



ADDENDUM I

SUBJECT: On-Call Transportation Systems Management and Operations (TSMO) Engineering Services, (RFQ: 2025-017), Scheduled to Close: Tuesday, February 11, 2025; Date of Issue: Friday, December 20, 2024.

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

DATE: January 31, 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.

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

QUESTIONS SUBMITTED ON CIVCAST

Question 1: May respondents provide a copy of our Certificate of Liability Insurance showing we meet the required coverage in lieu of a letter from our insurance provider?

Response: Respondents must submit a letter from the insurance provider as stated in the solicitation.

Question 2: Page 10 of the RFQ states the DBE goal will be 0%. How are we to list our commitments to the goal in Form 5 DBE GFE Plan and Form 6 DBE Commitment form? Do we include info on any DBE subs or leave blank/not applicable?

Response: On this project with the goal being 0%, respondents can list their DBE Commitments on the DBE Commitment form by using percentages. If they are not using DBE subs, they can mark N/A. They still need to sign the document.

Question 3: Do the DBE firms need to sign the DBE Commitment Form (Form 6) when we do not yet have designated percentages or projects identified at this time?

Response: Yes, DBE firms will need to be signed.

Question 4: Are expected construction management services limited to design support on projects on which the consultant prepared the design, or does the City seek more in-depth construction oversight services that may include inspection or testing?

Response: We anticipate any construction management services to be directly related to work prepared by the consultant. We do not anticipate using this contract for inspection or testing services.

Question 5: Form 5 is due within 10 days of award, but it is a required upload on Civcast. Could you please clarify how we should complete this form?

Response: Form 5 states the following: If the bidder has not obtained sufficient DBE participation to meet the goal, the bidder must submit this form, along with all supporting documentation, within five (5) calendar days after the bid opening (Letting). You are required to submit this form at the time of the submittal deadline.

Question 6: Are five reference letters required for each sub-consultant as well?

Response: The requirement for letters of reference is for the prime respondent.

Question 7: On page 11 of the RFQ, the City asks for a Letter of Insurability and a Form 1295 to be uploaded individually to Civcast, but there are no upload items for those forms. Will you be adding an upload item for each of these forms?

Response: An upload for each category is available on Civcast.

Question 8: For Form 5, DBE Good Faith Effort, and Form 6, DBE Commitment Form, should the TxDOT version of the form be used? Or should the City of San Antonio version be used?

Response: Please use the form listed on Civcast.

Question 9: For Tab 6 "Project Sheets" does a project need to be completed or would it suffice to include one that's nearly completed/majority of scope of work has been completed?

Response: Include projects that are substantially completed (especially if the traffic related work is complete) as long as that status is clearly indicated in the response.

Question 10: For Tab 4 "Letters of Reference," do the reference letters need to be on a client's official letterhead?

Response: The letters of reference must be on the client's official letterhead.

END OF ADDENDUM NO. I

DocuSigned by:

Jonathan Miranda

Jonathan Miranda, MSJP
Procurement Administrator
Finance Department - Procurement Division

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Request for Qualifications Pre-Submittal Meeting for the On-Call Transportation System Management and Operations Engineering Services



RFQ# 2025-017

Thursday, January 9, 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/GZG5NCYbrp?origin=lprLink>



Introductions

City Staff Only:

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

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



High Profile Solicitation

This solicitation has been identified as High-Profile.

Prohibition against Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections beginning on the 10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council ("blackout" period).

1. Any individual seeking a high-profile contract;
2. Any owner, officer, officer of board, executive committee member, and general board member of an entity seeking a high-profile contract;
3. The legal signatory of the high-profile contract;
4. Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
5. Subcontractors hired or retained to provide services under the high-profile contract;
6. Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection; and
7. Any corporate political action committee (PAC) established or formed by the entity seeking a high-profile contract.

Please refer to the solicitation and the Contracts Disclosure Form for additional details.



High Profile Solicitation

This solicitation has been identified as High-Profile.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution was made by any of these individuals during the “blackout” period.

For this solicitation, the first-day contributions are prohibited is **January 14, 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

The City of San Antonio (City), Public Works Department is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications (SOQ) from interested engineering firm (Respondents) to provide On-Call Engineering Services to provide traffic engineering analysis and design services.

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, 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 term 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

Task Orders will be used to assign Transportation Systems Management and Operations (TSMO) design, operational enhancements, and analysis tasks to consultant firms to complement funded programs for which the TSMO Program of the Traffic Division of the Department of Public Works, 311 service calls and other items as assigned. Examples of these projects include but are not limited to traffic signal design, traffic signal retiming, traffic engineering analysis, and construction phase services.



DBE Presentation

Disadvantaged Business Enterprise (DBE) Program



DBE - Program Objectives

- 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 (0%) – 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



Schedule of Events

SOLICITATION



Dec 2024 – Jan 2025

- December 20, 2024; RFQ Released
- Jan. 9, 2025; at 10:00 AM CT: Pre-Bid/Submittal Conference
- Jan. 16, 2025; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



Feb – March 2025

- February 11, 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	<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 for projects completed within 5 years
	Statement of Qualifications	<u>Must</u> 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) https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf
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 www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm



Conflict of Interest Questionnaire

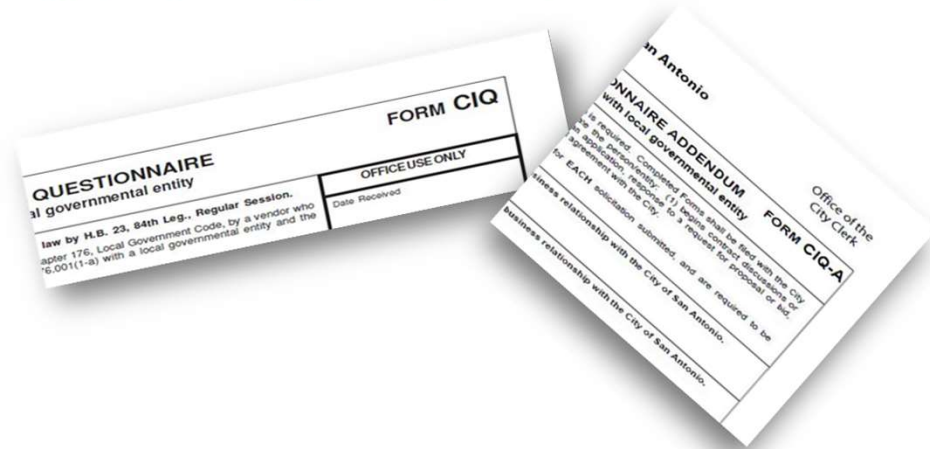
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

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-CI-Q-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

- Solicitation was released on **December 20, 2024**; and is due on **February 11, 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

- 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 16, 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 16, 2025. Responses will be addressed via addendum.
- RFQ must be uploaded by 10:00 A.M., February 11, 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/GZG5NCYbrp?origin=IprLink>