



ADDENDUM I

SUBJECT: Civil Engineering Street Maintenance Program (SMP) Comprehensive Review, (RFQ 26-002) Scheduled to Close: Friday, December 19, 2025; Date of Issue: Monday, November 17, 2025

FROM: Joseph Ramon, MSOL
Procurement Manager

DATE: December 5, 2025

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

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

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

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

GENERAL INFORMATION

1. **Add: Pre-Submittal Conference Presentation**, this document will be posted as a separate file.
2. **Add: Pre-Submittal Conference Sign in Sheet**, this document will be posted as a separate file.

CHANGES TO RFQ

1. V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA

Remove:

B. Understanding of the Project and Proposed Management Plan (35 Points)

Respondent must describe its understanding of the Project and specific issues and challenges Respondent likely sees must be involved, as well as the availability of labor resources (Respondent's capacity to perform) in executing the scope of work required. Respondent must submit information in a brief narrative plan clearly and concisely describing the challenges it foresees and its approach to managing the Project.

1. Project Understanding (Indexed and Labeled as "Tab 10")

Respondent shall limit its response to the following items to one

(1) page:

- a. Describe Respondent's understanding of the primary objectives of the Project.
- b. Describe the constraints and technical challenges related to design and construction Respondent foresees and Respondent's approach to addressing each.

2. Proposed Management Plan (Indexed and Labeled as "Tab 11")

Respondent shall limit its response to the following items to a total of two

(2) pages:

- a. Describe Respondent's project management approach and team organization, for the provision of the services outlined in this solicitation.
- b. Describe Respondent's Quality Control/Quality Assurance process, approach and capabilities to maintain quality control of all documents and construction.
- c. Describe Respondent's approach to managing the quality of Sub-consultants.
- d. Describe Respondent's ability to coordinate work with all Project stakeholders.
- e. Describe Respondent's approach to assuring timely completion of construction, including methods for schedule recovery, if necessary.
- f. The City has implemented Ready to Work which is an education and job placement program. Respondents can learn more about this initiative at Ready to Work (www.sanantonio.gov) whose goal is to connect residents to career opportunities. Describe how Respondent can leverage this initiative in their training and hiring practices.

3. Commitment to Green Building and Sustainability Initiatives, Practices and Implementation (Indexed and Labeled as "Tab 12")

Respondent must limit its response to the following items to a total of two (2) pages:

- a. Describe Respondent's commitment to Green and Sustainability initiatives and practices and how these initiatives and practices will be incorporated into this Project.
- b. Describe Respondent's initiative in reducing Greenhouse Gas (GHG) emissions and Respondent's plan to reduce the emissions during the construction phase for this Project.

Replace:

B. Understanding of the Project and Proposed Management Plan (35 Points)

Respondent must describe its understanding of the Project and specific issues and challenges Respondent likely sees must be involved, as well as the availability of labor resources (Respondent's capacity to perform) in executing the scope of work required. Respondent must submit information in a brief narrative plan clearly and concisely describing the challenges it foresees and its approach to managing the Project.

1. Project Understanding (Indexed and Labeled as "Tab 9")

Respondent shall limit its response to the following items to one

(1) page:

- a. Describe Respondent's understanding of the primary objectives of the Project.
- b. Describe the constraints and technical challenges related to design and construction Respondent foresees and Respondent's approach to addressing each.

2. Proposed Management Plan (Indexed and Labeled as "Tab 10")

Respondent shall limit its response to the following items to a total of two

(2) pages:

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Joseph Ramon

Joseph Ramon, MSOL

Procurement Manager

Finance Department - Procurement Division

**Request for Qualifications
Pre-Submittal Meeting for the Civil Engineering
Street Maintenance Program (SMP)
Comprehensive Review**



RFQ 2026-002

Tuesday, December 2, 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/1pFGyjF40C>

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.**

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 professional engineering firms (Respondents) for the design and construction administration services for the Street Maintenance Program (SMP) – Comprehensive review.
- The City intends to award one (1) contract, as a result of this RFQ. This Agreement shall commence on the date of execution and will terminate one year after, unless terminated sooner in accordance with the provisions of this Agreement. The City shall have the option to renew with agreement for one additional one-year period subject to (a) the City's receipt of additional funds sufficient to fund any renewal term; and (b) the Consultant satisfactorily meeting the performance requirements of this agreement, as solely determined by the Director.

Scope of Services



- The selected Consultant(s) shall provide consulting and engineering management services to evaluate the SMP project selection criteria and methodology along with the complete management process for streets maintenance to ensure that the process and procedures are industry standard and best management practices to produce the most effective program using resources the most effectively as practical given typical municipality constraints.
- The engineering management consultant must be able to demonstrate past experience with management process evaluations of similar scope and size. The engineering consultant should demonstrate familiarity with the typical municipal SMP goals and product/process. Failure to demonstrate proficiency in SMP management is an immediate disqualifier and must be intrinsic to the firm's core competencies. The selected Consultant(s) shall be available to commence services immediately as needs arise, assign qualified personnel immediately as necessary to perform and complete the engineering assignment and successfully complete the assigned project within the specified time.
- Presently there is a public perception that the SMP process could produce a better product with the available resources. To that end a review of the program with program/process refinements is in the best interest of the city. The general optimization scheme for project selection has in the past dually focused on maximizing overall PCI while limiting total "F" streets

Scope of Services (continued)



- Problem Statements
 - PCI evaluation
 - Project selection
 - Public perception
 - Neighborhood approach
 - Concrete streets
 - Budget Allocation
- Evaluate Project development (current)
 - Data collection methods/values
 - Decision tree
 - Strategy
 - Applications
 - Budget allocation formula
- Project execution
- Tools used by PWD
- Recommendations based on review /comparison with other municipalities

Submission Instructions



Online submission will be utilized via CivCast at: www.civcastusa.com/bids
Solicitation was released on November 17, 2025; and is due on December 19, 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.
- CivCast can be accessed using any internet desktop browser.
- **Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last minute challenges.**

Restriction of Communications

- No communication with 1) City Officials from the release of the solicitation until the contract is posted for consideration as an agenda item and 2) City staff from the release of the solicitation until Contract Award except:
 - Questions at today's pre-submittal conference;
 - Economic Development Department can be reached until the submittal deadline (do not recommend);
 - Submit written questions by 4:00 p.m. CT, December 8, 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	One-page 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.
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.

Evaluation Criteria



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

TAB	TITLE	DESCRIPTION
12	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 solicitation. 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 Respondent, 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

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://webapp1.sanantonio.gov/ContractsDisclosure/>

Litigation Disclosure Form (Form 4)

SBEDA Utilization Plan Form (Form 5)

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

Local Preference Program (LPP) Tracking Form (Form 7)

Heat Illness Prevention Acknowledgment Form (Form 8)

Proof of Insurability

Certificate of Interested Parties Form (Form 1295)

<https://www.ethics.state.tx.us/filinginfo/1295/>

Street Maintenance Program (SMP) Comprehensive Review



Economic Development Department

SBEDA Eligibility & SAePS Registration

Doing Business with the City

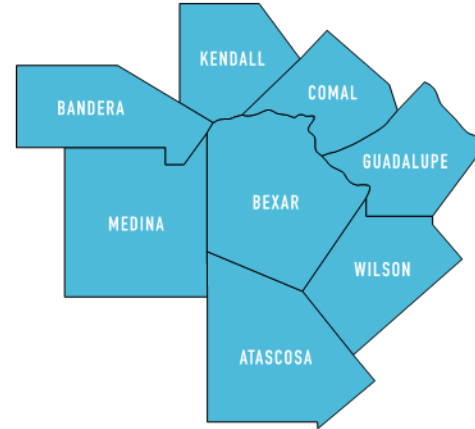
SBEDA Eligibility



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

Primes and/or subcontractors must be certified at the time of bid submission/close date to count towards SBEDA eligibility.

Emerging Small Business Enterprise (ESBE) certification may also be required for certain solicitations.



Headquartered in the San Antonio Metropolitan Statistical Area (SAMSA)

A firm's headquarter must be located in the San Antonio Metro area.

SAMSA is defined as Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson Counties



Personal Net Worth (PNW) less than \$2.047 million

Each majority owner(s) of a small business firm must confirm that their PNW is below \$2.047 million.

PNW is calculated from the value of the majority owner(s) assets minus the liabilities they owe.



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 respondents and all listed subcontractors (certified and non-certified) **must** be registered in the Central Vendor Registry
- SAePS is a great way to market your business and learn about upcoming solicitation opportunities

Put project specific tools here (Prime Contract & Subcontracting Programs, etc.)

SBEDA Tools

Contracting Program

For a Prime Contractor or Subcontractor to count toward a City required contracting goal(s), the Prime Contractor or Subcontractor must be SBEDA eligible and certified as ESBE and/or SBE per the goal applied.

Goal Type	Percentage
ESBE	10%



Contracting Program Important Notes



- Self-Performance of contracting goals by SBEDA eligible Prime respondent(s) **IS ALLOWED** if their certifications (ESBE/SBE) match the goals applied.
- Not meeting the contracting goals at the time bids are due will deem a bid non-responsive *unless Aspirational Contracting goals are applied.*
- The City of San Antonio has a vendor search function to find SBEDA eligible E/SBEs. 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 SBEDA FORMS.

Utilization Plan, Commitment Form, Joint Venture Commitment Form, and Pre-Award Waiver Requests

SBEDA Forms

CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

Solicitation Name:

Evaluation Points		

TO BE
COMPLETED
BY CITY
STAFF

☐ No API Applied
 ☐ Mentor Program Requirement

Please review the following information

1. Prime contractor must list **ALL** certified and non-certified Subcontractors/Suppliers on this form. (See page 2 for instructions on how to list subcontractors/suppliers and contract period (see page 2).
2. A Subcontractor/Supplier Utilization Plan that does not satisfy City subcontracting goals and/or does not meet the requirements listed above, and absent a Subcontracting Goal- Waiver at the time of bid submission (for review by the Economic Development Department) will be deemed non-compliant.
3. For a Prime or Subcontractor to count toward a City required subcontracting goal(s), the subcontractor/supplier must be SBEDA eligible and have the same certification(s) as the City required subcontracting goal(s).
4. To be SBEDA eligible, a Prime contractor or Subcontractor must be certified as a Small Business Enterprise (SBE) or Small Business Technology Resource (SCTRCA), must be headquartered in the San Antonio Metropolitan Statistical Area, **AND** each owner's personal net worth (PNW) may not exceed \$2.047 million. SBEDA eligibility can be verified through the [Central Vendor Registry/SaEPS](https://www.sanantonio.gov/CentralVendorRegistry/SaEPS) at <https://www.sanantonio.gov/CentralVendorRegistry/SaEPS>.
5. Please ensure this utilization plan corresponds with the solicitation you are intending to bid on/respond to as indicated above.

For further clarification, please refer to the SBEDA language in the solicitation documents. You may also contact the Economic Development Department at (210) 207-3922 or by email at SBEDAdocs@sanantonio.gov

As a SBEDA eligible prime (if applicable), I confirm that my personal net worth to the best of my knowledge and belief. I possess internal documentation from my business or percentage indicated, and I also confirm that the SBEDA Eligible Subcontractor/Supplier I represent, warrant, assure and guarantee that I have the knowledge and authority to bind the business to the statements herein. I understand and agree that if awarded a contract, I will be bound by the terms and conditions of the contract. I hereby affirm that the information on this form is true and complete and that I have the authority to bind the business to the statements herein. I understand and agree that if awarded a contract, I will be bound by the terms and conditions of the contract. I hereby affirm that the information on this form is true and complete and that I have the authority to bind the business to the statements herein.

Prime's Authorized Agent (sign/date)

Name

Title

Economic Development Director or Designee (sign/date)

☐ APPROVED
 ☐ DENIED

PLEASE REVIEW
THOROUGHLY

AFFIRM, SIGN,
& DATE



PRIME FIRM:				TO BE COMPLETED BY PRIME CONTRACTOR		Certification(s):		<input type="checkbox"/> Business Enterprise		<input type="checkbox"/> Not Certified							
SAePS Vendor #						<input type="checkbox"/> Enterprise		SBEDA Eligible?									
Work to be performed (NIGP Code and Description)						<input type="checkbox"/> Business Enterprise											
DOLLAR AMOUNT BY PRIME		\$				% OF TOTAL CONTRACT		%				Category					
SUBCONTRACTOR/SUBCONSULTANT UTILIZATION																	
List ALL subcontractors/suppliers (certified and non certified) that will be utilized for the entire contract period, excluding possible extensions, renewals, and/or alternates. Use additional pages if necessary.																	
Sub:				SAePS Vendor #:				Current SCTRCA Certification(s):		<input type="checkbox"/> Minority-Owned Business Enterprise		Category					
Dollar Amount by Sub		\$				% of Total Contract		%		<input type="checkbox"/> Emerging Small Business Enterprise		<input type="checkbox"/> Not Certified		SBEDA Eligible?			
Work to be performed (NIGP Code and Description)										<input type="checkbox"/> Business Enterprise							
Sub:				SAePS Vendor #:				Certification(s):		<input type="checkbox"/> Minority-Owned Business Enterprise		Category					
Dollar Amount by Sub		\$				% of Total Contract		%		<input type="checkbox"/> Business Enterprise		<input type="checkbox"/> Not Certified		SBEDA Eligible?			
Work to be performed (NIGP Code and Description)										<input type="checkbox"/> Enterprise							
Sub:				SAePS Vendor #:				Certification(s):		<input type="checkbox"/> Minority-Owned Business Enterprise		Category					
Dollar Amount by Sub		\$				% of Total Contract		%		<input type="checkbox"/> Business Enterprise		<input type="checkbox"/> Not Certified		SBEDA Eligible?			
Work to be performed (NIGP Code and Description)										<input type="checkbox"/> Woman-Owned Business Enterprise							
Sub:				SAePS Vendor #:				Current SCTRCA Certification(s):		<input type="checkbox"/> Minority-Owned Business Enterprise		Category					
Dollar Amount by Sub		\$				% of Total Contract		%		<input type="checkbox"/> Emerging Small Business Enterprise		<input type="checkbox"/> Not Certified		SBEDA Eligible?			
Work to be performed (NIGP Code and Description)										<input type="checkbox"/> Small Business Enterprise							
Sub:				SAePS Vendor #:				Current SCTRCA Certification(s):		<input type="checkbox"/> Minority-Owned Business Enterprise		Category					
Dollar Amount by Sub		\$				% of Total Contract		%		<input type="checkbox"/> Woman-Owned Business Enterprise		<input type="checkbox"/> Not Certified		SBEDA Eligible?			
Work to be performed (NIGP Code and Description)										<input type="checkbox"/> Small Business Enterprise							

ALL SECTIONS MUST BE COMPLETED FOR ALL FIRMS LISTED

Make sure you include 10% ESBE or Waiver Request

Contracting Goal Waiver Request



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

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

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

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

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

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

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

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

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

- A full or partial waiver of a specified goal may be requested, for good cause, by submitting a Contracting Goal Waiver Request form with the solicitation response and UP at the time bids are due.
- Form is available at:
<https://www.sa.gov/Directory/Departments/EDD/Programs-Grants/Preference/SBEDA/Forms>

Contracting Goal Waiver Request



SECTION D: Attendance at Pre-Submittal Conference

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

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

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

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


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

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

- Please ensure each task within a given section is completed and the back up documentation is provided.
- Note that submitting a waiver request does NOT guarantee responsiveness as waiver requests are subject to approval.

Joint Venture Commitment Form



 **City of San Antonio Joint Venture Form**

Instructions: Note that this form must be completed and signed by ALL joint venture entity respondents and submitted WITH the SBEDA forms provided for the solicitation. Please submit the Joint Venture agreement document with all parties with this form.

Solicitation Name:

Joint Venture Name:

Section A: If you are submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture entity, please acknowledge the statements below by initialing the box:

<input type="checkbox"/>	1. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more partners, I agree to the contracting goals indicated on the solicitation.
<input type="checkbox"/>	2. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more partners, I agree to the contracting goals indicated on the solicitation.
<input type="checkbox"/>	3. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more partners, I agree to the contracting goals indicated on the solicitation.
<input type="checkbox"/>	4. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more partners, I agree to the contracting goals indicated on the solicitation.
<input type="checkbox"/>	5. I understand that in the event of an approved Subcontracting Waiver Request granted by the City, the failure of a Joint Venture entity to attain the contracting goals for E/SBE 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. These penalties and/or sanctions will apply to all Joint Venture entity partners.
<input type="checkbox"/>	6. I understand that failure to submit a completed and signed Subcontractor/Supplier Utilization Form OR Subcontractor/Supplier Commitment Form with this form, for the Joint Venture entity responding to a solicitation will deem the response NON-RESPONSIVE.
<input type="checkbox"/>	7. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more partners, I agree to the contracting goals indicated on the solicitation.

If submitting a response a provisions in both Sections A & B, I understand and agrees to the provisions in both Sections A & B.

JV Entity 1 Entity Name:

Signature:

Print Name: Date:

JV Entity 2 Entity Name:

Signature: Title:

Print Name: Date:

PLEASE
ACKNOWLEDGE THE
STATEMENTS BY
INITIALING EACH BOX

EACH JV ENTITY
MUST SIGN TO
CONFIRM
COMMITMENT

- If submitting as a joint venture entity, a Joint Venture Commitment Form must be completed and submitted **with** the Utilization Plan **or** Commitment Form at the time bids are due.
- Contracting goal responsiveness will be based on SBEDA eligibility and certifications.
- SBEDA eligible joint venture partner(s) will count towards the applied contracting goals if they have the same certifications as the contracting goal(s) applied to the solicitation.

Joint Venture Commitment Form



Section B: This side must be completed by ALL joint venture entity respondents.
Please attach the Joint Venture agreement with all parties with this form:

1. INFORMATION REGARDING BUSINESS ENTITIES ("ENTITY") COMPRISING THE JOINT VENTURE ("JV"):
Complete all sections for each entity that makes up the joint venture. Note that each JV entity will be referred to hereinafter with the title "E1", "E2", etc., throughout the form to help match information to a specific JV entity.

JV Entity	Entity Name	SBEDA Eligible	Contact Name	Contact Phone #	Contact Email
E1					
E2					
E3					
E4					

PLEASE PROVIDE
JOINT VENTURE AND
PROFIT AND LOSS
STRUCTURE

2. PROFIT AND LOSS
entity will share in owners

percentage each JV

JV Entity	Ownership %	Equipment Contribution %
E1		
E2		
E3		
E4		

The initials and signatures below affirm that the following statements are correct and include all information necessary to identify and explain the terms and operations of our joint venture. Misrepresentation of any and all information will result in the rejection of our proposal, termination of the contract if awarded, debarment, and action under federal or state laws concerning false statements. We agree and affirm that:

E1

PLEASE
ACKNOWLEDGE THE
STATEMENTS BY
INITIALING EACH BOX

documented on this form is accurate and that any all information will result in the rejection of debarment and initiating action under federal

Joint Venture agreement with our response to this d to: Allocation of ownership, right to control performed and managed by each entity, and

ement between all Joint Venture entities will be ated agreement will be submitted to the City

4. We agree to provide the City with current, complete, and accurate information regarding joint venture work payments, changes in provisions of the joint venture agreement, site visits, and examination of records relevant to the joint venture agreement during the solicitation process and during the term of the contract

5. We estimate that _____ percent of this contract will be subcontracted. (Must be completed by the Joint Venture entity, subject to change per the price proposal submission & subcontracting goal requirements)

Revised August 2025

- The joint prime respondents must complete all sections and pages of this form, clearly designating the percentage each joint venture entity will share in ownership, profits, and losses.
- If awarded the contract, the joint venture entity must register with the Texas Secretary of State to confirm their partnership before City Council approval.

CCMS Reporting and Post-Award Waivers

Post-Award Information

City Contract Management System (CCMS)

- 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.



Post-Award Waiver Request



Post-Award Vendor Contracting Goal Waiver Request Form

Contract Name:

Prime Name: Date:

Contract #: Phone #:

Contact Person: Contact Email:

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

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

Check the box(es) that best explain why the contracting 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(es) above.

- Once awarded, if a Prime Contractor can not meet a committed goal, a Post Award Vendor Contracting 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>

Contact Us



SBEDA Program

- Email: SBEDAdocs@sanantonio.gov
- Phone: 210-207-3922
- Website: <https://www.sa.gov/Directory/Departments/EDD/Programs-Grants/Preference/SBEDA>

Central Vendor Registry Support

- Phone: 210-207-0118
- Email: vendors@sanantonio.gov
- Website: <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>

South Central Texas Regional Certification Agency (SCTRCA)/Supply SA

- Phone: 210-458-3225
- Website: www.sctrca.org or www.supply-sa.org

Mentor Protégé Program

Glenn Goolsby, Occupational Program Coordinator

- Email: ggoolsby5@alamo.edu
- Phone: 210-485-0831
- Website: www.besanantonio.com



Thank You

Conflict of Interest Questionnaire



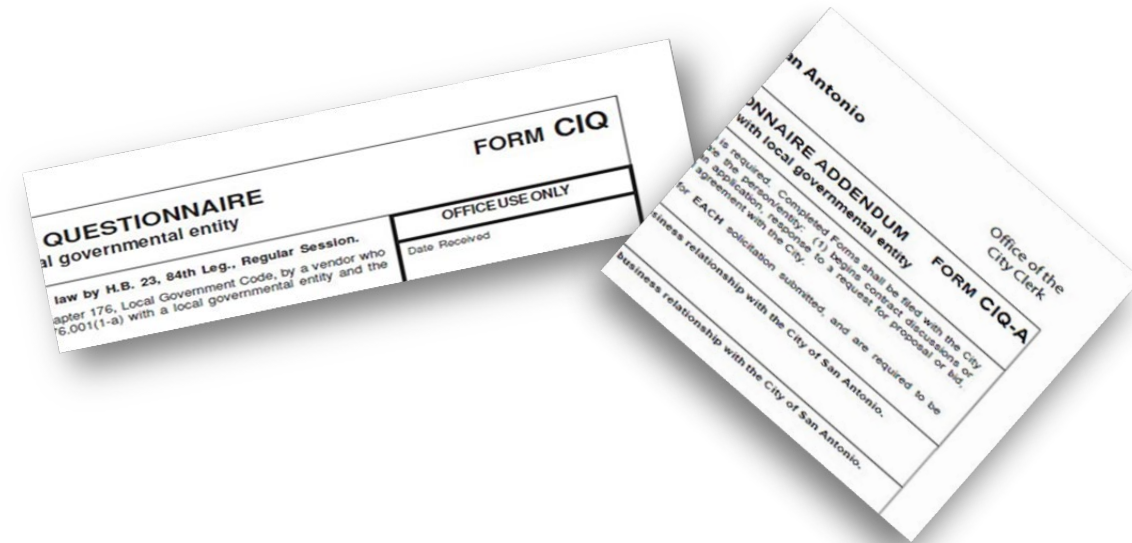
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

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.sa.gov/files/assets/main/v/1/occ/documents/occ-ci-q-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



November / December 2025

- Nov. 17, 2025; RFQ Released
- Dec. 2, 2025; at 10:00 AM CT: Pre-Submittal Conference
- Dec. 08, 2025; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



December 2025 / January 2026

- Dec. 19, 2025; at 10:00 AM CT: Submittals Due
- January 2026; Evaluation Process

FINALIZATION



February 2026

- Feb 2026; 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 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.

Reminders - CIVCAST

- Today's Pre-Submittal Presentation 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 PM CT, December 8, 2025.
- Submissions must be uploaded by 10:00 AM CT, December 19, 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/1pFGyjF40C>

PreSubmittal Conference Sign in Sheet
2026-002 Civil Engineering Street Maintenance Program Comprehensive
Review December 2, 2025

Vendor	POC	Email	Number
AJL Engineering	Alan Lopez	alopez@ajl-engineering.com	N/A
Roadway Asset Services (RAS)	Kayma Williamson	kwilliamson@roadwayassetservices.com	(210) 519-7876
KCI Technologies, Inc	Mindy Cernosek	mindy.cernosek@kci.com	(832) 797-1331
KCI Technologies, Inc	Frank Jaster	frank.jaster@kci.com	(210) 324-9964
KCI Technologies, Inc	Amanda Busbee	amanda.busbee@kci.com	
KCI Technologies, Inc	Bill Schaefer	william.schaefer@kci.com	
HDR	Manuel Zuvia	manuel.zuvia@hdrinc.com	(210) 841-2832
HDR	Thomas Brown	Thomas.Brown@hdrinc.com	(512) 810-5221
HDR	Chris Senesi	christopher.senesi@hdrinc.com	(303) 318-6346
Halff	Hossein Roshani	HRoshani@halff.com	
Atkins Realis	Tim Ledet		(713) 494-7744
6S Engineering	Jamie Moore		(830) 341-2005
PE CivilCorp an ESP Company	Dieter Billek	DBillek@civilcorp.us	
PE-Bain Medina Bain, Inc.	Hernan Jaramillo	hernanj@bmbi.com	(210) 494-7223
Maestas & Associates, LLC	Carlos Luna III	cluna@maesce.com	
RESPEC	Jose Calvillo	Jose.calvillo@RESPEC.com	
EDD	Cassandra Alvarado	Cassandra.Alvarado@sanantonio.gov	(210) 207-8143
Tetra Tech	Mary Hazlett	mary.hazlett@tetrattech.com	
Tetra Tech	Sylvester Ogida	Sylvester.Ogidan@TetraTech.com	
Hossam Abohamer CivilCorp	Hossam Abohamer	hahohamer@civilcorp.us	(225) 916-6612
HVJ Associates, Inc.,	Frank Carmichael	fcarmichael@hvj.com	(512) 447-9081
HVJ Associates, Inc.,	Reuben James	rjames@hvj.com	(512) 447-9081
HVJ Associates, Inc.,	Linda Absy	labsy@hvj.com	
Plummer	Alex Salinas	asalinas@plummer.com	(956) 803-2284
ARA	Ratul Mondal	rmondal@ara.com	(405) 334-2164
ARA	Daniel Behnke	dbehnke@ara.com	(407) 375-3049
Lockwood, Andrews & Newnam, Inc. (LAN)	Alex Torres	agtorres@lan-inc.com	(210) 321-4313
Lockwood, Andrews & Newnam, Inc. (LAN)	John Baker		(210) 446-0523
Lockwood, Andrews & Newnam, Inc. (LAN)	Travis Owens	tdowens@lan-inc.com	(210) 383-5565
Lockwood, Andrews & Newnam, Inc. (LAN)	Elaiza Alvarez	emalvarez@lan-inc.com	(210) 557-3805
Arias & Associates, Inc.	Vanessa Rivera	vanessa.rivera@ariasinc.com	
WSB	Eric Dargan		
TRC Engineering, LLC	Thong Le	thong.le@trc-engr.com	(210) 979-1719