



## **ADDENDUM NO. I**

**SUBJECT**: Request for Qualifications – Concepcion Creek Federal Grant.

**RFCSP#**: 2025-016

**FROM**: Jonathan Miranda, Procurement Administrator

**DATE**: January 23, 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.

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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.

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

On Wednesday, January 8, 2025, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Concepcion Creek Federal Grant 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: Is the PER available for download?

Response: PER is not available for download. All available information is located on the project website. PER will be provided once selection has been made and awarded.

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

Question 1: For the purposes of hydrologic analysis, is the consultant expected to update the terrain model for existing HH models? If so, to what extent should this update incorporate available public datasets, and are there any specific requirements or limitations we should consider?

Response: The need for updating the terrain model is not anticipated. The selected consultant would be expected to review the existing model for acceptance.

Question 2: Please confirm Form 6 is the appropriate form to show professional services DBE commitments. The Form 6 attached to the RFQ appears to be for construction contractors to provide DBE commitments by bid item. If this is the intended form, please clarify what information is required as part of the submittal.

Response: The form is construction related, but the estimated percentage of the contract that the sub will be committed to can be inserted.

**END OF ADDENDUM No. 1**

DocuSigned by:

*Jonathan Miranda*

Jonathan Miranda, MSJP

Procurement Administrator

Finance Department – Procurement Division

**Request for Qualifications  
Pre-Submittal Meeting for the  
Concepcion Creek Federal Grant**



**RFQ# 2025-016**

Wednesday, January 8, 2025

# 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/aUD1J4ZBKt?origin=lprLink>

# Introductions

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*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 **January 2, 2025**. 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

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The City of San Antonio (City), Public Works Department is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from interested engineering design firm (Respondents) for a design to mitigate a 100- year flood event at Concepcion Creek watershed.

More than 2,200 structures are now in harms way in the floodplain of the Concepcion Creek watershed. The Federal Emergency Management Agency is updating its floodplain map to add nearly 1,900 more structures to the floodplain. A 100-year flood event would cause severe flooding to these structures. Even in the absence of damaging floods, homes in a floodplain are devalued due to national floodplain regulations and a requirement for many homeowners to have flood insurance.

Through this solicitation, the City's intends to select one firm for design of this Project. The Respondent understands and agrees that this is a 365-calendar day contract. The estimated completion of the project is December 2025 and is not-to-exceed this contract value of approximately \$1,845,462.00.

# Scope of Services

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The project scope would consist of a 40% design plan for the Concepcion Creek Project to help assist with the mitigation of the 100-year flood event. The design will include a summary report to identify the risk for the project which will include the existing conditions, geotechnical and environmental permitting, community relations, cost, schedule, and a hydrologic and hydraulic (H&H) analysis.

# DBE Presentation

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## Disadvantaged Business Enterprise (DBE) Program

# DBE - Program Objectives

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

# Disadvantaged Business Enterprise (DBE)



- Project is in part funded by Federal Funds and is subject to 49 CFR Part 26 and USDOT DBE Program
- Form 5 – DBE Good Faith Efforts Plan - Documentation of DBE Outreach Efforts- Successful Submitter must provide within 10 days following the award of contract, along with the related supporting documentation
- Form 6 – DBE Commitment Form- All Submitters must provide at the time of submittal. Failure to submit = **Non-Responsive**
- DBE Certification – Registered with South Central Texas Certification Agency or Texas Department of Transportation (TXDOT)
- DBE Goal (3%) – Can be met or exceeded by Prime being certified DBE or through DBE Subcontractors



# Public Works DBE Program

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

# Schedule of Events



## SOLICITATION



Dec 2024 – Jan 2025

- December 11, 2024; RFQ Released
- Jan. 8, 2025; at 1:00 PM CT: Pre-Bid/Submittal Conference
- Jan. 15, 2025; at 4:00 PM CT: Final Questions Accepted

## POST SOLICITATION



Feb – March 2025

- February 3, 2025; at 10:00 AM CT: Submittals Due
- March 2025; Evaluation Process

## FINALIZATION



April 2025

- April 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	Contract Template and General Conditions Review	<b>Must</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 for projects completed within 5 years
	Statement of Qualifications	<b>Must</b> provide a narrative document addressing all evaluation criteria and project defined in this solicitation.

# Solicitation Document Requirements



## A: Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants (50 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	Org. Chart of proposed team
8	Resumes	1 pages resumes of key team members.

# Solicitation Document Requirements



## B: Understanding of the Project and Proposed Management Plan (30 points)

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

# Solicitation 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 solicitation. A portion of the scoring for this section may be based on the City's Consultants' Scorecard.



## Required Uploads

Upload each document individually
Submittal Cover/Signature Page (Form 2) <i>SOS Filing Number and SAMS DUNS and/or CAGE number</i>
Contracts Disclosure Form (Form 3) <a href="https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf">https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf</a>
Litigation Disclosure Form (Form 4)
DBE Good Faith Efforts Plan
DBE Commitment Agreement Form
Veteran-Owned Small Business (VOSB) Program Tracking Form
Local Preference Program (LPP) Identification Form
Heat Illness Prevention Acknowledgment Form
Proof of Insurability
Certificate of Interested Parties TEC Form 1295 <a href="http://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm">www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm</a>

# Conflict of Interest Questionnaire



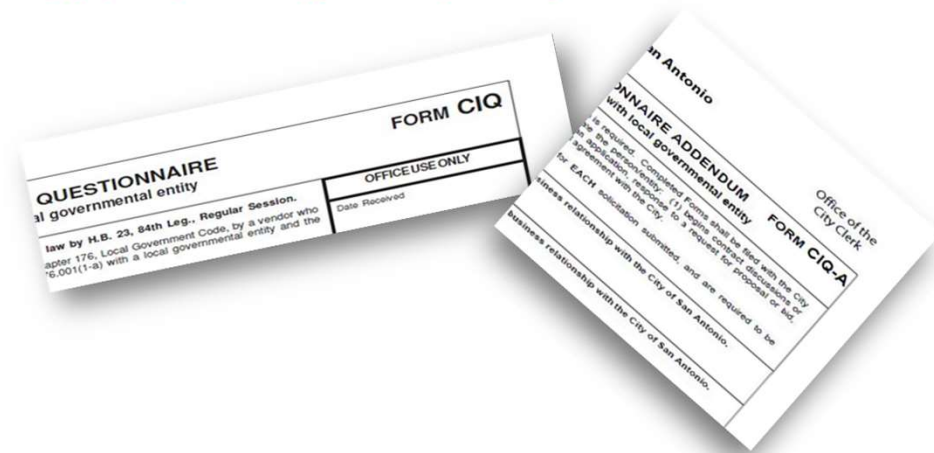
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

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/0CC-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 of Firm, Key Personnel, and Key Sub-Consultants	50
B. Understanding of the Project and Proposed Management Plan	30
C. Experience with San Antonio Region and Past Performance	20

# Submission Instructions



Online submission will be utilized via CivCast at: [www.civcastusa.com/bids](http://www.civcastusa.com/bids)

- Solicitation was released on **December 11, 2024**; and is due on **February 3, 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.**



# 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.



# Award of Contract

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- 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.



# 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;
  - Submit written questions by **4:00 p.m. CT, January 15, 2025**
- 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.

# QUESTIONS?





# 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, January 15, 2025. Responses will be addressed via addendum.
- RFQ must be uploaded by 10:00 A.M., February 3, 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.***



**Thank You**  
Reminder to Sign-In

<https://forms.office.com/g/aUD1J4ZBKt?origin=IprLink>



RFQ 2025-016 Concepcion Creek Federal Grant  
 Pre-Submittal meeting January 8, 2025 at 1:00 PM

Name2	Organization	Title	Email address	Phone number
Japan Shah	COSA	PSIII	<a href="mailto:Japan.Shah@sanantonio.gov">Japan.Shah@sanantonio.gov</a>	210-207-2680
Jorge D Figueroa	COSA	PSIII	<a href="mailto:Jorge.figueroa@sanantonio.gov">Jorge.figueroa@sanantonio.gov</a>	210-207-1085
Victoria Escobedo	COSA	Engineering Program Manager	<a href="mailto:victoria.escobedo@sanantonio.gov">victoria.escobedo@sanantonio.gov</a>	210-207-5013
Alyssa Peña	Unintech Consulting Engineers, Inc.	Proposal & Marketing Assistant	<a href="mailto:apena@unintech.com">apena@unintech.com</a>	210-641-6003
Charles Aldrete	MBCO Engineering + Surveying	Business Development Leader	<a href="mailto:Charles.aldrete@mbcoengineering.com">Charles.aldrete@mbcoengineering.com</a>	210-284-6276
Jeff Haeber	Quiddity Engineering	PM	<a href="mailto:jhaeber@quiddity.com">jhaeber@quiddity.com</a>	512-441-9493
Alan Black	Quiddity	Vice President	<a href="mailto:Ablack@quiddity.com">Ablack@quiddity.com</a>	281-315-9425
Steven Dean	Pape-Dawson	VP	<a href="mailto:sdean@pape-dawson.com">sdean@pape-dawson.com</a>	210-375-9000
Jeremiah Hobbs	Unintech Consulting Engineers, Inc	Director of Business Support	<a href="mailto:jhobbs@unintech.com">jhobbs@unintech.com</a>	210-641-6003
Sam Blanco	Hollaway Environmental and Communications	VP	<a href="mailto:Sam.blanco@hollawayenv.com">Sam.blanco@hollawayenv.com</a>	210-480-7470
Daniel Davis	Unintech Consulting Engineers	Survey Division Director	<a href="mailto:ddavis@unintech.com">ddavis@unintech.com</a>	210-641-6003
Jake Powell	Pape-Dawson	Associate Vice President	<a href="mailto:jpowell@pape-dawson.com">jpowell@pape-dawson.com</a>	210-375-9000
Ty Berry	Pape-Dawson	AVP	<a href="mailto:Ty.berry@pape-dawson.com">Ty.berry@pape-dawson.com</a>	210-265-7533
Marianne Choi	HNTB corporation	Project Manager	<a href="mailto:mchoi@hntb.com">mchoi@hntb.com</a>	646-965-4014
Sarah Whitney	Baer Engineering and Environmental Consulting	Marketing Coordinator	<a href="mailto:Swhitney@baereng.com">Swhitney@baereng.com</a>	512-453-3733
Courtney McClure	COSA - PW	Senior Management Analyst	<a href="mailto:courtney.mcclure@sanantonio.gov">courtney.mcclure@sanantonio.gov</a>	210-207-4633
Shiva Sandrana	Floodace, LLC	Principal	<a href="mailto:ssandrana@floodace.com">ssandrana@floodace.com</a>	210-800-1148
Katie Lee	Baer Engineering & Environmental Consulting	Marketing Administrator	<a href="mailto:klee@baereng.com">klee@baereng.com</a>	610-635-5447
Mason Liebau	KFriese	Director of Strategic Growth	<a href="mailto:mliebau24@gmail.com">mliebau24@gmail.com</a>	210-834-4033
Scott Armstrong	HNTB	Senior Project Manager	<a href="mailto:Sdarmstrong@hntb.com">Sdarmstrong@hntb.com</a>	210-287-0394