



ADDENDUM NO. I

SUBJECT: D2 Senior Center Design and Conceptual Master Plan, (RFQ 2025-023).
Scheduled to Close: Tuesday, January 28, 2025; Date of Issue: December 4, 2024

FROM: Jonathan Miranda, MSJP,
Procurement Administrator

DATE: January 27, 2025

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I – TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS

This addendum is separated into sections for convenience; however, all Respondents, and other parties shall be responsible for reading the entire addendum. The failure to list an item or items in all affected sections of this addendum does not relieve any party affected from performing as per instructions, providing that the information is set forth one time any place in this addendum. These documents shall be attached to and become part of the Contract Documents for this project. The Respondent shall be required to acknowledge the receipt of this addendum.

1. The following changes and/or additions to the Contract Documents, via this addendum, shall apply to submittals made for and to the execution of the various parts of the work affected thereby.
2. Careful note of the addendum shall be taken by all interested parties and all trades affected shall be fully advised in their performance of the work involved.

GENERAL INFORMATION:

1. Pre-Submittal Conference Presentation is attached.
2. Pre-Submittal Conference Sign-In Sheet is attached.
3. ADD: Exhibit H - Conceptual Master Plan is attached.
4. Remove: Bid opening date of: January 28, 2025, at 10:00 am Central Standard Time.

Replace: Bid opening date of: **Friday, January 31, 2025, at 10:00 am** Central Standard Time.

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

On Tuesday, December 10, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the D2 Senior Center Design and Conceptual Master Plan.

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: Will the senior living component be delivered under a separate procurement opportunity?

Response: The senior living component is being developed by a developer and not the City of San Antonio.

Question 2: There's a maximum of three projects, but the requirements presented to state that five?

Response: Respondent's SOQ shall include a maximum of three (3) project sheets

Question 3: Is there a master plan already completed?

Response: Yes, please see - Exhibit H – Conceptual Master Plan attached to this addendum. Conceptual Master Plan doesn't include the park.

Question 4: Will the conceptual master plan available on CivCast?

Response: See question 3.

Question 5: Can you confirm the budget? Is it 1.8 million for the, for the contract amount for the one point.

Response: The \$1.8M budget is for design phase services only.

Question 6: Does the Veteran Owned component is a requirement?

Response: Yes, we require for the prime respondent to submit a fill and signed Veteran-Owned Small Business Program Tracking form. 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. tracking purposes Technically it's for the prime firm.

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

Question 1: According to Form 1 Submittal Checklist/TOC we need to include Exhibits A&B "Contract Template" and "General Conditions" in our submission -- these documents total 172 pages -- do we need to include all those pages in our one PDF document?

Response: Please see Section V. Submittal Document Requirements And Evaluation Criteria, # 3, "Contract Template And General Conditions Review (Indexed and labeled as "Tab 3") – Respondent shall review the Contract Template and General Conditions, provided hereto and made a part hereof and labeled as Exhibit A & Exhibit B and provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City's Contract Template and General Conditions, in Respondent's submitted proposal under "Tab 3".

Question 2: Are Architect & Engineering design services part of the City of San Antonio's Ready to Work program and does providing mentorship to local high school and college students satisfy the requirement?

Response: Ready to Work prioritizes the following industries given job availability and sufficient pay: Aerospace/Manufacturing; Construction/Skilled Trades/Utilities;

Cybersecurity/Information Technology; Education; Finance/Insurance; Healthcare; Professional Services; and Transportation/Warehousing.

While the industry classification of your business qualifies the expectation is for firms to leverage this initiative to help meet program objectives. For employers, this includes actions like taking the Ready to Work Employer Pledge and committing to a specific level of program engagement. For more information on the pledge, please visit readytoworksa.com and select Employer Partners.

Question 3: Is there a site survey that has utilities located?

Response: No, there is not a site survey that has utilities located. A site survey would need to be included in your design services proposal.

Question 4: What part of the property is the project supposed to be located on?

Response: The front half of the property adjacent to Lord Rd.

Question 5: What other amenities need to be included in the affordable senior housing project?

Response: The senior living component is being developed by a developer and not the City of San Antonio. This project is only for the Community Center.

Question 6: What is in the program community center?

Response: The program will be finalized with the selected firm. At minimum the senior center will include: dining room and warming kitchen, multi-purpose/classrooms including computer and arts & crafts classrooms, exercise and dance facilities, lounge and game areas, health screening, staff offices, support and storage spaces, parking for minimum 250 cars including extra ADA spaces and a vehicular drop off area.

Question 7: How many units?

Response: The solicitation above is for the design of a senior center and development of a concept master plan for the Lord Road property and adjacent Copernicus Park and not for the senior living housing project. The senior living project is not part of this RFQ.

Question 8: During the pre-submittal meeting, it was mentioned that up to five project sheets would be accepted under item A.2, "Project Sheets." However, the RFQ specifies a maximum of three. Could you please clarify the maximum number of project sheets allowed?

Response: Respondent's SOQ shall include a maximum of three (3) project sheets

END OF ADDENDUM No. 1

DocuSigned by:

Jonathan Miranda

Jonathan Miranda, MSJP
Procurement Administrator
Finance Department – Procurement Division

On-call Construction Engineering and Inspection Services
RFQ: 2024-041
Pre-Submittal meeting, March 15, 2024 at 10:00AM

Name	Organization	Title	Email Address	Phone number
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On-call Construction Engineering and Inspection Services
RFQ: 2024-041
Pre-Submittal meeting, March 15, 2024 at 10:00AM

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Ellen			ellen@shaffercreative.com	
Clint	JMT		Cray@jmt.com	
Jill Potutschnig	Pape Dawson		jpotschnig@pape-dawson.com	

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



Friday, March 15, 2024



Sign-In Instructions



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

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



Sign-In Form:
<https://forms.office.com/g/dsq9Gn1Fx1?origin=lprLink>

Introductions



*I*NTRODUCTION

City Staff Only:

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



Pre-Submittal Meeting Agenda

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



Solicitation Background

- The City of San Antonio (City), Public Works Department (PWD) is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from qualified firms (Respondents) to provide construction engineering and inspection services on an as needed basis.
- The City intends to award up to four (4) contracts, as a result of this RFQ; however, the final number of awarded contracts will be determined by the number of proposals received and the outcome of evaluation process. The base contract term shall be an initial period of three (3) years. At City's option, this Contract may be renewed annually under the same terms and conditions for up to two (2), one (1) year period(s). The City hereby establishes the maximum aggregate contract price of \$20,000,000.00, which includes the initial term and all renewals for all awarded contracts. Each contract is anticipated to be for an amount not to exceed \$1,000,000 per year for a total of \$5,000,000 per contract for all terms. The City does not guarantee the entire contract capacity amount will be spent under these on-call contracts, any number of works to be authorized, or any dollar value of jobs, tasks or purchase orders allocated for each contract. Work will be performed on an as needed basis and the execution of a contract does not guarantee the issuance of work/task orders during the term of the contract.



Scope of Services

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

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



Scope of Services- cont.

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

2024 Construction Engineering & Inspections Services



**Economic Development Department,
Small Business Office**



SBEDA Eligibility & SAePS Registration

Doing Business with the City

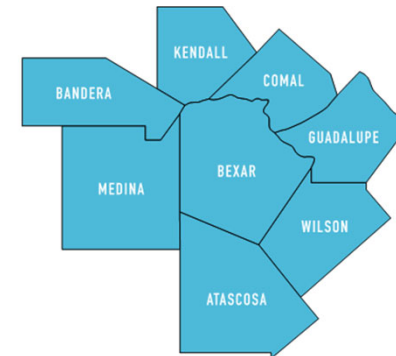
Economic Development

SBEDA Eligibility



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

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



HQ or a Significant Business Presence in SAMSA

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



Register Your Business with the City

- To register, please follow the link:
www.sanantonio.gov/purchasing/saeps.aspx
 - Once registered, the SAePS System will state online if your firm is SBEDA eligible or not
 - Prime awardees must be registered in the Central Vendor Registry; however, the City encourages all vendors to register in SAePS
 - SAePS is a great way to market your business and learn about upcoming solicitation opportunities
-



Subcontracting Programs

SBEDA Tools

Economic Development

SBEDA Tools



Subcontracting Program

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

Note that self performance by the Prime Contractor is allowed

Goal Type	Percentage
M/WBE	19%

SBEDA Tools



Subcontracting Program Important Notes



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



Utilization Plan and Waiver Requests

SBEDA Forms

Economic Development



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All sections of the following table must be completed for all firms listed. List all certified or non-certified Subcontractors/Suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.

ROLE	NAME OF FIRM	SBEDA ELIGIBLE (YES/NO)	DOLLAR AMOUNT BY FIRM	% OF TOTAL CONTRACT VALUE BY FIRM	WORK TO BE PERFORMED (5 DIGIT NIGP CODE)
PRIME CONTRACTOR					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					

ALL SECTIONS MUST
BE COMPLETED FOR
ALL FIRMS LISTED

Make sure you include 19% MWBE or
Waiver Request

Version: 7/15/16 pg. 2



Subcontracting Goal Waiver Request

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

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

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

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

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

- ☐ Contact at least five (5) S/M/WBEs for each S/M/WBE goal category (AABE, ABE, HABE, NABE, WBE) registered in the Central Vendor Registry (CVR) for each scope of work identified to be subcontracted in Section A
- Note: If less than 5 S/M/WBEs are registered for a scope of work, contact the total available for that goal category.**
- ☐ Include current documentation of searches from the City of San Antonio Vendor Registry (SAePS/CVR) per scope of work (<http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>)
- ☐ Notify S/M/WBEs at least seven (7) calendar days prior to the bid closing date
- ☐ Submit all communications with S/M/WBEs (emails/call logs). For a sample call log, see [Good Faith Effort Documentation](#).

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

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

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

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

Subcontracting Goal Waiver Request



SECTION D: Attendance at Pre-Submittal Conference

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

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

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

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

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

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

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



CCMS Reporting and Mentor Protégé Program

Post-Award Information

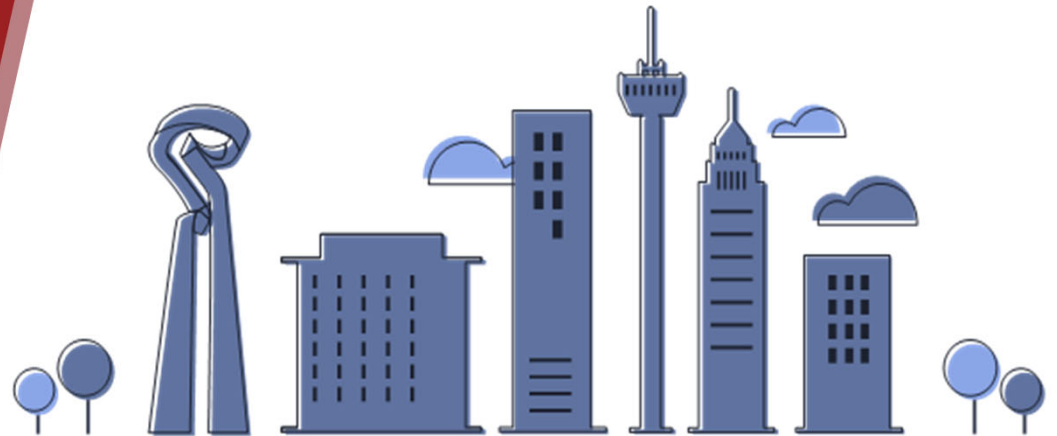
Economic Development



Post-Award Requirements

City Contract Management System

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





Mentor Protégé Program

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

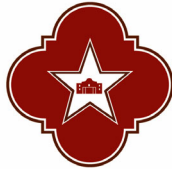


Contact Us



SBEDA Program

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



Central Vendor Registry Contact

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



SCTRCA

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



Mentor Protégé Program

Mario Hernandez, Program Manager

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





Thank You
End of Presentation



Schedule of Events

SOLICITATION



March 2024

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

POST SOLICITATION



April 2024 -May 2024

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

FINALIZATION



June 2024- September 2024

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

Proposal Document Requirements



TAB	TITLE	DESCRIPTION
1	Submittal Checklist and Table of Contents (Form 1)	Ensure all required information is in correct order.
2	Executive Summary	Two-page summary stating relevant information of your team.
3	Contract Template and General Condition Review	Must provide written acknowledgement that Respondent accepts the terms, conditions and requirements of the City's General Conditions
4	Letter of References	Maximum of 5 letters.

Proposal Document Requirements



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

TAB	TITLE	DESCRIPTION
5	Experience	Respondent's qualifications relating to scope.
6	Project Sheets	Maximum of 3 project sheets.
7	Proposed Key Personnel/ Organizational Chart	1 page of Org. Chart of proposed team
8	Resumes	2 pages resumes of key team members.

Proposal Document Requirements



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

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

Proposal Document Requirements



C: Experience with the San Antonio Region & Past Performance (20 points)

TAB	TITLE	DESCRIPTION
12	Experience with the San Antonio Region & Past Performance	Narrative form. Work in San Antonio or surrounding area in past 5 years. Reference projects listed in the project sheets. Describe the teams experience in the areas listed in the RFQ. A portion of the scoring for this section may be based on the City's Consultants' Scorecard.



Required Forms - Upload each document individually

Submittal Cover/Signature Page (Form 2)

SOS Filing Number and SAMS number

Contracts Disclosure Form (Form 3)

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

Litigation Disclosure Form (Form 4)

SBEDA Utilization Plan (Form 5)

Local Preference Program(LPP) Form (Form 6)

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

Proof of Insurability

Certificate of Interested Parties TEC Form 1295

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



Submission Instructions

Online bidding will be utilized via Civcast at:

www.civcastusa.com/bids

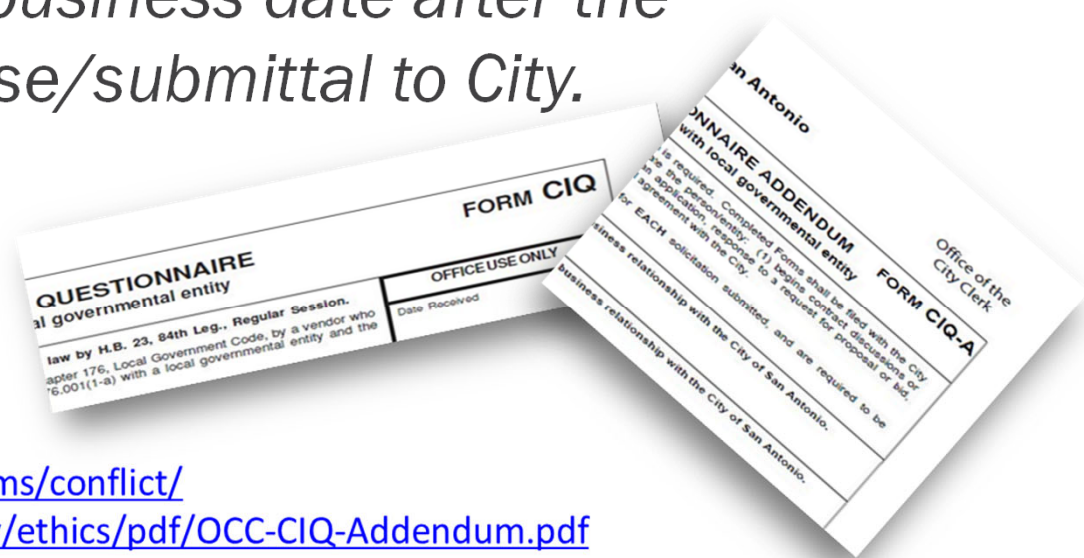
- Online bid services opened for bidding on March 1, 2024; and will close on April 16, 2024; at 10:00 A.M. CT.
- Hard copies will not be accepted for this solicitation
- Utilize the Submittal Checklist & Table of Contents to ensure tabs and forms are in the identified order listed in RFQ
- Keep submittal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



Conflict of Interest Questionnaire

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

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



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

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

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

Evaluation Criteria Summary



Evaluation Criteria Summary	Maximum Points
A. Experience, Background, & Qualifications and Key Sub-Consultants	45
B. General Proposed Work Plan/Approach	35
C. Experience with San Antonio Region and Past Performance	20



Award of Contract

- A contract or contracts, if awarded, shall be awarded to the selected Respondent(s) whose submittal(s) is/are deemed most advantageous to City, as determined by the selection committee and upon approval by City Council.
- No work shall commence until City signs the executed agreement and Respondent provides the necessary evidence of insurance as required.
- In the event the parties cannot negotiate and execute a contract within the time specified by City, City reserves the right to terminate negotiations with that selected Respondent and commence negotiations with another Respondent.
- Final approval of the selected firm is subject to the action of the San Antonio City Council.



Questions and Answers



Reminders

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



Thank You for Attending

Reminder to sign-in

Sign-In Form: <https://forms.office.com/g/dsq9Gn1Fx1?origin=lprLink>

