



ADDENDUM I

SUBJECT: Harry Wurzbach Highway and Watson Road Phase 2, (RFQ: 2025-033 | WBS: 23-04196/23-04197), Scheduled to Close: Thursday, February 27, 2024; Date of Issue: Wednesday, December 18, 2024.

FROM: Jonathan Miranda, MSJP; Procurement Administrator, Department of Finance

DATE: January 8, 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.

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

Attachments

1. Pre-Submittal Conference Presentation is attached.
2. Pre-Submittal Conference Sign-In Sheet is attached.

Changes to RFQ:

1. A second pre-submittal meeting will be held Friday, January 10, 2025, at 3:00PM CT. (Firms who attended the Pre-Submittal Meeting on January 7, 2025, are not required to attend).
 - a. Join by phone: 1-415-655-0001
 - b. Meeting number: 2862 581 6288
 - c. Meeting password: 2025033

d. Meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m17f7c0d00c060870370d99c519a8b4de>

2. Deadline for Submission of Written Questions: Tuesday, January 14, 2025, at 4:00PM CT.

END OF ADDENDUM 1

DocuSigned by:

Jonathan Miranda

Jonathan Miranda, MSJP
Procurement Administrator
Finance Department - Procurement Division

Harry Wurzbach Highway and Watson Road Phase 2
Pre-Submittal Conference 9:00 a.m., January 7, 2025

ID	Firm Name:	Email Address:	Last Name, First Name:	Phone Number:
1	JMT	RKeller@jmt.com	Keller, Rhys	7262225756
2	BGE, Inc.	jwiatrek@bgeinc.com	Wiatrek, Justin	8303910104
3	6S Engineering	jswaim@6s-engineering.com	Swaim, Jess	8303412005
4	6S Engineering	jlmooore@6s-engineering.com	Moore, Jamie	8303412005
5	MBCO Engineering + Surveying	Charles.aldrete@mbcoengineering.com	Aldrete, Charles	2102846276
6	Unintech Consulting Engineers, Inc.	apena@unintech.com	Peña, Alyssa	2106416003
7	Terracon Consultants, Inc	Emma.robinson@terracon.com	Robinson, Emma	2819283196
8	BGE, Inc.	Rgooden@bgeinc.com	Gooden, Remi	832 592 2720
9	KCI Technologies Inc.	amanda.busbee@kci.com	Busbee, Amanda	210-641-9999
10	Jeremiah	jhobbs@unintech.com	Hobbs, Jeremiah	210-990-1782
11	Rodriguez Transportation Group	jdeluna@rtg-texas.com	de Luna, Jesus	8303882455
12	Bain Medina Bain	dvernon@bmbi.com	Vernon, Dawn	2104947223
13	KCI	Kyle.gass@kci.com	Gass, Kyle	2103555567
14	Doucet a Kleinfelder Company	Jdumenil@kleinfelder.com	duMenil, Joe	2103735159
15	RTG	AKELLY@RTG-TEXAS.COM	Kelly, Ann	512-231-9549
16	Rodriguez Transportation Group, Inc.	bmiller@rtg-texas.com	Miller, Brock	2817931364
17	COSA	David.mcbeth@sanantonio.gov	Mcbeth, David	210-207-6342
18	AG3 Group, LLC	mleija@ag3-group.com	Leija, Myra	2109127928
19	Mendez Engineering	RReyna@MendezEngineering.com	Reyna, Robert	210-802-0808
20	Johnny	Jclayton@halff.com	Clayton, Johnny	2107898635
21	CDS Muery	Keren.duhon@cdsmuery.com	Duhon, Keren	2107938220
22	AG3 Group	agonzalez@ag3-group.com	Gonzalez, Ayda	2102089400
23	Unintech Consulting Engineers	ddavis@unintech.com	Davis, Daniel	210-641-6003
24	Doucet & Associates, Inc (A Kleinfelder Company)	ktroberts@kleinfelder.com	Kristen Roberts	512-583-2600
25	Conсор	mcollins@consoreng.com	Collins, Matthew	2109852895
26	KCI Technologies, Inc	Garland.galm@kci.com	Galm, Garland	2104130537
27	Bain Medina Bain, Inc.	Cbain@bmbi.com	Bain, Carl	210-494-7223
28	Thomas	thomas.beddow@wsp.com	Beddow, Thomas	214-234-3560
29	Johnson, Mirmiran & Thompson, Inc.	Clowman@jmt.com	Lowman, Cynthia	726-222-5754
30	Doucet (A Kleinfelder Company)	MWThomas@Kleinfelder.com	Thomas III, Mack	210.469.3221
31	Doucet	Folshefski@kleinfelder.com	Olshefski, Frank	2816274149
32	Bain Medina Bain Inc.	Caldrete@bmbi.com	Aldrete, Claudia	210-494-7223
33	AG3	agarza@ag3-group.com	Garza, Amy	210.208.9400
34	Edgar	evillarreal@consoreng.com	Villarreal, Edgar	2108403313
35	WSP USA, Inc	lauren.taylor@wsp.com	Taylor, Lauren	7377033925
36	Halff Associates	Abazar@halff.com	Bazar, Adam	2107041352

Request for Qualifications (RFQ) Pre-Submittal Meeting for the Harry Wurzbach Highway and Watson Road Phase 2 Projects



Project# 2025-033

Monday, January 7, 2025 @ 9:00A.M.



Sign-In Instructions

Everyone attending today's conference **is highly encourage** to scan the QR Code with your phone/tablet or click/type the URL link on your computer and complete the Sign-In Form.

All information provide by you on this form may be posted on the City's website, or otherwise disseminated publicly. By including this information, you hereby affirmatively consent to the release of the information you provide.

By signing in, this will confirm your attendance for today's meeting. If you do not complete the form, your information will not be added to the sign in sheet and may miss critical updates should the City need to release notifications. The QR code will not be available after the meeting.



Sign-In Form:

<https://forms.office.com/g/pM5VnkbmXM?origin=IprLink>



Introductions

City Staff Only:

We will begin with City staff introductions who are attending today's meeting.

**PLEASE HOLD ALL QUESTIONS UNTIL THE END
OF THE PRE-SUBMITTAL CONFERENCE**



Background

- **Harry Wurzbach:** The City of San Antonio has performed construction improvements along the Harry Wurzbach corridor over the last several years. The intent of this project is to continue to design improvements that create a complete multi-modal corridor in the future.
- **Watson Road Phase 2:** The City is currently designing improvements along Watson Road Phase 1 that continue roadway widening recently completed by the County from Somerset Road to Verano Parkway. Phase 1 construction will extend from Verano Parkway, south one mile to an eastward curve of Watson Road. Phase 2 design will continue from Phase 1 limits eastward to connect to SH 16, about 1.3 miles.



Scope of Work

- The City's intends to select up to two (2) firms for civil engineering design services for the projects. All Respondents proposing to provide engineering services to the City shall have an established staff or team capable of providing the services indicated in the Scope of Work to include knowledge and experience developing schematic design and Plans, Specifications, & Estimates (PS&E) in conformance with TxDOT policies and requirements in addition to the City's Design Guidance Manual.
- Current funding allows for the development of schematic design for the Projects. The City's intent is to pursue future funding opportunities to finalize design and construct the projects.
- Scope to include but not be limited to: Surveying, schematic design and plan development, context sensitive design, safety, pedestrian improvements, bicycle and multimodal transportation elements, vehicular traffic design, drainage, utility coordination, traffic systems, signage and pavement markings, tree mitigation, cost estimates and overall agency stakeholder involvement.
- Scope to include assisting the City with public meetings and engagement.
- The contract duration is through the project completion as stated in Exhibit A – Contract Template, Article VI.4. The estimated not-to-exceed contract value is \$950,000.00 for each project.



Submission Instructions

Online submission will be utilized via CivCast at:

www.civcastusa.com/bids

Solicitation was released on December 18, 2024; and is due on February 27, 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.



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;
 - Submit written questions by **4:00 P.M. CT, January 14, 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.

Solicitation Document Requirements



TAB	TITLE	DESCRIPTION
1	Submittal Checklist and Table of Contents (Form 1)	Ensure all required information is in correct order.
2	Executive Summary	One (1) page summary stating relevant information of your firm.
3	Contract Template/General Conditions Review	<u>Must</u> provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City’s General Conditions.
4	Letter of References	Maximum of 5 letters.
	Statement of Qualifications	<u>Must</u> provide a narrative document addressing all evaluation criteria and project defined in this solicitation.



Evaluation Criteria

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

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



Evaluation Criteria

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

TAB	TITLE
9	Project Understanding
10	Construction Management Plan

DESCRIPTION
Understanding the primary objectives of the project. Constraints and technical challenges.
Project management approach. Approach to Quality Control/Assurance.



Evaluation Criteria

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

TAB	TITLE	DESCRIPTION
11	Experience with the San Antonio Region & Past Performance	<p>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.</p>



Evaluation Criteria Summary

Evaluation Criteria Summary	Maximum Points
A. Experience, Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants	45
B. Understanding of the Project and Proposed Management Plan	35
C. Experience with the San Antonio Region & Past Performance	20
Total Maximum	100 Points

Harry Wurzbach Highway and Watson Road Phase 2



**Economic Development Department,
Small Business Office**



SBEDA Eligibility & SAePS Registration

Doing Business with the City

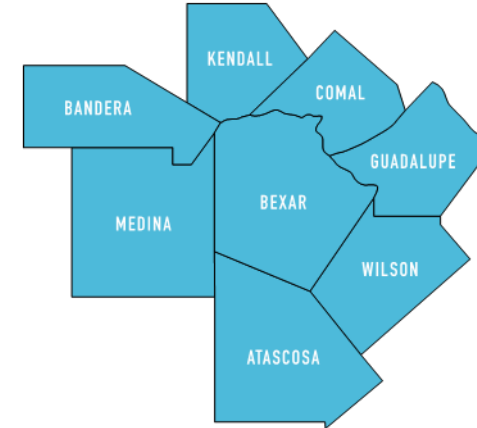


SBEDA Eligibility



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 portal 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 Program

SBEDA Tools



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	15%



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



Commitment Form and Waiver Requests

SBEDA Forms



Commitment Form



ECONOMIC DEVELOPMENT

City of San Antonio

Subcontractor/Supplier Utilization Commitment Form

Please consult the [Central Vendor Registry](#) for a complete list of SBEDA-eligible contractors.

Solicitation Name: *Toyota Southside Streets, Watson Road Phase 2 - South of Leroy's Crossing to Palo Alto Road (SH-16), and Harry Wurzbach Road Design - Austin Highway to Fort Sam Houston Gate*

Respondent Name:

Please acknowledge the statements below by initialing the box:

- In responding to this solicitation, I hereby affirm my firm's commitment to meet the subcontracting requirement(s) indicated for each of the above solicitations.
- I understand a Minority and/or Women-owned Business Enterprise (M/WBE) subcontracting goal of fifteen percent (15%) applies to all three of the above solicitations and shall be applicable to all contract awards resulting from this solicitation.
- I understand that to be SBEDA eligible, a Prime or Sub-consultant must be certified as a Small Business Enterprise (SBE) through the South Central Texas Regional Certification Agency (www.sctrca.org) AND they must be headquartered in or have a significant business presence in the San Antonio Metropolitan Statistical Area.
- I understand that for a Prime or Sub-consultant, the certification(s) as the City required subcontracting goal(s) shall not count toward City required subcontracting goal(s).
- I understand that the Prime or Sub-consultant must acknowledge the terms of this Commitment Form to be responsive.
- I understand and agree that the Prime or Sub-consultant, without an approved Post-Award Subcontracting Waiver granted by the SBO, the failure of firm to attain these subcontracting goals for S/M/WBE firm participation in the performance of a Commercially Useful Function under the terms of its contract shall be a material breach and subject to penalties and/or sanctions available under the terms of this Agreement for violations of the SBEDA Ordinance, or under any other law.

Please acknowledge the statements by initialing each box

Prime Consultant's Authorized Agent:

Name:

Sign and Date:

Version 12/15/17

- See subcontracting requirements of M/WBE 15%
- A Commitment Form should be completed and submitted at the time bids are due
- Prime Contractor will identify Subcontractors/Suppliers after the contract has been awarded
- Evaluation preference points (if applied) will be awarded based on SBEDA-eligibility and certifications



Post-Award Waiver Request



Post-Award Vendor Subcontracting Wavier Request Form

Contract Title:	<input type="text"/>		
Contract #:	<input type="text"/>	Contact #:	<input type="text"/>
Prime Contractor:	<input type="text"/>	Contact Email:	<input type="text"/>
Contact Person:	<input type="text"/>	Date:	<input type="text"/>

The purpose of this wavier is to address the good faith efforts made in meeting the required subcontracting goal(s) for this project. The Prime contractor should submit or has submitted a change to Utilization Plan with this waiver request.

1. Describe the rational for your waiver request for not meeting the subcontracting goal(s) applied to this project.

Check the box(s) that best explain why the subcontracting goal(s) applied were not met.

- The city issued a change order that limited subcontracting opportunities or required expedited completion of the scope of work causing the subcontracting goal(s) to not be met.
- A S/M/WBE to be utilized lost certification and could not be replaced with another S/M/WBE who could perform the scope of work.
- There were other issue(s) that resulted in the subcontracting goal(s) not being met.

Please provide further detail for the checked box(s) above.

- Once awarded, if a Prime Contractor can not meet a committed goal, a Post Award Vendor Subcontracting Waiver Request form should be submitted for consideration and approval by the Small Business Office
- For more details see this link: <https://www.sanantonio.gov/SBO/Forms>



CCMS Reporting, Mentor Protégé Program

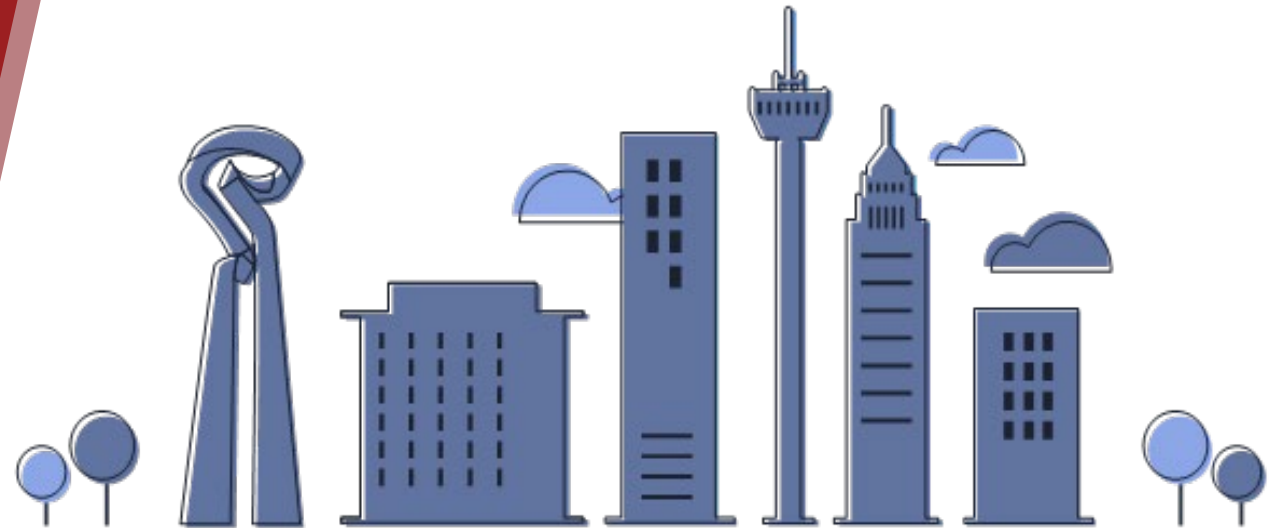
Post-Award Information



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.



ALAMO
COLLEGES





Contact Us

SBEDA Program

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



Central Vendor Registry Support

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



SCTRCA

- Phone: 210-458-3225
- Website: www.sctrca.org



Mentor Protégé Program

Mario Hernandez, Program Manager

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



ALAMO
COLLEGES



Thank You
End of Presentation

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)

SBEDA: Subcontractor/Supplier Utilization Plan (Form #5)

Required Uploads



Upload each Document Individually

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

Local Preference Program (LPP) Identification Form (Form #7)

Proof of Insurability (MUST BE A LETTER FROM INSURANCE)

Certificate of Interested Parties TEC Form 1295

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



Conflict of Interest Questionnaire

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

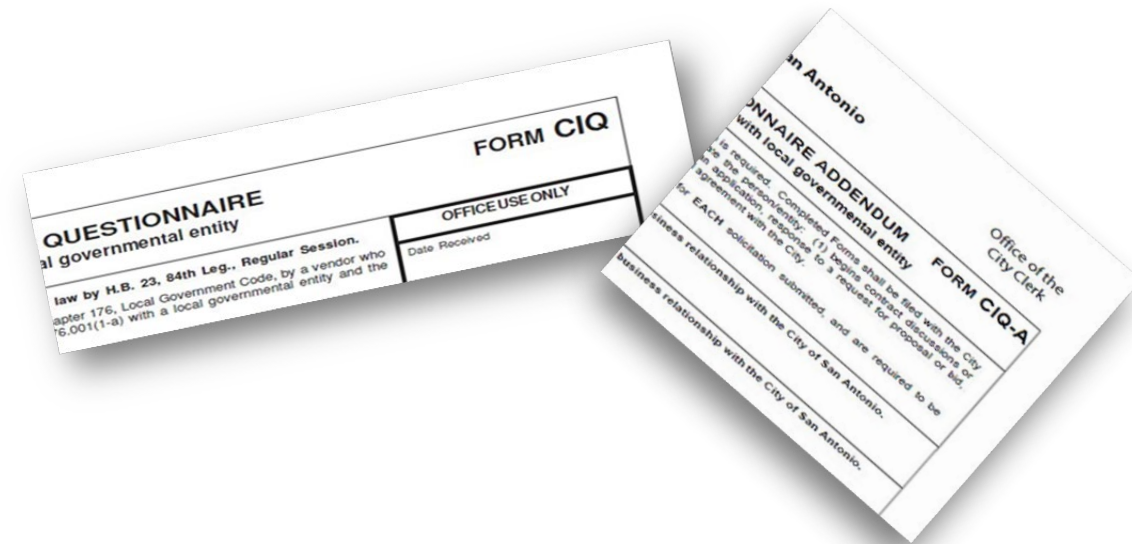
Do not include these forms with your proposal. The Procurement Division **will not** deliver the forms to the City Clerk for you.

CIQ:

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

CIQ-A:

<https://www.sanantonio.gov/Portals/0/Files/Ethics/OC-CC-CIQ-Addendum.pdf>



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



Schedule of Events

SOLICITATION



December/January 2024

- December 18, 2024; RFQ Released
- January 7, 2025; at 9:00 AM CT: Pre-Submittal Conference
- January 14, 2025; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



February 2025

- February 27, 2025; at 10:00 AM CT: Submittals Due
- March 2025; Evaluation Process
- March 2025; Interviews

FINALIZATION



April 2025

- April 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 addendum/addenda**
- It is Respondent's responsibility to review site and ascertain whether addenda or revisions have been made prior to submission of a proposal.



Award of Contract

- Contract documents are not binding until approved at City Council.
- No work shall commence until City signs the contract documents and Respondent provides the necessary evidence of insurance and bonds as required.
- Final approval of the selected firm(s) is subject to the action of the San Antonio City Council.



Reminders - CIVCAST

- Today's Pre-Submittal Presentation and Sign-In-Sheet will be released through the portal/site.
- Failure to adhere to the Restrictions on Communications may deem your submittal non-responsive.
- Submit written questions by question deadline **4:00 P.M. CT, January 14, 2025.**
- Submissions must be uploaded by 10:00 A.M. CT, **February 27, 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/pM5VnkbmXM?origin=lprLink>