor Affirmation **DBE Form 3 (for DBE Suppliers)**
- ☐ D. Final Schedule of Subcontractors **DBE Form 4**
- ☐ E. Good Faith Effort (GFE) Documentation (*If applicable*)
- ☐ F. Bidders List Collection **DBE Form 5**
- ☐ G. Affirmation **DBE Form 6**
- ☐ H. Joint Venture information **DBE Form 7** and draft JV agreement (*If applicable*)
- ☐ I. DBE Letter of Certification for all DBE firms identified

### GOOD FAITH EFFORTS (GFE) *If Applicable*

- If the Respondent fails to meet the DBE goals, Good GFE criteria and support documentation must be submitted at the time of RFQ submission.
- If respondent does not provide the necessary information, documentation or forms fully executed as outlined in the DBE Program and Special Provisions and Requirements, then BODD shall notify the procuring department to regard the bid/proposal as **Non-Responsive; failure to meet requirements**. Such determination shall result in no further consideration of the bid/proposal by the City and is not appealable.
- DBELO will evaluate the GFE on quality, quantity, and intensity of the different kinds of efforts that the Respondent has made based on the regulations and the guidance in 49 C.F.R. Part 26. Respondents are not limited to these particular areas and may include other efforts deemed appropriate.

### NARRATIVE STATEMENT

DBE Participation Points (10 total) shall be utilized for the award of this project based on submitting a description of Respondent's DBE Narrative Statement

# DBE Evaluation Criteria



DBE participation shall be evaluated based on the good faith efforts participation plan and other information submitted by Respondent as set forth in the DBE Program Requirements, DBE Exhibits, and DBE Forms. If these required DBE forms and documentations are not submitted with this solicitation, the RFQ submittal will not be accepted for consideration.

## Award of DBE Criteria Points

**DBE Participation Points (10 total)** shall be utilized for the award of this project based on submitting a two (2) page maximum description of Respondent's DBE Narrative Statement which should include, but not be limited to the following types of information:

- ☒ Respondent's commitment in addressing diversity; activities to be taken to assure equal employment opportunity for all persons, regardless of race, color, religion, age, national origin, citizenship status, or disability; and institutional strategies to ensure diversity;
- ☒ Diversity in Respondent's team; and
- ☒ Respondent team members' historical DBE utilization on previous contracts.

**Please note: If you do not meet the goal, you must submit Good Faith Effort Plan** - detailed documentation that you made adequate good faith efforts to meet the goal, even though you did not succeed in obtaining enough DBE participation to do so. **Otherwise, you will be deemed NON RESPONSIVE**

# DBE Utilization DBE Form 1



**DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
UTILIZATION (DBE Form 1)**  
*(This form is required as part of the bid/proposal submission.)*

The DBE goal for Solicitation/Contract # \_\_\_\_\_ is \_\_\_\_\_ %.

**NOTE:** BODD will only credit DBE participation that is certified by an approved certification entity at the time of bid/proposal submission. **M/WBE certificates are not accepted for DBE credit.**

The undersigned bidder has satisfied the requirements of the bid/proposal specifications in the following manner (Please check ( ☐ ) the appropriate space):

\_\_\_\_\_ Self-Performance: The bidder, a certified DBE firm, is committed to meeting or exceeding the DBE goal through self-performance.

\_\_\_\_\_ Self-Performance & Percentage Participation: The bidder a certified DBE firm, is committed to meeting or exceeding the DBE goal, with a minimum of \_\_\_\_\_% self-performance and a minimum of \_\_\_\_\_% DBE subcontracting participation on this contract.

\_\_\_\_\_ Percentage Participation: The bidder is committed to meeting or exceeding the DBE goal, with a minimum of \_\_\_\_\_% DBE subcontracting participation on this contract.

\_\_\_\_\_ The bidder is unable to meet the DBE goal of \_\_\_\_\_% and is committed to a minimum of \_\_\_\_\_% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

\_\_\_\_\_ The bidder is unable to meet the DBE goal of \_\_\_\_\_% and submits documentation demonstrating good faith efforts.

**Note:** The authorized representative (AR) named below must be an individual vested with the authority to make contracting decisions on behalf of the firm.

Legal name of Bidder's firm: \_\_\_\_\_

Bidder's Authorized Representative:

\_\_\_\_\_  
Printed Name & Title of firm's AR

\_\_\_\_\_  
Signature of Bidder's Authorized Representative

\_\_\_\_\_  
Date

- Complete, and Sign
- DBE Percentage of DBE Participation should match Percentage of Participation listed on Final Schedule of Subcontractors Form and the aggregate of % of Letter of Intent Form(s)

# LETTER(S) OF INTENT FOR DBE FIRMS (DBE Form 2)

49CFR Part 26.53



- The undersigned bidder is committed to utilizing the above-named DBE firm for the work described above.
- **No TBD 'to be determined', ranges or 'up to a certain percentage'.**
- The bidder understands that if it is awarded the contract, it must enter into a subcontract with the DBE firm identified above that is representative of the type and amount of work listed.
- Bidder understands that upon submitting this form with its bid, it may not substitute or terminate the DBE listed above without following the procedures of 49 CFR Part 26, §26.53.



## LETTER OF INTENT (DBE Form 2)

*Note: The authorized representative (AR) named below must be an individual vested with the authority to make contracting decisions on behalf of the firm.*

Name of bidder's firm: \_\_\_\_\_

Name & Title of firm's AR: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of DBE firm: \_\_\_\_\_

Name & Title of DBE firm's AR: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work to be performed by DBE firm:

| Description of Work | NAICS | Dollar Amount / %* | Manufacturer/Regular Dealer/Distributor/Broker** |
|---------------------|-------|--------------------|--------------------------------------------------|
|                     |       |                    |                                                  |
|                     |       |                    |                                                  |
|                     |       |                    |                                                  |

\*Percentage is to be used only in negotiated procurements

\*\*For DBE suppliers only, state how the DBE will perform. For dealer/distributor/broker, DBE Form 3 must be included.

The undersigned bidder is committed to utilizing the above-named DBE firm for the work described above. The total expected dollar value of this work is \$ \_\_\_\_\_. The bidder understands that if it is awarded the contract/agreement resulting from this procurement, it must enter into a subcontract with the DBE firm identified above that is representative of the type and amount of work listed. Bidder understands that upon submitting this form with its bid, it may not substitute or terminate the DBE listed above without following the procedures of 49 CFR Part 26, §26.53.

Signature of Bidder's Authorized Representative \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned DBE affirms that it is ready, willing, and able to perform the amount and type of work as described above and is properly certified to be counted for DBE participation, therefore.

Signature of DBE's Authorized Representative \_\_\_\_\_ Date: \_\_\_\_\_

**If the bidder does not receive award of the prime contract, all representations in this Letter of Intent shall be null and void.**

**Submit this page for each DBE subcontractor.**

# Final Schedule of Subcontractors (DBE Form 4)



## SCHEDULE OF SUBCONTRACTORS<sup>1</sup> (FINAL)

Prime Bidder/Contractor: \_\_\_\_\_  
☐ DBE      ☐ NON-DBE

Contract Number: \_\_\_\_\_ Contract Name: \_\_\_\_\_

As part of the procedures for the submission of a completed bid/proposal, all bidders/proposers are required to identify ALL participating subcontractors applicable to the above project and include this completed form as part of the bid. Check all Certification Status categories that apply to each subcontractor. **NOTE: Certification certificate(s) MUST be attached to this form.** The submission of this information is considered an issue of responsiveness, and the City will not award a contract to any Contractor who has not supplied this documentation. Use additional sheets if necessary.

| Name of Subcontractor(s) | Certification Status <sup>2</sup> (check the applicable)                                                                     |         | Description of Material or Service Being Provided or Performed | NAICS Commodity Code | Manufacturer/Regular Dealer/Distributor/ Broker* | Dollar Amount and Percentage of Work <sup>3</sup> |      |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------|----------------------|--------------------------------------------------|---------------------------------------------------|------|
|                          | DBE                                                                                                                          | NON-DBE |                                                                |                      |                                                  | \$\$\$                                            | %    |
|                          |                                                                                                                              |         |                                                                |                      |                                                  |                                                   |      |
|                          |                                                                                                                              |         |                                                                |                      |                                                  |                                                   |      |
|                          |                                                                                                                              |         |                                                                |                      |                                                  |                                                   |      |
|                          |                                                                                                                              |         |                                                                |                      |                                                  |                                                   |      |
|                          | Dollar Amount & Percentage: Work to be completed by Non-DBE Subcontractors                                                   |         |                                                                |                      |                                                  |                                                   |      |
|                          | Dollar Amount & Percentage: Work to be completed by DBE Subcontractors                                                       |         |                                                                |                      |                                                  |                                                   |      |
|                          | Dollar Amount & Percentage: Work to be self-performed by the Prime                                                           |         |                                                                |                      |                                                  |                                                   |      |
|                          | Total Dollar Amount & Percentage of Work (The Total Amount shall equal the amount proposed on summary of bid/proposal page). |         |                                                                |                      |                                                  |                                                   | 100% |

\*For DBE suppliers only, state how the DBE will perform. For dealer/distributor/broker, DBE Form 3 must be included.

### PRIME CONTRACTOR'S CERTIFICATION

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise positive, good faith efforts (as defined by the Aviation Department's DBE Program) in support of the City's disadvantaged business enterprise intent and objective may result in being considered non-responsive to the Airport's requirements. Furthermore, it is understood and agreed that, if awarded a contract by the City, the Contractor will not make additions, deletions, or substitutions to this certified list of DBE subcontractors without the consent of the DBELO or designee through the submittal of the Request for Approval of Change to Final Schedule of Subcontractors if this is determined to be the final schedule. BODD reserves the right to ensure compliance with the Aviation Department's DBE programs as deemed necessary including but not limited to audits of submitted DBE information applicable to the Contractor/subcontractors participating on the contract.

Name and Title of Authorized Representative \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print or type)

Signature: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

<sup>1</sup> Any named person, firm, partnership, corporation, association or joint venture as herein provided identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing, under contract to a prime Contractor on a City contract at any tier.  
<sup>2</sup> In order to credit the participation of minority and woman-owned businesses, firms must be certified as DBEs by a certification agency approved by the Aviation Department as defined in the DBE Policies and Administrative Procedures.  
<sup>3</sup> Shall specify an exact dollar amount and percentage, unless instructed otherwise in the Contract Provisions for the type of procurement method. No TBD 'to be determined', ranges or 'up to a certain percentage'.

- Percentage of DBE Participation should match Percentage of Participation listed on Utilization DBE Form 1
- Enter the total Amount of Agreement with Regular Dealers and Distributors
- BODD will credit 60% towards regular dealers and 40% towards distributors toward the Goal.
- A completed DBE Regular Dealer/Distributor Affirmation **DBE Form 3** must be submitted for each regular dealer or distributor in addition to this form.
- Subcontractor and Manufacturer will be credited 100% towards the DBE goal.
- DBE participation can only be counted for DBE's certified by TUCP for the NACIS codes included in their certification.

# DBE Supplier Definitions

## Manufacturer (100%)    Regular Dealer (60%)    Distributor (40%)

- Suppliers: A supplier may be a regular dealer, manufacturer, manufacturer's representative or broker.
- For a DBE that is neither a manufacturer, regular dealer, nor a distributor (e.g., packagers, brokers, manufacturer's representatives, or others that arrange, facilitate, or expedite transactions) count only the reasonable amount of fees and commissions charged, such as delivery charges; do not count the cost of materials and supplies

### Manufacturer :

- A firm that owns or operates a factory or establishment that produces on the premises the materials, supplies, articles or equipment required under the contract and the general character described by the specifications. When a DBE makes minor modifications to the materials, supplies, articles, or equipment, the DBE is not a manufacturer.

### Regular Dealers with establishments:

- A firm that owns or leases and operates a store, warehouse or establishment with materials, supplies, articles or equipment of the general character described in the specification.
- A DBE may be a regular dealer in such bulk items as petroleum products, steel, concrete or concrete products, gravel, stone, or asphalt without owning, operating, or maintaining a place of business if the firm both owns and operates distribution equipment used to deliver the products. Any supplementing of regular dealers' distribution equipment must be by a long-term operating lease and not on an ad hoc or contract-by-contract basis.

### Distributor:

- An established business that engages in regular sale or lease of the items specified by the contract.
- For additional information, please reference Exhibit D DBE Special Provisions and Requirements and 49 Code of Federal Regulations (CFR) 26.55 (e) (1-3)



# DBE REGULAR DEALER/DISTRIBUTOR AFFIRMATION

## FOR ALL DBE SUPPLIERS(DBE Form 3)



DBE Regular Dealer/Distributor Affirmation Form  
(DBE Form 3)

As per Title 49 Code of Federal Regulations Sections 26.53(c)(1), BODD must make a preliminary counting determination for each DBE listed as regular dealer or distributor, as defined in Sections 26.55 (e)(2)(iv)(A)(B)

The preliminary determination will be based on the DBE's written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation.

The form may also be used by prime contractors in connection with DBE regular dealer or distributor participation submitted after a contract has been awarded provided such participation is subject to SAT's prior evaluation and approval. If this form is used, it should be accompanied by Letter of Intent (DBE Form 2) and contract, showing the materials the DBE regular dealer or distributor is supplying.

**(Bidder: Read Carefully!!! You are affirming that the Distributor or Dealer is as stated and signed.)**

Bidder Name:

Contract Name/Number:

As part of the procedures for the submission of a completed bid/proposal, all bidders/proposers are required to identify DBE suppliers whose participation is submitted for a regular dealer or distributor credit. As per § 26.53(c)(1), SAT is required to make a preliminary counting determination for each DBE supplier listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor. The regulation requires SAT's preliminary determination to be made based on the DBE's written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation. The submission of this information is considered an issue of responsiveness. Failure to provide the information along with your bid/proposal shall deem your bid non-responsive

DBE Name:

Total Subcontract/Purchase Order Amount:

\$

Authorized DBE Representative (Name and Title):

NAICS Code(s) Related to the Items to be Sold/Leased:

1. Will **all** items sold or leased be provided from the on-hand inventory at your establishment? ☐ YES ☐ NO  
(If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. **STOP here. Read and sign the affirmation below.** If "NO" Continue.)

a) Are you selling bulk items (e.g., petroleum products, steel, concrete, concrete products, sand, gravel, asphalt, etc.) or items not typically stocked due to their unique characteristics (aka specialty items)?

☐ YES ☐ NO (If "YES," Go to Question 2. If "NO" Continue.)

b) Will at least 51% of the items you are selling be provided from the inventory maintained at your establishment, and will the minor quantities of items delivered from and by other sources be of the general character as those provided from your inventory?

☐ YES ☐ NO\* (If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. **STOP here. Read and sign the affirmation below.**

\*If 1., 1.a), and 1. B) above are "NO," your performance on the whole will not satisfy the regular dealer requirements; therefore, only the value of items to be sold or leased from inventory can be counted at 60%. (Go to Question 3. To determine if the items delivered from and by other sources are eligible for Distributor credit.)

2. Will you deliver all bulk or specialty items using distribution equipment you own (or under a long-term lease) and operate? ☐ YES ☐ NO<sup>1</sup>

(If "YES," you have indicated that your performance will satisfy the requirements for a regular dealer of bulk items and may be counted at 60%. **STOP here. Read and sign the affirmation below.**)

<sup>1</sup> If "NO," your performance will not satisfy the requirements for a regular dealer of bulk items; the value of items to be sold or leased cannot be counted at 60%. (Go to Question 3.)

3. Will the written terms of your purchase order or bill of lading from a third party transfer responsibility, including risk for loss or damage, to your company at the point of origin (e.g. a manufacturer's facility)? ☐ YES<sup>2</sup> ☐ NO<sup>3</sup>

a) Will you be using sources **other than** the manufacturer (or other seller) to deliver or arrange delivery of the items sold or leased? ☐ YES<sup>2</sup> ☐ NO<sup>3</sup>

<sup>2</sup> If your responses to 3 and 3.a) are "YES," you have indicated that your performance will satisfy the requirements of a distributor; therefore, the value of items sold or leased may be counted at 40%.

<sup>3</sup> If you responded "NO" to either 3 or 3.a), counting of your participation is limited to the reasonable cost of fees or commissions charged, including transportation charges for the delivery of materials or supplies; the cost of materials or supplies may not be counted.

I affirm that the information that I provided above is true and correct and that my company's subsequent performance of a commercially useful function will be consistent with the above responses. I further affirm that my company will independently negotiate price, or order specified quantities, and pay for the items listed in the bidder's commitment. This includes my company's responsibility for the quality of such items in terms of necessary repairs, exchanges, or processing of any warranty claims for damaged or defective materials.

Printed Name and Signature of DBE Owner/Authorized Representative:

The bidder acknowledges its responsibility for verifying the information provided by the DBE named above and ensuring that the counting of the DBE's participation is accurate. Any shortfall caused by errors in counting are the responsibility of the bidder.

Printed Name and Signature of Bidder's Authorized Representative:

# Prompt Payment Provision

CFR 49 Part 26.29



Contract includes prompt payment provisions – ensure that these are in your subcontracts

- 10 days after prime receives payment from the City, prime must pay all applicable subcontractors
- Contract also includes prompt return of retainage terms
- All prime and subcontractors must utilize the City Contract Management System(CCMS), known as B2GNow, Payment system for payment tracking
- BODD will be conducting commercially useful function and payment reviews during the project

Complaints by subcontractors regarding the prompt payment requirements shall be subject to the procedures that can be found online at [https://flysanantonio.com/wp-content/uploads/2020/07/Prompt\\_Payment\\_Complaints.pdf](https://flysanantonio.com/wp-content/uploads/2020/07/Prompt_Payment_Complaints.pdf) in the DBE Program, and in the Contract Provisions.

- If a resolution is not resolved between the Prime and the subcontractor or the subcontractor is uncomfortable contacting the Prime, the subcontractor shall complete the Prompt Payment Form and submit to the DBELO.
- If the City is unable to resolve the dispute, the subcontractor may contact the FAA.

# Information for the Successful Bidder



## 49 CFR Part 26.53

- Once awarded a contract, you have **commitments** (no longer a goal) to use the named DBEs as detailed in your bid documents.
- Contractor shall satisfy its commitment, as it relates to changed scope of work, modifications, and or amendments, by soliciting new DBEs and must submit a **Request for Approval of Change to Final Schedule of Subcontractors** (found in RFQ Exhibit 1) to the DBELO **prior** to adding, deleting, changing or substituting any subcontractor.
- Contractor must give notice in writing to the DBE subcontractor, with a copy to BODD, of its intent to request to terminate and/or substitute, and the reason for the request.
- Contractor must give the DBE subcontractor 5 business days to respond to the notice.
  - DBE subcontractor must advise BODD and the Contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why BODD should not approve the Contractor's action.
- BODD will monitor post-award compliance information regarding the use of certified DBE Firm(s) listed on the *Final Schedule of Subcontractors*.
- Contractor and Subcontractors must utilize City Contract Management System (CCMS) for reporting and confirming payments.
- The DBE commitment is determined by the total DBE utilization in relation to the total dollar value of contract as paid to the Prime.
- The Contractor must provide copies of new or amended subcontracts, or documentation of good faith efforts.

# IMPORTANT NOTES



- BODD will only credit DBE participation that is certified by one of TUCP's certifying agencies at the time of bid/proposal submission. M/WBE certificates are not accepted for DBE credit.
- Respondents must make good faith efforts to meet the goal either by obtaining enough DBE participation to meet the goal or by documentation that it made sufficient good faith efforts to do so.
- Ensure The DBE % listed on the Utilization Form matches the % on the Final Schedule of Subcontractors Form and the aggregate % of Letter of Intent Form(s). Otherwise, you may be deemed non-responsive

## Exception to Communications:

Respondents are encouraged to contact Aviation Department's DBE Liaison Officer Barbara Patton for assistance or clarification with issues specifically related to the DBE Program and/or completion of the required DBE forms. Mrs. Patton may be reached at (210) 207-3592 or at [Barbara.Patton@sanantonio.gov](mailto:Barbara.Patton@sanantonio.gov). Respondents may contact Mrs. Patton or BODD staff at [BODD@sanantonio.gov](mailto:BODD@sanantonio.gov) any time prior to the due date for submission of proposals. Contacting her or BODD regarding this RFQ after the proposal due date is not permitted.

## San Antonio Electronic Procurement System (SAePS)

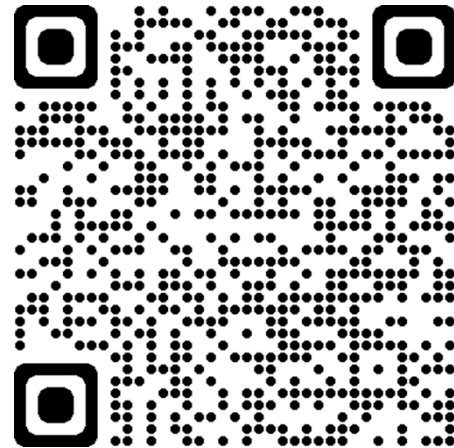
- All vendors wishing to do business with the City are encouraged to register in SAePs which serves as the City's Central Vendor Registry (CVR).
- To begin the registration process, please go to: <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118

# DBE Contact Information

For more information on DBE Program and requirements please contact:

- Barbara Patton, DBE Liaison Officer at (210) 207-3592 or [Barbara.Patton@sanantonio.gov](mailto:Barbara.Patton@sanantonio.gov)
- Joseph Gonzales, Diversity Development Program Coordinator at (210 ) 207-3526 or [Joseph.Gonzales2@sanantonio.gov](mailto:Joseph.Gonzales2@sanantonio.gov)
- Business Opportunity & Diversity Development staff email: [BODD@sanantonio.gov](mailto:BODD@sanantonio.gov)

**Scan for Additional  
Information**



<https://flysanantonio.com/business/doing-business-with-sat/business-opportunities/>

# Conflict of Interest Questionnaire



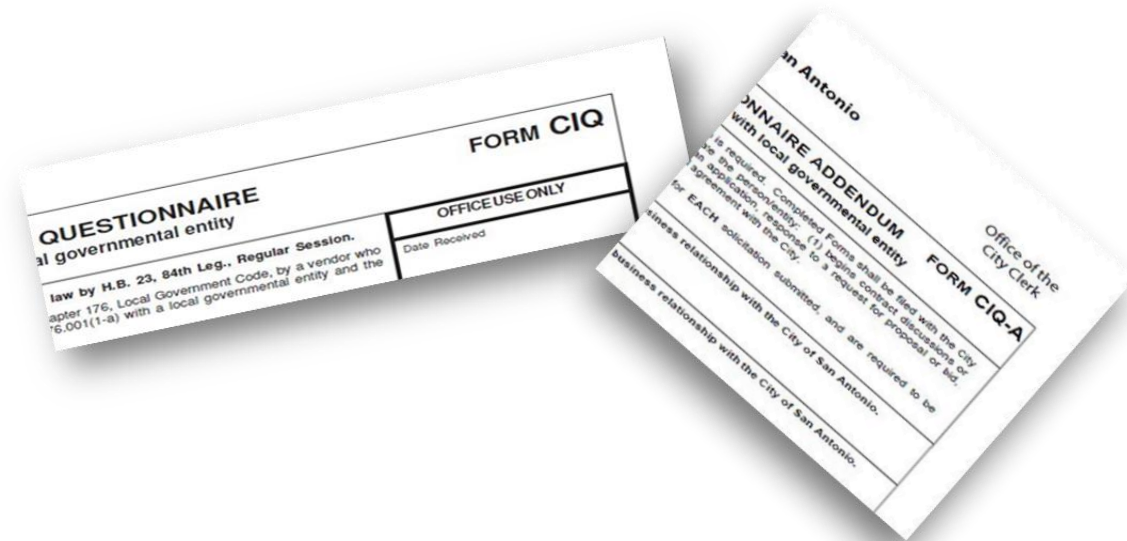
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

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-CI-Q-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



November / December 2024

- Nov. 15, 2024; RFQ Released
- Nov. 25, 2024; at 10:00 AM CT: Pre-Submittal Conference
- Dec. 06, 2024; at 4:00 PM CT: Final Questions Accepted

## POST SOLICITATION



January/February 2025

- Jan. 10, 2025; at 10:00 AM CT: Submittals Due
- February 2025; Evaluation Process

## FINALIZATION



April/May 2025

- April/May 2025; Anticipated City Council Consideration

# Addendums to Solicitation

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

# Reminders - CIVCAST

- Today's Pre-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, December 06, 2025.
- Submissions must be uploaded by 10:00 AM CT, January 10, 2025. ***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/21tEs92ER4>*

| First Name | Last Name   | Title                             | Organization                     | Phone          | Email2                           |
|------------|-------------|-----------------------------------|----------------------------------|----------------|----------------------------------|
| James      | Duke        | Vice President, Aviation          | Jacobs                           | 310-908-2684   | James.Duke@jacobs.com            |
| Jon        | Green       | Senior PM                         | Garver                           | 2105355392     | Jrgreen@garverusa.com            |
| Edwin      | Tamang      | Vice President                    | Kimley-Horn                      | 951 500 9436   | Edwin.Tamang@kimley-horn.com     |
| J.J.       | Morton      | Sr. Vice President                | Kimley-Horn                      | 312-212-8487   | Arthur.morton@kimley-horn.com    |
| Molly      | Waller      | CEO                               | Centurion Planning & Design      | 8165194653     | Molly@plan.design                |
| David      | Alexander   | COO- Principal Engineer           | Centurion Planning & Design, LLC | 325-812-8430   | David@plan.design                |
| Hannah     | Haifa       | Procurement Specialist II         | COSA - Finance                   | 210-207-0621   | hannah.haifa@sanantonio.gov      |
| Scott      | Trafton     | Civil Engineer                    | Kimley-Horn                      | 7172289797     | Scott.trafton@kimley-horn.com    |
| Kate       | Wilkins     | Analyst                           | Kimley-Horn                      | 9016343029     | Kate.Wilkins@kimley-horn.com     |
| Samantha   | Lara        | Contract Coordinator              | CoSA                             | 2102071635     | Samantha.lara@sanantonio.gov     |
| Jose       | Flores      | Civil Analyst                     | Kimley-Horn                      | (361)834-8037  | Jose.Flores@Kimley-Horn.com      |
| Briana     | Foster-Epps | Marketing Coordinator             | Foster CM Group, Inc.            | 2108041004     | Brianaepps@fostercmgrou.com      |
| Azalia     | Hernandez   | Civil Analyst                     | Kimley-Horn                      | 956-590-2339   | azalia.hernandez@kimley-horn.com |
| Michael    | Norby       | Principal / Sr. Aviation Engineer | Kimley - Horn                    | 602-799-1231   | mike.norby@kimley-horn.com       |
| Katherine  | Hilton      | Marketing Coordinator             | Kimley-Horn and Associates, Inc. | 2816438222     | Katherine.hilton@kimley-horn.com |
| Jonathan   | Miranda     | Procurement Administrator         | City of San Antonio              | (210) 207-2856 | Jonathan.Miranda@SanAntonio.gov  |
| Will       | Watkins     | Sr Project Manager                | Garver                           | 972-213-3793   | rrwatkins@garverUSA.com          |
| Clayton    | Singleton   | Aviation Engineer                 | RS&H, Inc.                       | 5122899499     | Clayton.singleton@rsandh.com     |
| Emily      | Bonifaci    | Office Manager                    | Geometrics Engineering           | 360-878-5125   | Emily@geometricseng.com          |
| Amanda     | Okrongley   | Vice President                    | RS&H                             | 2103805568     | Amanda.okongley@rsandh.com       |
| Ben        | Seaman      | Project Director                  | AtkinsRealis                     | (210) 321-2006 | ben.seaman@atkinsrealis.com      |
| Connor     | Rice        | Engineer Intern (FL)              | Kimley-Horn                      | 8132200176     | connor.rice@kimley-horn.com      |
| Samantha   | Hopkins     | Marketing Director                | Sunland Group, Inc.              | 210-395-2863   | Shopkins@sunlandgrp.com          |
| Barbara    | Patton      | DBE Liaison Officer               | COSA Aviation                    | 210-207-3592   | Barbara.patton@sanantonio.gov    |