



# Transportation and Capital Improvements Contract Services Division Solicitation Response Tip List



CITY OF SAN ANTONIO  
TRANSPORTATION & CAPITAL IMPROVEMENTS

## SOLICITATION TIPS

### ALL Solicitations

- ◆ Review the solicitation document carefully and fully understand the solicitation requirements;
- ◆ Request clarification or ask questions regarding the solicitation, if needed, during the permitted timeframe for questions;
- ◆ Respond to the posed solicitation questions honestly and directly;
- ◆ Ensure that the submittal is well organized and includes all the requested information listed in the solicitation document;
- ◆ The use of bullet points, tables and/or photographs within a response is encouraged;
- ◆ Ensure consistency in the format of your firm's submittal;
- ◆ Ensure all documents requiring a **signature** are signed.
- ◆ Ensure the submittal is delivered to and accepted by the City Clerk's Office by the designated deadline.

### Request for Qualifications (RFQ) and Competitive Sealed Proposals (CSP)

- ◆ Follow the solicitation format provided in the submittal checklist and/or table of contents;
- ◆ Adhere to the page limits, as outlined in the solicitation;
- ◆ Tailor the **entire** submittal to the specific project being solicited;
- ◆ Provide **comprehensive and detailed** descriptions of highlighted projects, as requested in the solicitation document;
- ◆ For Project Sheets, highlight various City projects, but **do not limit it only to City projects**. Provide a wide variety of applicable projects' histories;
- ◆ Ensure the projects highlighted are **similar in scope or services** as those outlined in the solicitation document. The use of direct correlations and relevancy to other projects highly are encouraged;
- ◆ Include complete references, including a prior project's owner, and accurate owner contact information, including email and phone numbers, as requested in the solicitation;
- ◆ Provide detailed resumes and organizational charts of your proposed team members, as outlined in the solicitation.
- ◆ **Tailor the Project Approach** responses to the specified project;
- ◆ Provide a **detailed** quality control and quality assurance plan for the project, as applicable;
- ◆ Confirm all required SBEDA forms are included in submittal, if applicable.

### RFQ Specific

- ◆ **Tailor the introduction** of the firm's proposed team members in a manner clearly identifying which team members directly will be working on the specified project;
- ◆ **Follow the format outlined** in the RFQ submittal checklist and the table of contents;
- ◆ Ensure that the required **narratives** are included in a submittal, as requested in the RFQ.

### CSP Specific

- ◆ Provide **ALL required documents** listed in 011;
- ◆ Ensure the 020 Bid Form and other bid forms such as the 025 or 024 Bid Form are included in submittal with all of the **correct dollar figures**.

## SBEDA TIPS

- ◆ Pay close attention to each solicitation's SBEDA details when providing submittals;
- ◆ Sign and submit required Commitment Form, when applicable;
- ◆ Accurately complete and submit required **Subcontractor/Supplier Utilization Plan form**, when applicable (failure to submit the form and fully satisfy an applied SBEDA Program requirement will be cause for rejection of a bid as non-responsive);
- ◆ Be sure that every Small Business Enterprise included on the Utilization Plan **is certified** by the South Central Texas Regional Certification Agency and located within the San Antonio Metropolitan Statistical Area (failure to comply will result in the dollar amounts listed for ineligible subcontractors being deducted from a bidder's overall utilization goal);
- ◆ Be sure that the dollar amount listed for a particular subcontractor on the Utilization Plan is **the actual amount** of the contract with the subcontractor.
- ◆ There is no restriction on communication with SBEDA staff during the solicitation period for **SBEDA-specific** questions. Respondents may contact the Small Business Office for assistance or clarification with SBEDA issues for the specified project.

### **Physical Address:**

TCI Contract Services  
Municipal Plaza Building  
114 W. Commerce St., 9th Floor  
San Antonio, Texas 78205

### **Mailing Address:**

TCI Contract Services  
P.O. Box 839966  
San Antonio, Texas 78283-3966

**For bidding/contracting opportunities,  
visit:**

<http://www.sanantonio.gov/RFPListings/>

**Mission:** Through innovation and dedication, we build and maintain San Antonio's infrastructure.

**Core Values:** Integrity, Teamwork, Innovation, Professionalism

# Good Faith Effort Tips for SBEDA Waivers

- 1. Attend Pre-Submittal Conference:** Respondent should indicate whether they attended the relevant pre-submittal conference.

*Tip: To receive credit for attending a pre-submittal conference, the attendee must be a person who will be directly involved with the project (i.e., owner, project manager, estimator, etc.). The Economic Development Department's (EDD) Small Business Office (SBO) will obtain a copy of the sign-in sheet to confirm attendance.*
- 2. Subdivide the Work:** Respondent should demonstrate subdivision of the work into commercially useful disciplines or work elements that can be economically performed by certified small, minority and/or women-owned business enterprises (S/M/WBEs), when feasible. It is the respondent's responsibility to demonstrate that sufficient work was made available to S/M/WBEs to meet specified SBEDA requirements.

*Tip: The work should be subdivided into categories or disciplines to allow for maximum SBE and M/WBE participation. For example:*

<i>Project Name:</i>	<i>Annual Contract for Various Departments Lawn Maintenance</i>
<i>Work Elements:</i>	<i>Grounds Maintenance – 50%</i>
	<i>Landscaping – 20%</i>
	<i>Irrigation System Maintenance and Repair – 10%</i>
	<i>Litter/Removal Services – 10%</i>
	<i>Weed and Vegetation Control – 10%</i>
- 3. Advertise:** Respondent should advertise in general circulation, trade publications, or minority/women's business focused media for S/M/WBE subcontractors at a reasonable time prior to the bid due date. A copy of the advertisement, showing the advertisement date(s), name of publication(s), type of work and amount of work being solicited, must be provided.

*Tip: A copy of the advertisement should be submitted, including the date(s) of advertisement and name of publication.*
- 4. Use Public Databases and Minority/Women's Business Focused Organizations/Services:** Respondent should provide evidence of using the City's NIGP Search website, the South Central Texas Regional Certification Agency (SCTRCA), and other organizations' vendor directories/listings to solicit S/M/WBE subcontractors.

*Tips: a.) Respondents may acquire a list of potential S/M/WBE subcontractors from the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> through NIGP code search engine ; b.) SCTRCA's online listing of S/M/WBEs is available at <http://sctrca.org/>; c.) Respondents may use the services and assistance of the SBA, local chambers of commerce, S/M/WBE business associations, and other local outreach programs for locating and contacting S/M/WBEs; d.) To confirm if a potential S/M/WBE subcontractor meets the City's SBEDA program eligibility, the respondent may contact EDD's SBO; e) Contact the Small Business Office*
- 5. Provide Relevant Information to Small Businesses:** Provide documentation that respondent provided S/M/WBEs with information regarding contract requirements, solicitation timing, and how to obtain plans and specifications, at a reasonable time (7-10 days) prior to the bid due date.

*Tip: This documentation can include ad copies, emails, faxes or any other correspondence between respondent and S/M/WBEs indicating outreach efforts.*
- 6. Directly Solicit Small Businesses:** Respondent must provide documentation of directly soliciting S/M/WBE subcontractors. Copies of emails and fax notices sent directly to SBEs and M/WBEs should be submitted. A direct solicitation may include the type of work, amount of work, and a brief specific description of the work being solicited.

*Tip: Send emails or faxes to S/M/WBEs detailing the specific scope of work determined would lend to a subcontracting opportunity. Follow-up with a call to the S/M/WBEs to make sure they received your email or fax (some emails go directly to spam boxes). Document the S/M/WBE company name, contact person, phone number/email address, certifications, result of contact (left message, no answer, etc.) bid received and reason for rejection.*
- 7. Offer Assistance:** Respondent must provide documentation of efforts to assist S/M/WBEs in obtaining bonding, insurance or equipment.

*Tip: Submitting the offer to assist with bonding/insurance/equipment included in the ad copy, emails and/or fax correspondences during S/M/WBE outreach efforts satisfies this requirement.*
- 8. Document bid and negotiation results:** Respondent should negotiate in good faith with interested S/M/WBEs. The respondent should provide documentation of all the negotiations with S/M/WBEs, unsuccessful and/or bids received but not accepted, and provide the following contact information: company name, telephone number, contact person, price bid (if applicable) and the reasoning for rejecting the bid for each unsuccessful bid.

*Tip: If price was the reason for rejecting the bid, the respondent should document the price bid by both the rejected S/M/WBE and the accepted low bidder for that particular scope of work.*
- 9. Follow-Up with Vendors:** Respondents must show evidence that they conducted a strong effort to include S/M/WBEs in their response.

*Tip: Provide evidence that respondent attempted to reach S/M/WBEs multiple times and provide documentation of response from S/M/WBEs contacted.*
- 10. Fill out SBEDA Respondent/Vendor Subcontractor Waiver Request located at <http://www.sanantonio.gov/SBO/Forms.aspx> and attach all Good Faith Effort documentation.**

*Tip: Respondents **must** submit this form with documentation or the waiver request will not be processed by the EDD SBO. As a reminder, respondents **must also** submit the Subcontractor/Supplier Utilization Plan with their response.*