

## **Pre-Submission Meeting Talking Points**

**Project Name: SEELING CHANNEL IMPROVEMENTS- PHASE I PROJECT**

### **A. Review of Contract Requirements/Expectations**

- Type of Contract: Low Bid
- Calendar Days: 1089 days
- Required Forms
  - Please ensure to sign and date the 010, 025, & SBEDA Subcontractor/Supplier Utilization Plan Form and all Addendum acknowledgment forms.
  - Bid Bond is required
- Insurance & Bonds (Must be submitted within 10 days of contract award)
  - Certificate of Insurance (Article 11: General Conditions)
  - Waiver of Subrogation
  - Endorsements
  - Payment and Performance Bonds
- Labor Compliance (Wage & Hour)
  - The prevailing wage rates are listed on the 010 Invitation for Bid form as well as separate document in within the bid documents.

### **B. Submission of Responses**

- Written Submission Deadline is Thursday, August 16, by 2:00 P.M.
- Submittals are due **Tuesday, August 28, by 2:00 P.M.**
- Hand Delivery Location: City Clerk's Office, 2<sup>nd</sup> Floor of City Hall at 100 Military Plaza
- If mailed, packages need to delivered and opened by 2:00 P.M. of Bid Opening date

### **C. Post Meeting Information –**

- **Review Website** (<http://epay.sanantonio.gov/RFPListings/>)
- Summary of Pre-Submission Conference including questions/responses and a list of attendees;
- Amendments/Addenda to the solicitation/proposal
- Responses to questions presented subsequent to Pre-submission Conference, if any, and received prior to the deadline for questions.

### **D. Restriction on Communication** (040 Form, Section 12)

- Respondents are prohibited from communication with the city staff and city officials regarding this solicitation with the following exceptions.
  - SBEDA Staff may be contacted for assistance
  - Written questions and comments concerning the solicitation shall be sent to the PM and directed to the consultant. These questions must be received before the submittal deadline.
- Answers by consultants/or city will be given in writing to all prospective respondents in addendum form.

# COMPLIANCE - TOP 10



- 1 Post the appropriate Wage Determination for the project in a conspicuous location.
- 2 Pay time-and-a-half to workers who work on any of the 7 listed City Holidays.
- 3 Pay time-and-a-half to workers who work in excess of 40 hours in a given week.
- 4 Workers must be classified for the work performed, in accordance to the Wage Determination.
- 5 Prime Contractor is accountable and responsible for ensuring that all workers are paid the prevailing wage rates, including subcontractors.
- 6 Certified payrolls must be submitted through the LCP Tracker System, weekly.
- 7 Apprentices must be registered in an Apprenticeship Training Program which is approved by the US Department of Labor.
- 8 All workers must be paid on an hourly rate basis. No piece work or day labor rates.
- 9 Site Visits may be conducted to ensure proper work classification and wage rates.
- 10 If workers are underpaid, restitution to the worker is required and the City will impose penalties in accordance to the contract.

**Project Name: Seeling Channel Improvements**

**Pre-Submittal Date: August 8, 2012**

**SBEDA Affirmative Procurement Initiative: 24% SBE Subcontracting Goal; 16% M/WBE Subcontracting goal**

**I. SBE Subcontracting Program**

- **24%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **16%** must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- Certified M/WBE's must also be certified SBE's
- First tier certified SBE(s) and M/WBE(s) will count toward the percentage goal
- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response
- Failure of a respondent to demonstrate their commitment to meet the subcontracting requirement will deem its response nonresponsive
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- ***M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal***

**II. Eligibility Criteria**

- Eligibility Certification:
  - SBE
  - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
  - Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform commercially-useful function
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year
- Submit **Subcontractor/Supplier Utilization Form** with response (failure to do so will deem bid non-responsive)
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, contact Brenda Navarro at 210.207.5442 [brenda.navarro@sanantonio.gov](mailto:brenda.navarro@sanantonio.gov)

**III. Waivers & Exceptions**

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
  - Form is available at [www.sanantonio.gov/edd/SmallBusiness/](http://www.sanantonio.gov/edd/SmallBusiness/)
  - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
  - Form available at [www.sanantonio.gov/edd/SmallBusiness/](http://www.sanantonio.gov/edd/SmallBusiness/)
  - Exception request must fully document why:
    - ◆ Value of contract is below \$50,000;
    - ◆ No commercially-useful subcontracting opportunities exist; or
    - ◆ Type of contract is outside scope of the SBEDA Ordinance
- For Waivers or Exceptions, contact Aurora Perkins at 210.207.3996 or [aurora.perkins@sanantonio.gov](mailto:aurora.perkins@sanantonio.gov)

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**IV. Central Vendor Registry (CVR)**

- All contractors/consultants wishing to do business with the City must first register in the CVR
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118