
CITY OF SAN ANTONIO

Issued By: Capital Improvements Management Services
ID NO.: 40-00151

Date Issued: March 26, 2012
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FORMAL REQUEST FOR COMPETITIVE SEALED PROPOSAL (RFCSP) (revised 4/4/2012) ANIMAL CARE SPAY & NEUTER ADOPTION FACILITY-Project No. 40-000151

Seven (7) sealed submittals, subject to the Terms and Conditions of this Request for Competitive Sealed Proposals and other contract provisions, will be received at the Office of the City Clerk, City Hall, 100 Military Plaza, 2nd floor San Antonio, TX 78205 until **2:00 p.m. CST on Tuesday, April 10, 2012**. This is the **solicitation deadline**. The original and copies of the Sealed Proposals must be submitted in an envelope and clearly marked with the due date of submittal, respondent name, Project Name and ID NO. Proposals will be publicly opened and read aloud in the Municipal Plaza Building, Plaza B Conference Room 114 W. Commerce San Antonio, TX, 78205. The City is not responsible for submissions not clearly and appropriately marked. Late submissions will be rejected and returned to proposer.

This package includes the following Contract Documents:	
011 Request for Competitive Sealed Proposals	060 Supplemental Conditions
020 Proposal Form	075 Performance Bond
040 Standard Instructions to Respondents	076 Payment Bond
045 Evaluation of Proposals	080 General Conditions - Building
050.01 SBEDA Guidelines	085 General Conditions - Heavy/Hwy
SBEDA Subcontractor/Supplier Utilization Commitment Form	City of San Antonio, Permit Set of Plans, Specifications, Special Conditions
SBEDA Subcontractor/Supplier Utilization Plan Form (Required by selected firm only)	Discretionary Contracts Disclosure Form - Complete online at: https://www.sanantonio.gov/eforms/att/DiscretionaryContractsDisclosure.pdf
Exception to SBEDA Program Requirements Request Form	
Respondent Vendor Subcontracting Waiver Request Form	

Permit Set of Construction Documents and Specifications may be purchased at a cost of **\$180.00** per set (tax included), or a CD at a cost of \$10.00 from the office of Lone Star Reprographics (Attn: Joe Vandertulip), located at 227 W. Nakoma, San Antonio, Texas, 78216, phone no. (210) 366-4808. No refund will be made for plan sets that are returned. Addenda for the Phase One Step will be posted on the web at <http://epay.sanantonio.gov/rfplistsings/> along with this solicitation. Addenda reflecting changes to the drawings or responding to questions regarding the drawings will **not** be issued during the Phase One Step. Changes to the drawings will be issued to the shortlisted firms via addendum on the Phase Two Step. City is not responsible for incorrect information obtained through other sources.

The following documents (fully completed and with original signatures) constitute the required information to be submitted as a part of the submittal process clearly marked on the outside of the sealed envelope with the due date of submittal, respondent's name, Project Name and ID NO and in the order as follows:

Phase One Required Documents	Phase Two Required Documents (Short-listed firms only)
1) 011 Invitation for Competitive Sealed Proposal for Animal Care Spay & Neuter Adoption Facility	1) 020 Proposal Form
2) Proposed Plan Narrative	2) Proposal Bond
3) Discretionary Contracts Disclosure Form (Printed out)	3) Signed Addenda Acknowledgement Forms (if applicable)
4) Subcontractor/Supplier Utilization Commitment Form	
5) Signed Addenda Acknowledgement Forms (if applicable)	

For Phase One, the Original submittal shall be clearly marked on the outside of the sealed envelope as "ORIGINAL" with the due date of submittal, respondent's name, Project Name and ID NO. Seven (7) copies of the entire submittal shall be provided in a sealed package and one compact disk (CD) of the entire submittal.

A **Non-Mandatory** Pre-submittal conference will be held at the Municipal Plaza Building, **Plaza B Conference Room** on March 30, 2012 at 10:00 a.m.

It is understood and agreed that the work is to be completed in full on or before **380** calendar days. This project requires **1** project sign.

**ANIMAL CARE SPAY & NEUTER ADOPTION FACILITY
Project No. 40-00151**

Respondent has committed to satisfying a twenty-seven percent (27%) Small Business Enterprise (SBE) subcontracting goal. During the first phase of this solicitation, absent a waiver granted by the SBO, failure of a Prime Contractor to submit a completed Subcontractor/Supplier Utilization Commitment form in its response shall render its response NON-RESPONSIVE. During the second phase of this solicitation, if a Respondent is invited to submit a price proposal, absent a waiver granted by the SBO, failure of a Respondent to include a fully-documented and signed SBO-promulgated Subcontractor/Supplier Utilization Plan satisfying the SBE subcontracting goal shall render its response NON-RESPONSIVE. During the first phase of this solicitation, absent a waiver granted by the SBO, failure of a Prime Contractor to submit a completed Subcontractor/Supplier Utilization Commitment form in its response shall render its response NON-RESPONSIVE. During the second phase of this solicitation, the Respondent will be invited to submit a price proposal. The selected firm will be requested to include a fully-documented and signed SBO-promulgated Subcontractor/Supplier Utilization Plan satisfying the SBE subcontracting goal, absent a waiver granted by the SBO.

This is a Public Works Contract and chapter 2258 of the Texas Government Code requires that not less than the prevailing wage rate for work of a similar character in this locality shall be paid all laborers, workmen, and mechanics employed in the construction thereof. The Wage Decision for this contract will be determined and provided in the second phase process.

This contract has been designated as "high-profile." For contracts that have been designated by the City as high-profile, City Code Article VII, Section 2-309 provides that the following individuals cannot make a campaign or officeholder contribution to any councilmember or candidate during the "black-out" period:

1. any individual seeking a high-profile contract;
2. any owner or officer of an entity seeking a high-profile contract;
3. the designated legal signatory of high-profile contract
4. the spouse of any of these individuals; and
5. any attorney, lobbyist or consultant retained to assist in seeking a high-profile contract

The contribution "black-out" period will run from the 10th business day after the solicitation has been released until the 30th calendar day after the contract has been awarded.

Any legal signatories for a proposed high-risk contract must be identified within the response to this solicitation, if the identity of the signatory will be different from the individual submitting the response.

If any of the listed individuals have made a campaign or officeholder contribution during the "black out" period, the City cannot award the contract to that contributor or to that contributor's business entity. Any contract awarded in violation of this provision shall be voidable at the discretion of the City Council.

The undersigned, by his/her signature, represents that he/she is authorized to bind the Respondent to fully comply with Contract Documents. The work proposed to be done shall be accepted when fully completed and finished to the entire satisfaction of the City. The undersigned certifies all information contained in this response has been carefully checked and are submitted as correct and final. The Respondent, by submitting this response and signing below, acknowledges that he/she has received & read the entire document and agrees the terms therein and has received all Addenda.

Official Name of Company (legal): _____

_____/_____
Signature of Person Authorized to Sign Submittal Date Signer's Name: _____
(Please Print or Type)