



## **ADDENDUM II**

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

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

**DATE:** January 31, 2024

### **THIS NOTICE SHALL SERVE AS ADDENDUM NO. II – 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:**

#### **GENERAL INFORMATION**

1. ADD: Heat Illness Prevention Acknowledgement Form 8.
2. Pre-Submittal Conference Presentation is attached.
3. Pre-Submittal Conference Sign-In Sheet is attached.

#### **CHANGES TO RFCSP:**

1. Heat Illness Prevention Acknowledgment Form 8 must be submitted as an individual upload.

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

On Friday, January 10, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Harry Wurzbach Highway and Watson Road Phase 2.

Question 1: Would City of San Antonio consider it relevant to show the construction management and administration category with the assigned task lead and support staff on the organizational chart if this is only looking for schematic design services.

Response: While this solicitation is only for design, we are looking for teams that are experienced with designing with constructability as a priority. Having team members that are experienced in construction would show value and support to the designers.

Question 2: Under contract amount referencing design costs or construction cost?

Response: We are interested in both the design and construction costs. Please list the original and final construction contract amount and the original and final design contract amounts.

Question 3: Are the 2022-2027 bond projects eligible to be shown on the project sheet?

Response: 2022 Bond projects are eligible for inclusion in the project sheets. However, the highest point potential will be considered for submittals that include projects where design and construction have been completed.

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

**QUESTIONS SUBMITTED ON CIVCAST**

Question 1: Are all key team members required to be LGPP qualified?

Response: Not all team members have to be qualified, but at least one member of the Prime consultant management team needs to be currently LGPP qualified.

Question 2: Please confirm if the anticipated scope of services for one or both projects will be limited to schematic design, not PSE? The message conveyed during the 01/07/25 pre-submittal meeting was that the scope for this procurement would be limited to TxDOT level schematics (only). However, RFQ scope of work item 5 (pp 3-4) states PSE.

Response: The expectation is that the primary work on these projects will be the development of TxDOT level schematics. Should funding allow for some PS&E development, some may be considered during the project design.

Question 3: Project A Harry Wurzbach

- RFQ p. 4 mentions incorporating “previous studies and concept schematic” toward a full schematic design. Can the previous studies and concept schematic be made available by COSA?

- There is mention of providing “protected bike lanes”. Is the anticipated concept to tie to the bike lanes south of Austin Hwy which have a raised curb buffer (approx. 3’ width)?

- Is ROW acquisition anticipated along this corridor to accommodate the proposed improvements?

Response: The concept schematic will be made available on CIVAST to all interested parties. The schematic design will determine where protected bike lanes can be accommodated along the corridor and may tie into or improve existing bike facilities. No anticipated ROW acquisition is anticipated for Harry Wurzbach at this time.

Question 4: Project B Watson Rd - RFQ p. 5 mentions this will be a continuation of improvements currently under design. Can those "in progress" plans or previous engineering studies be made available by COSA? It would be helpful to know the proposed typical section and if ROW is being acquired on that adjacent corridor.

Response: A copy of proposed typical sections for the current project will be posted on CIVCAST. ROW is going to be required for the Watson Road project.

Question 5: Project B Watson Rd - will the consultant team(s) currently under contract with COSA for the current Watson Rd improvement design work be precluded from submitting on this pursuit?

Response: The current consultant and subconsultants for the Watson Road project are not precluded from submitting for this project.

Question 6: Project B Watson Rd - There is no mention of pedestrian or bike facilities as part of those improvements. Does COSA contemplate those improvements for this corridor? Or is COSA expecting the consultant team to review pedestrian and bike needs as part of a "Complete Streets" evaluation?

Response: Pedestrian and bike facilities are going to be a part of this next phase of Watson Road. Please refer to the cross sections provided on CIVCAST.

Question 7: Project B Watson Rd - Is ROW acquisition anticipated on this corridor to accommodate the proposed improvements?

Response: Yes, ROW acquisition will be required for the ultimate project and will need to be identified during the schematic design.

Question 8: Public Involvement and Environmental Coordination Permitting – Please confirm the division of tasks between COSA and the consultant team for these tasks will be as outlined in the City's Design Guidance Manual. If not, please elaborate. RFQ scope of work item 18 (RFQ p. 4) references "Other services as required by the City's Design Guidance Manual" which includes Environmental Coordination (Section 8) and Public Involvement (Section 11). Per the manual, Environmental Coordination tasks are handled by the City's Environmental Management Division (EMD) with support as needed from the consultant team. Similarly, Public Involvement is handled by the City's Transportation Capital Improvement (TCI) Department with support as needed from the consultant team.

Response: We expect the project consultant team to include the environmental services staff needed to provide all environmental studies, assessments and clearances needed for both of these projects. The environmental work will be coordinated for scoping and reviews through the City team, including the Environmental Division of Public Works.

Question 9: For the three (3) Project Sheets requested in Tab 6, can TxDOT schematic projects where construction is not completed be included? If construction is not yet completed, can the engineer's construction estimate be provided instead? The requested scope for this contract is schematics, however, the City is requesting the dollar value of the completed construction project. TxDOT schematics are typically longer timeframe, especially if ROW acquisition and utility relocation is involved. A typical timeframe of 7-10 years

between schematics and completion of construction is not uncommon for TxDOT schematic projects. Hence, requiring listing of projects where construction is completed will remove recently completed TxDOT schematic projects from consideration and will limit projects to primarily PSE projects.

Response: The highest point potential will be considered for submittals that include three (3) projects where design and construction have been completed.

Question 10: Is there a requirement for a local office in the SAMSA and staffing level in that office for this procurement for the Prime Provider? Or just for the SBEDA subprovider(s)? If not an absolute requirement, will the Prime Providers answers on form 7 be used in the evaluation scoring and awarding of points? For example, Form 7 states that “A business meeting the definition of City Business stated below may be awarded 10 points for being headquartered within the city, or 5 points for having a local office within the city.”

Response: As part of the eligibility criteria for the SBEDA Program, a vendor must be headquartered in or have a significant business presence in the San Antonio Metropolitan Statistical Area (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson Counties). A significant business presence is defined as having 20% or greater of your company’s workforce being located in SAMSA for at least one year per the solicitation due date. This requirement must be met for SBEDA Program eligibility regardless of if the vendor is participating at the prime or subcontractor level. Local Preference Program Identification (Form 7) is for tracking purposes only; therefore, respondent must sign and return with submittal.

Question 11: Form 1 (Submittal Checklist and Table of Contents) includes a list of the forms that will be uploaded individually. Because the list indicates “Page No.” by each form, do we also need to include a copy of these forms in our proposal submittal and provide page numbers, perhaps in an appendix? This appears to be confirmed under RFQ item G (page 16) which states “place a copy in your proposal response as indicated in the Proposal Checklist”.

Response: Respondents are not to include the individual forms as part of your submittal. The submittal must only be what is required as part of the Statement of Qualifications (SOQ). The individual documents must be uploaded separately.

Question 12: Can you please confirm that an AABE or SBE commitment must be met for this pursuit in addition to the M/WBE commitment?

Response: For the purposes of these solicitations, the Economic Development Department only applied a 15% M/WBE Subcontracting Program goal. All SBEDA eligible M/WBEs are SBEDA eligible SBEs, unless otherwise noted. The Economic Development Department also encourages subcontracting to any ready, willing, and able vendors within the M/WBE goal category (African American, Asian, Hispanic American, Native American, and Woman-owned Business Enterprises) to meet the required goal.

Question 13: Clarification on the Org. Chart: Does an 11x17 count as 1 page or 2 pages?

Response: The 11x17 chart will count as one page.

Question 14: Clarification on Font: Do graphic's have a font requirement?

Response: Submittal requirements state "no smaller than 11-point font".

**END OF ADDENDUM NO. II**

DocuSigned by:

*Jonathan Miranda*

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Jonathan Miranda, MSUP  
Procurement Administrator  
Finance Department - Procurement Division

## HEAT ILLNESS PREVENTION ORDINANCE ACKNOWLEDGEMENT FORM

Effective August 31, 2023, the Heat Illness Prevention Ordinance implemented requirements to certain City-funded contracts involving activities in outdoor and unconditioned spaces.

To comply with the Heat Illness Prevention Ordinance, respondents/bidders are required to submit this acknowledgement form as part of their response to City solicitations, where this ordinance may be applied.

1. Respondent/Bidder acknowledges that, as an employer, Respondent/Bidder is currently responsible under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act of 1970 (the "Act") to provide their employees with a place of employment that "is free from recognized hazards that are causing or likely to cause death or serious harm to employees", including heat-related hazards that are likely to cause death or serious bodily harm.
  
2. Respondent/Bidder acknowledges that the San Antonio City Council approved an ordinance on August 31, 2023, to provide criteria to further guide contractors in San Antonio heat conditions to better protect its residents and contractor employees working in San Antonio (the "Heat Illness Prevention Ordinance"), which provides:

When the heat index for San Antonio, Texas equals or exceeds 95 degrees Fahrenheit, Contractor is required to take all of the following actions for all onsite workers working outdoors or unconditioned spaces (without air conditioning):

- a) Mandate at least a fifteen (15) minute rest break for every four (4) hours worked. No employee may be required to work more than 3.75 continuous hours without a rest break. These rest breaks are in addition to and shall not take the place of other required or otherwise provided rest breaks.
- b) Provide a heat relief station at the Site with a shaded area and water.
- c) Train supervisors and workers to recognize heat hazards and take appropriate actions.
- d) Post signage with City requirements in both English and Spanish within the Site where notices to employees are customarily posted. City will prescribe the size, content, and location of signs within applicable design guidance manuals.
- e) Contractor shall submit a "heat safety plan" as part of Contractor's proposal.

3. Respondent/Bidder  **agrees**  **does not agree** to adhere to the City's Heat Illness Prevention Ordinance. Respondent's/Bidder's agreement to adhere to the City's Heat Illness Prevention Ordinance may constitute Respondent's/Bidder's "heat safety plan" or Respondent/Bidder may choose to submit one with this Acknowledgement.

**Project/Solicitation Name & No.** \_\_\_\_\_

**Acknowledged:**

\_\_\_\_\_  
**(Signature) Authorized Representative of Respondent/Bidder**

\_\_\_\_\_  
**(Print Name) Authorized Representative of Respondent/Bidder**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Contractor/Firm Name**

\_\_\_\_\_  
**Date**

Harry Wurzbach Highway and Watson Road Phase 2  
Pre-Submittal Conference 3:00 p.m., January 10, 2025

<b>Firm Name:</b>	<b>Email Address:</b>	<b>Phone Number:</b>
BGE, Inc.	jwiatrek@bgeinc.com	8303910104
Arias & Associates, Inc.	vanessa.rivera@ariasinc.com	(210) 427-4905
Lockwood,Andrews and Newnam, Inc.	EMAlvarez@lan-inc.com	210-557-3805
COSA EDD, SBEDA Initiation	matthew.zuniga@sanantonio.gov	2102078110
Whitman, Requardt and Associates, LLP	cmcgahey@wrallp.com	5124965384
RTG	Akelly@rtg-texas.com	512-993-8605
Pape Dawson Engineers	Jtyler@pape-dawson.com	2103759000
UP Engineering+Surveying	Trey@upengineering.com	8302031641
Sanchez Salazar & Associates	llaboy@ssa-pe.com	913-568-7389
Raba Kistner, Inc.	mfrisbie@rkci.com	210-380-9256
Pape-Dawson	Cmontoya@pape-dawson.com	210-775-1347
Rodriguez Transportation Group, Inc.	bmiller@rtg-texas.com	281-793-1364
Pape-Dawson	anagelberg@pape-dawson.com	210-375-9000
COSA	Jorge.figueroa@prodigy.net	(210) 207-1085
IDCUS Inc.	Christinam@idcus.com	210-452-6670
CDS Muery	Keren.duhon@cdsmuery.com	2105811111

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



**Project# 2025-033**

Friday, January 10, 2025 @ 3:00P.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/kPN45HVasP?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**



# 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](http://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	<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 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	DESCRIPTION
9	Project Understanding	Understanding the primary objectives of the project. Constraints and technical challenges.
10	Construction Management Plan	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

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# Doing Business with the City

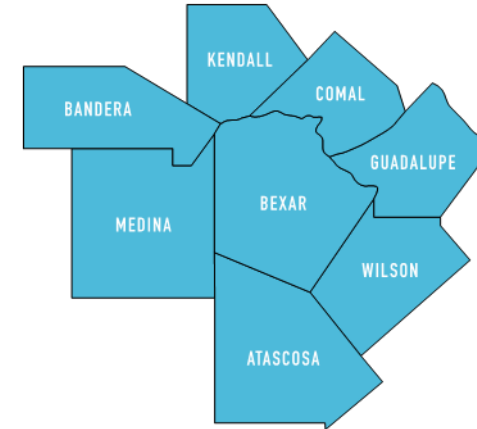


# SBEDA Eligibility



## 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](http://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
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## Subcontracting Program

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# 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](http://www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx)
- ASSISTANCE IS AVAILABLE FOR COMPLETING THE UTILIZATION PLAN



## Commitment Form and Waiver Requests

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# 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](http://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 shall be responsible for providing the certification(s) as the City required subcontracting goal(s) to the respondents/consultants to satisfy subcontracting goal(s).
- I understand that by submitting this Commitment Form to the City, I agree to be bound by the terms and conditions of this Commitment Form and to accept the City's decision regarding my response NON-RESPONSIVE.
- I understand and agree that the City, without an approved Post-Award Subcontracting Waiver, may terminate the Subcontractor/Supplier Utilization Plan, if the Subcontractor/Supplier fails to meet the goals set forth in the Plan, and the City, in its sole discretion, will be grounds for termination of negotiations and will allow the City to enter into negotiations with another Prime Respondent.
- I understand that in the absence of a 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

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

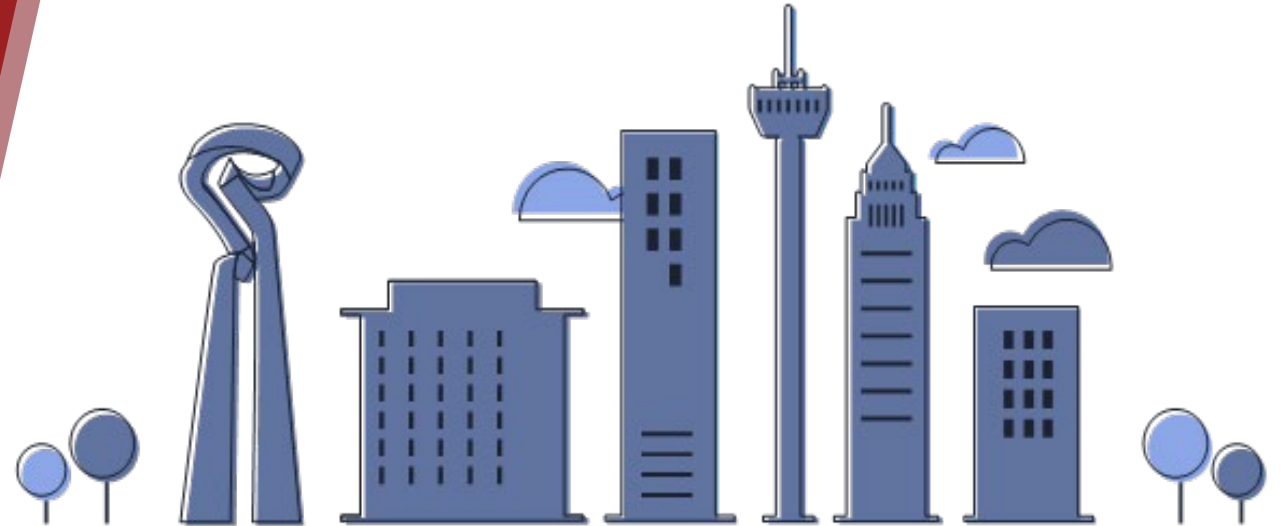
# Post-Award Information



## 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](mailto:SBEDAdocs@sanantonio.gov)
- Phone: 210-207-3922
- Website: [www.sanantonio.gov/sbo](http://www.sanantonio.gov/sbo)



## Central Vendor Registry Support

- Phone: 210-207-0118
- Website: [www.sanantonio.gov/purchasing/saeps](http://www.sanantonio.gov/purchasing/saeps)



## SCTRCA

- Phone: 210-458-3225
- Website: [www.sctrca.org](http://www.sctrca.org)



## Mentor Protégé Program

### Mario Hernandez, Program Manager

- Email: [mhernandez1665@alamo.edu](mailto:mhernandez1665@alamo.edu)
- Phone: 210-486-0821
- Website: [www.besanantonio.com](http://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](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.***

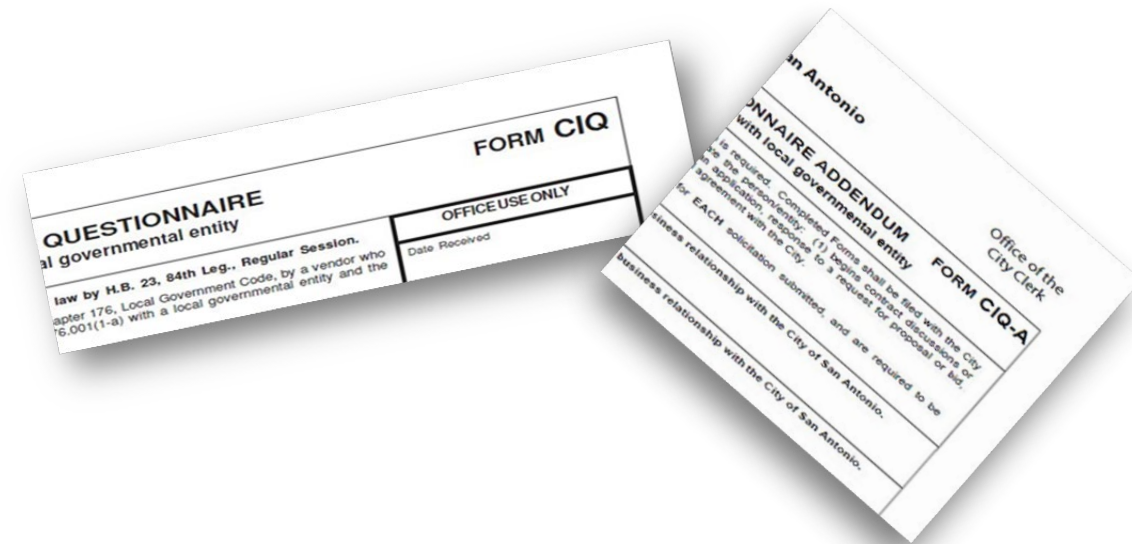
**Do not include these forms with your proposal. The Procurement Division will not deliver the forms to the City Clerk for you.**

**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 10, 2025; at 3:00 PM 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 FGTTY***

M,

# QUESTIONS?





**Thank You**  
Reminder to Sign-In

Sign-In Form: <https://forms.office.com/g/kPN45HVasP?origin=lprLink>