

STATEMENT OF QUALIFICATIONS

DISTRICT 9 NEW BRANCH LIBRARY

Project No. 40-00409

Project Scope and Background:

This project provides for development of a branch library in Council District 9 through the adaptive reuse of an existing building and improvements located on 2515 E. Evans Road, San Antonio, Texas 78259. This site, with the existing building and improvements, allows the San Antonio Public Library Department to fulfill a commitment made to the citizens of San Antonio in the 2012 Bond initiative to build a new branch library north of Loop 1604 and east of Highway 281 on Evans Road. A new library in this area is crucial to the Library Department’s efforts to serve this rapidly growing area of the City with responsive, community-based services. An adaptive reuse project allows a new service outlet to be created efficiently using the bond resources available and a new technology focused service model will make this library responsive to community needs. This new service model, the first of its kind in the City, will focus on technology including the use, synthesis, and creation of digital information. The library location will provide library services in support of both independent learning and collaborative work.

The majority of the interior of the existing 8,000 SF building will be completely gutted/demolished, except for the restrooms and electrical room. The demolition will include all kitchen equipment, metal stud partitions, acoustical and gypsum ceilings, light fixtures, finish flooring. New work will include mechanical, electrical, plumbing, data/telecommunications, finish flooring, finish ceiling, metal stud walls w/gypsum board, approximately 1,800 SF addition on an existing structural concrete foundation, furniture, fixtures, equipment, shelving, and minimal landscape.

Evaluation:

City shall conduct a comprehensive, fair and impartial evaluation of all proposals received, in response to this Request for Competitive Sealed Proposals, within 45 days of receipt of the proposals. City shall appoint a selection committee to perform that evaluation. Each proposal shall be analyzed, to determine overall responsiveness and consideration will be given to a combination of price and other factors, such that City may determine which firm’s proposal will provide the best value to City. If City elects to conduct interviews of one or more Respondents in connection with this solicitation, those Respondents shall be notified in writing and a meeting date will be scheduled. The following Evaluation Criteria shall be used, in recommending the award of this Contract:

Evaluation Criteria Summary	Maximum Points
A. Experience and Qualifications of Prime Firm, Key Subcontractors and Key Personnel	30 Points
B. Team’s Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts	15 Points
C. Understanding of the Project and Proposed Management Plan	20 Points
D. Price Proposal	20 Points
E. SBEDA - SBE Prime Contract Program	15 Points
Total Maximum	100 Points

The Evaluation Committee, when scoring, shall take into consideration a Respondent's experience with the information outlined below:

A. Experience and Qualifications of Prime Firm, Key Subcontractors and Key Personnel (30 Points)

Respondent shall respond to the following items as they relate to Scope of Services:

1. Experience (Indexed and Labeled as "Tab 7") – City shall consider the relevance of past experience for all parties proposed as a part of Respondent's team. Respondent shall provide a narrative in three (3) pages or less that describes Respondent's team's qualifications, as they relate to the referenced scope of services in this solicitation. Include how Respondent's proposed team has worked together on past similar projects and include the number of years working as a team. For any Subcontractors listed as part of Respondent's team, include information on how the Subcontractors shall function within Respondent's team's organization. In addition, provide a narrative description of the proposed roles of Respondent and each Subcontractor, to include assignments, roles and responsibilities, lines of authority and communication among team members.

2. Project Sheets (Indexed and Labeled as "Tab 8") – Respondent's submittal shall include a maximum of three (3) project sheets, limited to one (1) page for each project included, which shall describe similar projects Respondent has completed within the last five (5) years. Each project sheet shall include the following:

1. Name and Description of the project, including similarity to the Project defined in this solicitation;
2. Year of project;
3. Respondent's role in the project;
4. Project Manager;
5. Superintendent;
6. Project's original and final construction contract amounts (explain inconsistencies);
7. Project's proposed completion date and actual completion date achieved (explain inconsistencies);
8. Project owner's name and the name of the representative (if different) who served as the day-to-day liaison for the project in the following format:
 - a. Name of Owner: _____
 - b. Name of Owner's representative: _____
 - c. Representative's Phone Number: _____
 - d. Representative's E-mail: _____

3. Proposed Key Personnel/Organizational Chart (Indexed and Labeled as "Tab 9") – Provide a detailed organizational chart of your proposed team, identifying key personnel who will be committed to work on the various tasks for this Contract. The proposed Key Personnel shall include a Licensed Architecture/Engineer with demonstrated experience in San Antonio or the South Texas Region, with regard to the activities normally associated with the scope of work listed.

Label assignments as:

- Project Manager
- Superintendent
- Project Engineer
- Safety Manager
- Chief Estimator

4. Resumes (Indexed and Labeled as "Tab 10") – Respondent shall submit one (1) page resumes for all its key team members. Resumes should link to project sheets and also may include additional previously-completed relevant projects not highlighted in the project sheets.

Resumes also shall include:

- the license type (if applicable) and number of years licensed,
- Number of years employed with the firm
- Number of years experience in proposed role corresponding to the assignments included in the organizational chart
- City of residence

B. Team's Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts (15 Points)

1. City is interested in evaluating Respondent and Respondent's key Subcontractor's experience with San Antonio issues, as may be evidenced by work in San Antonio and the surrounding area, during the past five (5) years. In narrative form, using a maximum of two (2) pages, briefly describe Respondent's experience in the following areas and reference projects relating to that experience: (Note: you may reference projects included in project sheets under **Criteria A** above or include other projects, but no additional project sheets shall be provided for this criteria.) This information shall be indexed and labeled as **"Tab 11"**:

- Local area construction costs and practices;
- Local environmental community, conditions and constraints;
- Involvement in project development, as it relates to public awareness in the local area;
- Respondent's experience with public utilities within the San Antonio and/or surrounding area;
- Local site development; and
- Building code requirements.

2. Note that a portion of the scoring for these criteria may be based on City's Consultants' and Contractors' Scorecard, other documentation and experience with City projects, generated by City staff and previous City Consultants and Contractors. City shall consider the history of Respondent's firm in complying with project programs, schedules and budgets on previous City projects. **No items shall be submitted by the respondent for this criterion. Respondent shall not be penalized if it has not done work on City of San Antonio projects.** Specific items that may be used for consideration may include, but are not limited to:

- Timely completion of City projects;
- Cooperative working relationship with City;
- Prompt payment of Subcontractors at all levels;
- Compliance with other City contract terms;
- Compliance with City Ordinances on substitution/addition/deletion of Subcontractors;
- Provision of contracting opportunities for S/M/WBEs;
- Compliance with City standards;
- Conformance to City budget requirements.

C. Understanding of the Project and Proposed Management Plan (20 Points)

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

1. Project Understanding – (indexed and labeled as Tab "12")

Limit your response to the following items to two (2) pages:

- Describe Respondent’s understanding of the primary objectives of the project; and
- Describe the constraints and technical challenges related to design and construction Respondent foresees and Respondent’s approach to addressing each.

2. Construction Management– (Indexed and labeled as Tab “13”)

Limit your response to the following items to four (4) pages:

- Describe Respondent’s project management approach and team organization for the provision of the services outlined in this solicitation;
- Describe Respondent’s Quality Control/Quality Assurance Process, approach and capabilities to maintain quality control of the construction documents and construction;
- Describe Respondent’s approach to maintaining the Project budget;
- Describe Respondent’s approach to managing the quality of Subcontractors;
- Describe Respondents ability to coordinate work with all Project stakeholders;
- Describe Respondent’s approach to assuring timely completion of construction, including methods for schedule recovery, if necessary.
- Describe your proposed Safety Program.
- Describe Respondent’s mechanism to track and respond to:
 - requests for information;
 - review of change orders;
 - coordinating construction progress meetings;
 - preparing and distributing meeting minutes;
 - reviewing schedules; and
 - other construction phase issues

D. Price Proposal (20 Points) – Respondent shall complete the 020 Price Proposal Form

The City shall evaluate Respondent’s 020 Price Proposal form for the base proposal and all accepted alternate(s), if any. The Proposal with the lowest price total, including the base proposal and all alternates that are planned to be accepted, will receive twenty (20) points. Refer to formula and example listed below:

Formula: Lowest price proposal/Firm's price proposal X 20 points = Score

Example:

RESPONDENT:	PROPOSAL AMOUNT (INCLUDING ACCEPTED ALTERNATES):	CALCULATION:	POINTS EARNED:
A	\$650,000.00	595,000/650,000 x 20	18.30
B	\$625,000.00	595,000/625,000 x 20	19.04
C	\$600,000.00	595,000/600,000 x 20	19.83
D	\$595,000.00	595,000/595,000 x 20	20.00

E. SBEDA Ordinance Compliance Provisions

SBE Prime Contract Program – 15 pts.

Certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Contractors proposing at least 51% SBE participation (Prime and/or Subcontractor) will receive fifteen (15) evaluation criteria percentage points.

No evaluation criteria percentage Points will be awarded to non-SBE Prime Contractors through subcontracting to certified SBE firms.

Respondent and/or its agent(s) are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA form, prior to Respondent's submittal. The SBEDA point of contact for this solicitation is Ruben A. Flores. He may be reached by telephone at (210) 207-3923 or by e-mail at ruben.a.flores@sanantonio.gov. Mr. Flores may designate other members of City staff to address issues raised by Respondent. After the solicitation's closing date, no contact is permitted by Respondent to the Small Business Office. The City reserves the right to contact Respondent over SBEDA issues after the solicitation closing date.