

CITY OF SAN ANTONIO

CAPITAL IMPROVEMENTS MANAGEMENT SERVICES DEPARTMENT



**REQUEST FOR QUALIFICATIONS:  
ON-CALL FACILITATOR/PARTNERING SERVICES  
FOR DESIGN AND CONSTRUCTION PROJECTS**

**RFQ: CIMS040912AM**

**RFQ ISSUE DATE: Monday, April 09, 2012**

**SUBMITTAL DEADLINE: Monday, April 30, 2012, at 10:00 A.M.**

## TABLE OF CONTENTS

Section	Page Number
<b>I. BACKGROUND</b>	<b>3</b>
<b>II. SCOPE OF SERVICES</b>	<b>3</b>
<b>III. SCHEDULE OF EVENTS</b>	<b>3</b>
<b>IV. PRE-SUBMITTAL CONFERENCE</b>	<b>4</b>
<b>V. SUBMITTAL DOCUMENT REQUIREMENTS</b>	<b>4</b>
<b>VI. AMENDMENTS TO RFQ</b>	<b>5</b>
<b>VII. SUBMISSION INSTRUCTIONS</b>	<b>5</b>
<b>VIII. RESTRICTION ON COMMUNICATIONS</b>	<b>6</b>
<b>IX. EVALUATION CRITERIA</b>	<b>7</b>
<b>X. SBEDA ORDINANCE COMPLIANCE PROVISIONS</b>	<b>9</b>
<b>XI. AWARD OF CONTRACT AND RESERVATION OF RIGHTS</b>	<b>16</b>
<b>Form 1 – Respondent Submittal Cover / Signature Sheet</b>	<b>RFQ Attachment 1</b>
<b>Form 2 – Submittal Checklist and Table of Content</b>	<b>RFQ Attachment 2</b>
<b>Form 3 – Discretionary Contracts Disclosure Form and Instructions</b>	<b>RFQ Attachment 3</b>
<b>Form 4 – Litigation Disclosure Form</b>	<b>RFQ Attachment 4</b>
<b>Form 5 – SBEDA Subcontractor/Supplier Utilization Plan</b>	<b>RFQ Attachment 5</b>

# REQUEST FOR QUALIFICATIONS

## ON-CALL FACILITATOR/PARTNERING SERVICES FOR DESIGN AND CONSTRUCTION PROJECTS

### I. BACKGROUND

The City of San Antonio's (hereafter referred to as "City"), Capital Improvements Management Services Department (hereafter referred to as "CIMS") is seeking Statement of Qualifications (hereafter referred to as "SOQ") from qualified firm(s) to provide non-legal partnering mediation services. This service will be in connection with the 2012-2017 Bond Program, as the Partnering Processes for Design and Construction Projects.

In order to facilitate the working relationship between all parties involved in the design and construction of CIMS bond projects, a firm experienced in providing mediation and relation services, will be utilized to improve communication, set goal priorities and foster cooperation between City and participating parties on high profile projects.

One or more contracts may be awarded in response to this RFQ. The selected firm(s) shall be retained in a standby mode. The contract term shall be for one (1) year term with two (2) optional (1) year extensions. The enabling Ordinance shall identify the total amount of money that may be expended under the contract(s) awarded in connection with this RFQ. City does not guarantee that all sums authorized will be spent under the on-call agreement(s) nor that any minimum amount of work will be authorized.

### II. SCOPE OF SERVICES

The partnering process will bring together all parties involved in the design and construction of Capital Improvement projects. This will include, but is not limited to; CIMS project management staff, consulting engineers, utility agencies, and contractors. The selected firm(s) will be responsible for bringing together these entities and facilitating an environment that will foster trust, respect, and cooperation by focusing on shared goals, communication, problem solving, and win-win conflict resolution.

The firm(s) will be responsible for coordinating with the above mentioned agencies to prepare a half-day to full-day workshop that will focus on the goals of all parties involved. The firm(s) will mediate the workshop to develop a vision and atmosphere that will satisfy the requirements of all parties, which will be carried out through the life of the project.

The Partnering Process will focus on multiple, but not all, projects throughout the life of the 2012-2017 Bond program and other projects managed by CIMS. The necessity of the Partnering Process will be determined by size and sensitivity of each individual project, as determined by CIMS' Project Manager.

**Please note that the preceding Scope of Services is subject to change during the RFQ solicitation period at the sole discretion of City. Changes, if any, will be made in accordance with Section VI - Amendments to the RFQ below.**

### III. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this project.

Pre-Submittal Conference	Tuesday, April 17, 2012
Deadline for Submission of Written Questions	Wednesday, April 18, 2012
Responses due	Monday, April 30, 2012
Anticipated City Council Consideration	June, 2012

Final approval of a selected firm(s) is subject to the action of the San Antonio City Council.

## IV. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on **Tuesday, April 17, 2012 at 11:00 a.m., in the Municipal Plaza Building, Plaza B Room.** Attendance at the Pre-Submittal Conference is optional but strongly encouraged. Respondents are encouraged to prepare and submit their questions in writing three (3) calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings.

City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>.

This meeting place is accessible to disabled persons. The Municipal Plaza Building is wheelchair accessible. The accessible entrance is located at 114 W. Commerce. Accessible parking spaces are located at City Hall, 100 Military Plaza. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain official responses, if any. Any oral response given at the Pre-Submittal Conference that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City.

## V. SUBMITTAL DOCUMENT REQUIREMENTS

Respondent's submittal shall include the following items in the following sequence:

- A. **EXECUTIVE SUMMARY** – Respondents shall include a one- to two-page Executive Summary for the SOQ. The summary shall include number of years in business, a statement of the work to be accomplished and how Respondent proposes to accomplish and perform each specific service.
- B. **SUBMITTAL COVER / SIGNATURE PAGE (Form #1)** – Respondent shall complete and sign this form, as found in RFQ Attachment 1. Respondent must include the completed Submittal Cover/Signature Sheet with submittal, indexed or labeled as Tab“1”. The Submittal Cover/Signature Sheet must be signed by a person, or persons, authorized to bind the entity or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. Joint ventures require signatures from all firms participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture such as a joint venture agreement as an attachment to their submittal.
- C. **SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #2)** – Respondent shall complete this form, as found in RFQ Attachment 2, which is to be used as the Table of Contents for its submittal. The checklist shall be indexed or labeled as Tab “2” in submittal.
- D. **DISCRETIONARY CONTRACTS DISCLOSURE FORM (Form #3)** – Respondents should complete the form online at: <http://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>, print a copy of the completed form and submit as Tab “3” in its ORIGINAL SUBMITTAL ONLY. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.
- F. **LITIGATION DISCLOSURE FORM (Form #4)** – Completed Litigation Disclosure form as found in RFP Attachment 5 and additional pages for explanation, if necessary, indexed or labeled as Tab “4” in submittal. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall completed and submit a separate form with the submittal.
- G. **SBEDA SUB-CONSULTANT/SUPPLIER UTILIZATION PLAN (Form #5)** - Completed SBEDA Sub-Consultant/Supplier Utilization Plan Form, as found in RFQ REQUIRED FORMS attachment, indexed or labeled as Tab “5” in Submittal.

- H. STATEMENT OF QUALIFICATIONS - Narrative document that covers all items in Sections II & IX of this RFQ. Sufficient information regarding past projects and key personnel's' experience should be provided to indicate that the respondent's team has met or exceeded the minimum qualifications provided in Section II of this RFQ. This section is limited to thirteen (13) pages not including forms and attachments and should be labeled or indexed as Tab "6" in submittal.
- I. TEAM ORGANIZATIONAL CHART - Indexed and labeled as Tab "7" in submittal.
- J. RESUMES – Indexed and labeled as Tab "8" in submittal. Resumes for each key team member shall be limited to a maximum length of one page and should link back to projects included in the project sheets but also may offer information regarding additional previously completed projects not highlighted in the project sheets requested as part of the Qualification Statement.
- K. LETTERS OF REFERENCE (Required) – Indexed and labeled as Tab "9" in submittal. Respondent must provide a maximum of five (5) letters of reference.
- L. PROOF OF INSURABILITY – Indexed and labeled as Tab "10" in submittal. Respondent shall submit a copy of their current insurance certificate."

Respondent is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE-REFERENCED DOCUMENTS SHALL RESULT IN THE RESPONDENT'S SUBMITTAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

## VI. AMENDMENTS TO RFQ

Changes, amendments, or written responses to questions received in compliance with Section VIII, Restrictions on Communication may be posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal. A Respondent who does not have access to the Internet, must notify City in accordance with **Section VIII** herein, Restrictions on Communication, that Respondent wishes to receive copies of changes, amendments, or written responses to questions by mail or facsimile.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ – if any – shall be made in writing only.

## VII. SUBMISSION INSTRUCTIONS

**When submitting a bid proposal in person, visitors to City Hall must allow time for security measures. Visitors to City Hall will be required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7 a.m. to 7 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor's badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa Street side). Security will meet the visitor in the basement with a hand scanner.**

Respondent shall submit a total of **six (6)** Qualification Statements which shall include one (1) original unbound Qualification Statement, signed in ink, and **five (5)** printed copies of the submittal, as well as one (1) copy of the entire submittal in an Adobe PDF format on a compact disk (**CD**) in a sealed package, clearly marked on the front of the package "**RFQ: ON CALL FACILITATOR/PARTNERING SERVICES FOR DESIGN AND CONSTRUCTION PROJECTS.**" All submittals must be received in the City Clerk's Office at **NO LATER THAN 10:00 AM ON MONDAY, APRIL 30, 2012**, to the address indicated below. Any submittal received after this time shall not be considered.

Mailing Address:

City Clerk's Office, Attn: Capital Improvement Management Services Department  
P.O. Box 839966  
San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office, Attn: Capital Improvement Management Services Department  
100 Military Plaza  
City Hall, 2<sup>nd</sup> Floor,  
San Antonio, Texas 78205

Submittals sent by facsimile or email will not be accepted.

Responses to the solicitation should be complete and well organized. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Any information provided beyond the thirteen (13) page maximum may be disregarded by the evaluation committee. Pages which have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project pictures or general firm information. The use of recycled paper is encouraged. Three-ring binders are permitted. With regards to other types of binding, plastic (not metal) spiral or "comb" binding is recommended. Unnecessarily elaborate brochures, artwork, bindings, visual aides, expensive paper or other materials beyond which is sufficient to present a complete and effective submission are not required. All pages shall be numbered. Margins shall be no less than 1" around the perimeter of each page. Electronic files, websites or URLs shall not be included as part of the proposal, other than the CD specified above. Each submittal must include the sections and attachments in the sequence listed in the RFQ Section V, Submittal Document Requirements, and each section must be divided by tabs and indexed in the Submittal Checklist and Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal.

Respondents who submit responses to this RFQ shall correctly reveal, disclose, and state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nick-names, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the signature page of its proposal, the Capital Improvements Management Services Director shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

## **VIII. RESTRICTION ON COMMUNICATIONS**

Once this RFQ has been released, Respondents are prohibited from communicating with City staff regarding the RFQ or Submittals, with the following exceptions:

- A. Respondents are prohibited from communicating with elected City officials and their staff regarding the RFQ or submittal from the time the RFQ has been released until the contract is posted as a City Council agenda item. Respondents are prohibited from communicating with City employees from the time the RFQ has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or submittal submitted by Respondents. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's submittal from consideration. Exceptions to the restrictions on communication with City employees include:

1. Respondents may ask verbal questions concerning this RFQ at the Pre-Submittal Conference.
2. Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **4:00 PM on Wednesday, April 18, 2012**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail or by fax to:

Angelica Mata, Contract Coordinator at 210-207-4034 (via fax) or [angelica.mata@sanantonio.gov](mailto:angelica.mata@sanantonio.gov)

However, questions sent by certified mail, return receipt requested, will also be accepted and should be addressed to:

Angelica Mata, Contract Coordinator  
City of San Antonio, Capital Improvements Management Services Department  
Contract Services Division  
114 W. Commerce Street, Room 900, San Antonio, TX 78205

3. Respondents and/or their agents 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. The point of contact is Aurora Perkins. Ms. Perkins may be reached by telephone at (210) 207-3996 or by e-mail at [Aurora.Perkins@sanantonio.gov](mailto:Aurora.Perkins@sanantonio.gov). Contacts to the Small Business Office regarding this solicitation after the solicitation closing date is not permitted.
4. Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from such selection committee meetings as it deems in its best interests.

B. City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City.

## IX. EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. The City may appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. Criteria to be evaluated may include any information listed in the General Questionnaire and the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the selection committee. The City also may request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, more or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

### **A: Evaluation of Background, Experience and Qualifications of Prime Firm (including Co-Respondent, Joint Venture Party or Partner and subconsultants) as well as key personnel (35 pts)**

In this criterion, the City will consider the relevance of past experience for all parties proposed as a part of the team. Respondents should carefully review the Background and Scope of Services included in this solicitation to best determine what projects should be highlighted and explained in order to obtain the most points for its response to this section.

**Required Documents are project sheets and resumes:**

#### **5 Project Sheets**

Include in respondent's submittal a minimum of five (5) project sheets, limited to one page each, which describe similar projects the respondent has completed within the last five years. Each project sheet should include the following:

- 1) Project Name
- 2) Name of the project owner, and if applicable, the owner's representative with whom respondent had day-to-day contact. Provide contact information for each person in the following format:
  - a) Name of Contact Person: \_\_\_\_\_
  - b) Contact Person's Phone Number: \_\_\_\_\_
  - c) Contact Person's E-mail: \_\_\_\_\_
- 3) Photograph of the project and other pertinent photos
- 4) Scope of the project, task or work
- 5) Project budget
- 6) Project dates (start/completion)
- 7) Description of services provided to public entity clients, especially large municipalities or similar projects and how that relates to the Scope of Services outlines in this RFQ.
- 8) List the team members (Prime Firm, Co-Respondents, Joint Venture Parties or Partners and major sub-consultants) along with key personnel that were assigned to, or that were under contract for each previously completed project and provide details regarding their respective roles, and note if they are proposed to be assigned to this project, what role they will play.

**Resumes of key personnel should be included as Tab 8 to Respondent's Submittal (Resumes do not count as a part of the page limit)**

Resumes should be no more than one page in length and include:

- License type (if applicable) and number of years licensed
- Number of years employed with the Firm
- Number of years of experience in proposed role

**B. Project Management Approach (25%)**

This information should include the firm's proposed organizational structure, availability of labor resources (capacity to perform) in executing the firm's effort. The firm shall submit information in a brief narrative plan that clearly and concisely describes the organization and approach to project management and execution.

- 1) Describe your firm's project management approach and team organization for the provision of the services outlined in this RFQ.
- 2) Describe your firm's approach and ability to coordinate work with all stakeholders.
- 3) Describe your Team's Quality Control/Quality Assurance Process, approach and capabilities to maintain quality control of the services outlined in this RFQ.
- 4) Describe your approach to assuring timely completion of projects or tasks, including methods for schedule recovery, if necessary.
- 5) Describe your firm's marketing plan to include proposed operation, community outreach and utilization of specific media. Identify minimum annual expenditures to be dedicated to marketing efforts.
- 6) Describe your firm's customer service philosophy and how that philosophy will be applied to the requested Scope of Services.
- 7) Describe your firm's proposed Operating Plan to conduct operations, including service categories, specific tasks, staff assigned and schedule of events as it relates to the services described in this RFQ.
- 8) Provide a narrative describing the firm's mediation plan and how firm plans to manage or implement the partnering/mediation meetings as described in this RFQ.
- 9) Describe the firm's conflict resolution as it relates to the services described in this RFQ.

**C. Team’s Experience with San Antonio Region Issues and past experience with City of San Antonio contracts (20%)**

1. City is interested in evaluating the firms experience with San Antonio issues, as may be evidenced by work in the San Antonio and surrounding area during the past five (5) years. In narrative form, briefly (3 pages or less) describe experience in the following areas and reference projects relating to that experience. Note: you may reference projects included in project sheets under criteria A or include other projects but no additional project sheets should be provided for this criteria.

- 1.1 Firm’s experience with public entity clients within the San Antonio or surrounding area;
- 1.2 Firm’s understanding of San Antonio issues/trends related to the San Antonio area stakeholders;
- 1.3 CoSA 2012-2017 Bond Program conditions and constraints;
- 1.4 Public awareness and involvement in project development in the local area as it relates to the services in this RFQ.

2. A portion of the scoring for these criteria will be based on the City’s Consultants’ Scorecard, other documentation or experience with City projects. The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous **City of San Antonio** projects. **No items shall be submitted by the respondent for this criterion.** Specific items for consideration may include, but are not limited to:

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

**D. SBEDA - SBE Prime Contract Program – 20 pts.**

Certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as the Prime Firm will receive 20 evaluation criteria percentage Points.

No evaluation criteria percentage Points will be awarded through subcontracting to certified SBE firms.

**X. SBEDA ORDINANCE COMPLIANCE PROVISIONS**

**A. Solicitation Response and Contract Requirements and Commitment**

**Exception Request** - A Respondent may, for good cause, request an Exception to the application of the SBEDA Program if the Respondent submits the *Exception to SBEDA Program Requirements Request* form (*available at <http://www.sanantonio.gov/edd/SmallBusiness>*) with its solicitation response. The Respondent’s Exception request must fully document why: (1) the value of the contract is below the \$50,000 threshold for application of the SBEDA Program; or (2) no commercially-useful subcontracting opportunities exist within the contract scope of work; or (3) the type of contract is outside of the scope of the SBEDA Ordinance. **Late Exception Requests will not be considered.**

## B. SBEDA Program

City has adopted a Small Business Economic Development Advocacy Ordinance (Ordinance No. 2010-06-17-0531 and as amended, also referred to as “SBEDA” or “the SBEDA Program”), which is posted on City’s Economic Development (EDD) website page and is also available in hard copy form upon request to City. The SBEDA Ordinance Compliance Provisions contained in this section of the Agreement are governed by the terms of this Ordinance, as well as by the terms of the SBEDA Ordinance Policy & Procedure Manual established by the City pursuant to this Ordinance, and any subsequent amendments to this referenced SBEDA Ordinance and SBEDA Policy & Procedure Manual that are effective as of the date of the execution of this Agreement. Unless defined in a contrary manner herein, terms used in this section of the Agreement shall be subject to the same expanded definitions and meanings as given those terms in the SBEDA Ordinance and as further interpreted in the SBEDA Policy & Procedure Manual.

## C. Definitions

**Affirmative Procurement Initiatives (API)** – Refers to various Small Business Enterprise, Minority Business Enterprise, and/or Women Business Enterprise (“S/M/WBE”) Program tools and Solicitation Incentives that are used to encourage greater Prime and subcontract participation by S/M/WBE firms, including bonding assistance, evaluation preferences, subcontracting goals and joint venture incentives. (For full descriptions of these and other S/M/WBE program tools, see **Section III. D. of Attachment A** to the SBEDA Ordinance.)

**Certification or “Certified”** – the process by which the Small Business Office (SBO) staff determines a firm to be a bona-fide small, minority-, women-owned, or emerging small business enterprise. Emerging Small Business Enterprises (ESBEs) are automatically eligible for Certification as SBEs. Any firm may apply for multiple Certifications that cover each and every status category (e.g., SBE, ESBE, MBE, or WBE) for which it is able to satisfy eligibility standards. The SBO staff may contract these services to a regional Certification agency or other entity. For purposes of Certification, City accepts any firm that is certified by local government entities and other organizations identified herein that have adopted Certification standards and procedures similar to those followed by the SBO, provided the prospective firm satisfies the eligibility requirements set forth in this Ordinance in **Section III.E.6 of Attachment A**.

**Commercially Useful Function** – an S/M/WBE firm performs a Commercially Useful Function when it is responsible for execution of a distinct element of the work of the Contract and is carrying out its responsibilities by actually performing, staffing, managing and supervising the work involved. To perform a Commercially Useful Function, the S/M/WBE firm also must be responsible, with respect to materials and supplies used on the Contract, for negotiating price, determining quantity and quality, ordering the material and installing (where applicable) and paying for the material itself. To determine whether an S/M/WBE firm is performing a Commercially Useful Function, an evaluation must be performed of the amount of work subcontracted, normal industry practices, whether the amount the S/M/WBE firm is to be paid under the contract is commensurate with the work it is actually performing and the S/M/WBE credit claimed for its performance of the work, and other relevant factors. Specifically, an S/M/WBE firm does not perform a Commercially Useful Function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of meaningful and useful S/M/WBE participation, when in similar transactions in which S/M/WBE firms do not participate, there is no such role performed. The use of S/M/WBE firms by Firm to perform such “pass-through” or “conduit” functions that are not commercially useful shall be viewed by City as fraudulent if Firm attempts to obtain credit for such S/M/WBE participation towards the satisfaction of S/M/WBE participation goals or other API participation requirements. As such, under such circumstances where a commercially useful function is not actually performed by the S/M/WBE firm, the Firm shall not be given credit for the participation of its S/M/WBE sub-consultant or joint venture partner towards attainment of S/M/WBE utilization goals, and the Firm and S/M/WBE firm may be subject to sanctions and penalties in accordance with the SBEDA Ordinance.

**Evaluation Preference** – an API that may be applied by the Goal Setting Committee (“GSC”) to Construction, Architectural & Engineering, Professional Services, Other Services, and Goods and Supplies contracts that are to be awarded on a basis that includes factors other than lowest price, and wherein responses that are submitted to City by S/M/WBE firms may be awarded additional Points in the evaluation process in the scoring and ranking of their proposals against those submitted by other prime Firms or Respondents.

**Good Faith Efforts** – documentation of the Firm’s or Respondent’s intent to comply with S/M/WBE Program Goals and procedures including, but not limited to, the following: (1) documentation within a solicitation response reflecting the Respondent’s commitment to comply with SBE or M/WBE Program Goals as established by the GSC for a particular contract; or (2) documentation of efforts made toward achieving the SBE or M/WBE Program Goals (e.g., timely advertisements in appropriate trade publications and publications of wide general circulation; timely posting of SBE or M/WBE subcontract opportunities on City’s website; solicitations of bids/proposals/qualification statements from all qualified SBE or M/WBE firms listed in the Small Business Office’s directory of certified SBE or M/WBE firms; correspondence from qualified SBE or M/WBE firms documenting their unavailability to perform SBE or M/WBE contracts; documentation of efforts to subdivide work into smaller quantities for subcontracting purposes to enhance opportunities for SBE or M/WBE firms; documentation of a Prime Firm’s posting of a bond covering the work of SBE or M/WBE Sub-consultants; documentation of efforts to assist SBE or M/WBE firms with obtaining financing, bonding or insurance required by the Respondent; and documentation of consultations with trade associations and consultants that represent the interests of SBE and/or M/WBEs in order to identify qualified and available SBE or M/WBE Sub-consultants.) The appropriate form and content of Firm’s Good Faith Efforts documentation shall be in accordance with the SBEDA Ordinance as interpreted in the SBEDA Policy & Procedure Manual.

**HUBZone Firm** – a business that has been certified by U.S. Small Business Administration for participation in the federal HUBZone Program, as established under the 1997 Small Business Reauthorization Act. To qualify as a HUBZone firm, a small business must meet the following criteria: (1) it must be owned and Controlled by U.S. citizens; (2) at least 35 percent of its employees must reside in a HUBZone; and (3) its Principal Place of Business must be located in a HUBZone within the San Antonio Metropolitan Statistical Area. [See 13 C.F.R. 126.200 (1999).]

**Independently Owned and Operated** – ownership of an SBE firm must be direct, independent and by Individuals only. Ownership of an M/WBE firm may be by Individuals and/or by other businesses provided the ownership interests in the M/WBE firm can satisfy the M/WBE eligibility requirements for ownership and Control as specified herein in Section III.E.6. The M/WBE firm also must be Independently Owned and Operated in the sense that it cannot be the subsidiary of another firm that does not itself (and in combination with the certified M/WBE firm) satisfy the eligibility requirements for M/WBE Certification.

**Individual** – an adult person that is of legal majority age.

**Industry Categories** – procurement groupings for City, inclusive of construction, Architectural & Engineering (A&E), professional services, other services and Goods & Supplies (i.e., manufacturing, wholesale and retail distribution of commodities). This term may sometimes be referred to as “business categories.”

**Minority/Women Business Enterprise (M/WBE)** – firm that is certified as either a Minority Business Enterprise or as a Women Business Enterprise, and which is at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members and/or women, and that is ready, willing and able to sell goods or services that are purchased by City.

**M/WBE Directory** – a listing of minority- and women-owned businesses that have been certified for participation in the City’s M/WBE Program APIs.

**Minority Business Enterprise (MBE)** – any legal entity, except a joint venture, that is organized to engage in for-profit transactions, which is certified as being at least fifty-one percent (51%) owned, managed and controlled by one or more Minority Group Members, and that is ready, willing and able to sell goods or services that are purchased by the CITY. To qualify as an MBE, the enterprise shall meet the Significant Business Presence requirement as defined herein. Unless otherwise stated, the term “MBE” as used in this Ordinance is not inclusive of women-owned business enterprises (WBEs).

**Minority Group Members** – African-Americans, Hispanic Americans, Asian Americans and Native Americans legally residing in, or that are citizens of, the United States or its territories, as defined below:

African-Americans: Persons having origins in any of the black racial groups of Africa as well as those identified as Jamaican, Trinidadian, or West Indian.

Hispanic-Americans: Persons of Mexican, Puerto Rican, Cuban, Spanish or Central and South American origin.

Asian-Americans: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

Native Americans: Persons having no less than 1/16<sup>th</sup> percentage origin in any of the Native American Tribes, as recognized by the U.S. Department of the Interior, Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

**Originating Department** – City department or authorized representative of City that issues solicitations or for which a solicitation is issued.

**Payment** – dollars actually paid to Firms and/or Sub-consultants and/or vendors for City-contracted goods and/or services.

**Points** – the quantitative assignment of value for specific evaluation criteria in the vendor selection process used in some Construction, Architectural & Engineering, Professional Services, and Other Services contracts (e.g., up to 10 points out of a total of 100 points assigned for S/M/WBE participation as stated in response to a Request for Proposals).

**Prime Firm** – the vendor or Firm to which a purchase order or contract is issued by City for the purposes of providing goods and/or services to City. For purposes of this agreement, this term refers to the Firm.

**Relevant Marketplace** – the geographic market area affecting the S/M/WBE Program as determined for purposes of collecting data for the MGT Studies, and for determining eligibility for participation under various programs established by the SBEDA Ordinance, is defined as the San Antonio Metropolitan Statistical Area (SAMSA), currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.

**Respondent** – a vendor submitting a bid, statement of qualifications or proposal in response to a solicitation issued by City. For purposes of this agreement, Firm is the Respondent.

**Responsible** – a firm which is capable in all respects to fully perform the contract requirements and has the integrity and reliability which will assure good faith performance of contract specifications.

**San Antonio Metropolitan Statistical Area (SAMSA)** – also known as the Relevant Marketplace, the geographic market area from which City's MGT Studies analyzed contract utilization and availability data for disparity (currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson).

**SBE Directory** - a listing of small businesses that have been certified for participation in City's SBE Program APIs.

**Significant Business Presence** – to qualify for this Program, a S/M/WBE must be headquartered or have a *significant business presence* for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based, and from which a substantial role in the S/M/WBE's performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.

**Small Business Enterprise (SBE)** – a corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is Independently Owned and Operated by Individuals legally residing in, or that are citizens of, the United States or its territories, and which meets the U.S. Small Business Administration (SBA) size standard for a small business in its particular industry(ies) and meets the Significant Business Presence requirements as defined herein.

**Small Business Office (SBO)** – the office within the Economic Development Department (EDD) of City that primarily is responsible for general oversight and administration of the S/M/WBE Program.

**Small Business Office Manager** – the Assistant Director of the EDD of City that is responsible for the management of the SBO and ultimately responsible for oversight, tracking, monitoring, administration, implementation and reporting of the S/M/WBE Program. The SBO Manager is also responsible for enforcement of Firm and vendor compliance with contract participation requirements, and ensuring that overall Program goals and objectives are met.

**Small Minority Women Business Enterprise Program (S/M/WBE Program)** – the combination of SBE Program and M/WBE Program features contained in the SBEDA Ordinance.

**Subcontractor**– any vendor or Firm that is providing goods or services to a Prime Firm or a Firm in furtherance of the Prime Firm’s performance under a contract or purchase order with City. A copy of each binding agreement between the Firm and its subcontracts shall be submitted to City prior to execution of this Agreement and any Modification Agreement.

**Suspension** – the temporary stoppage of the SBE or M/WBE firm’s beneficial participation in City’s S/M/WBE Program for a finite period of time due to cumulative contract payments the S/M/WBE firm received during a fiscal year that exceed a certain dollar threshold as set forth in **Section III.E.7 of Attachment A** to the SBEDA Ordinance, or the temporary stoppage of Firm’s and/or S/M/WBE Firm’s performance and payment under City contracts due to City’s imposition of Penalties and Sanctions set forth in **Section III.E.13 of Attachment A** to the SBEDA Ordinance.

**Subcontractor/Supplier Utilization Plan** – a binding part of this contract agreement which states the Firm’s commitment for the use of Joint Venture Partners and/or Sub-consultants/Suppliers in the performance of this Contract Agreement and states the name, scope of work and dollar value of work to be performed by each of a Firm’s Joint Venture partners and Sub-consultants/Suppliers in the course of the performance of this Contract Agreement, specifying the S/M/WBE Certification category for each Joint Venture partner and Sub-consultant/Supplier, as approved by the SBO Manager. Additions, deletions or modifications of the Joint Venture partner or Sub-consultant/Supplier names, scopes of work, of dollar values of work to be performed requires an amendment to this agreement to be approved by the EDD Director or his/her designee.

**Women Business Enterprises (WBEs)** - any legal entity, except a joint venture, that is:

- (1) organized to engage in for-profit transactions;
- (2) that is certified for purposes of the SBEDA Ordinance as being at least fifty-one percent (51%) owned, managed and controlled by one or more non-minority women; and
- (3) Individual(s) that lawfully are residing in or are citizens of the United States or its territories that is ready, willing and able to sell goods or services that are purchased by the City and that meets the Significant Business Presence requirements as defined herein.

Unless otherwise stated, the term “WBE” as used in this agreement is not inclusive of MBEs.

#### D. SBEDA Program Compliance – General Provisions

Firm acknowledges that the terms of City’s SBEDA Ordinance, as amended, together with all requirements, guidelines, and procedures set forth in City’s SBEDA Policy & Procedure Manual are in furtherance of City’s efforts at economic inclusion and, moreover, that such terms are part of Firm’s scope of work as referenced in City’s formal solicitation that formed the basis for contract award and subsequent execution of this Agreement, these SBEDA Ordinance requirements, guidelines and procedures are hereby incorporated by reference into this Agreement, and are considered by the Parties to this Agreement to be material terms. Firm voluntarily agrees to fully comply with these SBEDA program terms as a condition for being awarded this contract by City. Without limitation, Firm further agrees to the following terms as part of its Agreement compliance responsibilities under the SBEDA Program:

- (1) Firm shall cooperate fully with the Small Business Office and other City departments in its data collection and monitoring efforts regarding Firm's utilization and payment of Sub-consultants, S/M/WBE firms and HUBZone firms, as applicable, for their performance of Commercially Useful Functions on this contract including, but not limited to, the timely submission of completed forms and/or documentation promulgated by SBO, through the Originating Department, pursuant to the SBEDA Policy & Procedure Manual, timely entry of data into monitoring systems, and ensuring the timely compliance of its Sub-consultants with this term;
- (2) Firm shall cooperate fully with any City or SBO investigation (and shall also respond truthfully and promptly to any City or SBO inquiry) regarding possible non-compliance with SBEDA requirements on the part of Firm or its Sub-consultants or suppliers;
- (3) Firm shall permit the SBO, upon reasonable notice, to undertake inspections as necessary including, but not limited to, contract-related correspondence, records, documents, payroll records, daily logs, invoices, bills, cancelled checks, and work product, and to interview Sub-consultants and workers to determine whether there has been a violation of the terms of this Agreement;
- (4) Firm shall immediately notify the SBO, in writing on the Change to Utilization Plan form, through the Originating Department, of any proposed changes to Firm's Sub-consultant/Supplier Utilization Plan for this contract, with an explanation of the necessity for such proposed changes, including documentation of Good Faith Efforts made by FIRM to replace the Sub-consultant/Supplier in accordance with the applicable Affirmative Procurement Initiative. All proposed changes to the Sub-consultant/Supplier Utilization Plan including, but not limited to, proposed self-performance of work by Firm of work previously designated for performance by Sub-consultant or supplier, substitutions of new Sub-consultants, terminations of previously designated Sub-consultants, or reductions in the scope of work and value of work awarded to Sub-consultants or suppliers, shall be subject to advanced written approval by the Originating Department and the SBO.
- (5) Firm shall immediately notify the Originating Department and SBO of any transfer or assignment of its Agreement with City, as well as any transfer or change in its ownership or business structure.
- (6) Firm shall retain all records of its Sub-consultant payments for this contract for a minimum of four years or as required by state law, following the conclusion of this contract or, in the event of litigation concerning this contract, for a minimum of four years or as required by state law following the final determination of litigation, whichever is later.

b) SBEDA Program Compliance – Affirmative Procurement Initiatives

City has applied the following contract-specific Affirmative Procurement Initiative to this Agreement. Firm hereby acknowledges and agrees that the selected API requirement also shall be extended to any change order or subsequent contract modification and, absent SBO's granting of a waiver, that its full compliance with the following API terms and conditions are material to its satisfactory performance under this Agreement:

**SBE Prime Contract Program.** In accordance with the SBEDA Ordinance, **Section III. D. 5. (d)**, this Agreement is being awarded pursuant to the SBE Prime Contract Program, and as such, Firm affirms that if it is presently certified as an SBE, Firm agrees not to subcontract more than 49% of the contract value to a non-SBE firm.

F. Commercial Nondiscrimination Policy Compliance

As a condition of entering into this Agreement, Firm represents and warrants that it has complied with, throughout the course of this solicitation and contract award process and will continue to comply with, City's Commercial Nondiscrimination Policy, as described under **Section III. C. 1.** of the SBEDA Ordinance. As part of such compliance, Firm shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or, on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of Sub-consultants, vendors, suppliers or commercial

customers, nor shall the company retaliate against any person for reporting instances of such discrimination. Firm shall provide equal opportunity for Sub-consultants, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained herein shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in City's Relevant Marketplace. Firm understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of Firm from participating in City contracts or other sanctions. This clause is neither enforceable by nor for the benefit of, nor does it create an obligation to, any third party. Firm's certification of its compliance with this Commercial Nondiscrimination Policy as submitted to City, pursuant to the solicitation for this contract, is hereby incorporated into the material terms of this Agreement. Firm shall incorporate this clause into each of its Sub-consultant and supplier agreements entered into pursuant to this Agreement.

#### G. Prompt Payment

Upon execution of this Agreement by Firm, Firm shall be required to submit to City accurate progress payment information with each invoice regarding each of its Sub-consultants, including HUBZone Sub-consultants, to ensure that Firm's reported subcontract participation is accurate. Firm shall pay its Sub-consultants in compliance with Chapter 2251, Texas Government Code (the "Prompt Payment Act") within ten (10) days of receipt of payment from City. In the event of Firm's noncompliance with these prompt payment provisions, no final retainage on the Prime Contract shall be released to Firm and no new City agreements/contracts shall be issued to the Firm until City's audit of previous Sub-consultant payments is complete and payments are verified to be in accordance with the specifications of the Agreement.

#### H. Violations, Sanctions and Penalties

In addition to the above terms, Firm acknowledges and agrees that it is a violation of the SBEDA Ordinance and a material breach of this Agreement to:

1. Fraudulently obtain, retain or attempt to obtain, or to aid another in fraudulently obtaining, retaining or attempting to obtain or retain Certification status as an SBE, MBE, WBE, M/WBE, HUBZone firm, Emerging M/WBE or ESBE for purposes of benefitting from the SBEDA Ordinance;
2. Willfully falsify, conceal or cover up by a trick, scheme or device, a material fact or make any false, fictitious or fraudulent statements or representations, or make use of any false writing or document, knowing the same to contain any false, fictitious or fraudulent statement or entry pursuant to the terms of the SBEDA Ordinance;
3. Willfully obstruct, impede or attempt to obstruct or impede any authorized official or employee who is investigating the qualifications of a business entity which has requested Certification as an S/M/WBE or HUBZone firm;
4. Fraudulently obtain, attempt to obtain or aid another person fraudulently obtaining or attempting to obtain public monies to which the person is not entitled under the terms of the SBEDA Ordinance; and
5. Make false statements to any entity that any other entity is, or is not, certified as an S/M/WBE for purposes of the SBEDA Ordinance.

Any person who violates the provisions of this section shall be subject to the provisions of **Section III. E. 13.** of the SBEDA Ordinance and any other penalties, sanctions and remedies available under law including, but not limited to:

1. Suspension of Agreement;
2. Withholding of funds;
3. Rescission of Agreement, based upon a material breach of contract pertaining to S/M/WBE Program compliance;
4. Refusal to accept a response or proposal; and

5. Disqualification of Firm or other business firm from eligibility for providing goods and/or services to City for a period not to exceed two years (upon San Antonio City Council approval).

## **XI. AWARD OF AGREEMENT AND RESERVATION OF RIGHTS**

City reserves the right to award more than one, or no Agreement(s) in response to this RFQ.

- A. An Agreement, if awarded, will be awarded to the Respondents whose submittals are deemed most advantageous to City, as determined by the selection committee, upon approval of the San Antonio City Council.
- B. City may accept any submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFQ on the part of City. However, final selection of a Respondent is subject to San Antonio City Council approval.
- C. City reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- D. City will require the selected Respondent(s) to execute an Agreement with City in substantially the form as attached, prior to San Antonio City Council award. No work shall commence until City signs the Agreement document(s) and Respondent provides the necessary evidence of insurance, as required, and the Agreement. Agreement documents are not binding until approved by the San Antonio City Attorney. In the event the parties cannot negotiate and execute an Agreement within the time specified by City, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- E. This RFQ does not commit City to enter into an Agreement or award any services related to this RFQ, nor does it obligate City to pay any costs incurred in preparation or submission of a response or in anticipation of an Agreement.
- F. The successful Respondent must be able to formally invoice the City for services rendered, incorporating the SAP-generated Agreement and purchase order numbers that shall be provided by City. City administers its design and construction management through an Internet-based management system (hereafter referred to as "Portal"). All vendors will be required to use City's Portal and submit schedules using Primavera Project Manager 5.X or Primavera Firm 4.1 or above.
- G. **Conflicts of Interest.** Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with either City or any City agency, such as City-owned utilities. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his/her parent, child or spouse; a business entity in which he/she or his/her parent, child or spouse owns ten percent (10%) or more of the voting stock or shares of the business entity, or ten percent (10%) or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a Sub-consultant on a City contract, a partner or a parent or subsidiary business entity.
- H. Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of City, as defined in Section 2-42 of the City's Ethics Code. (Discretionary Contracts Disclosure – Instructions and web-link to electronic form are included in Attachment 4 of RFQ.

- I. **Independent Firm.** Respondent agrees and understands that, if selected, it and all entities designated by it to provide services in connection with a contract, is/are and shall be deemed to be an independent Firm responsible for its/their respective acts or omissions, that City shall in no way be responsible for Respondent's actions and that none of the parties hereto will have authority to bind the others or to hold out to third parties that it has such authority.
- J. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons or their agents, who seek to contract for the sale or purchase of property, goods or services with City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the seventh (7<sup>th</sup>) business day after the date the person:

(1) begins contract discussions or negotiations with City; or

(2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission by accessing either of the following web addresses:

[http://www.ethics.state.tx.us/whatsnew/conflict\\_forms.htm](http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm) or <http://www.ethics.state.tx.us/forms/CIQ.pdf>.

Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to:

Office of the City Clerk  
P.O. Box 839966  
San Antonio, TX 78283-3966.

If delivering a completed conflict of interest questionnaire, deliver to:

Office of the City Clerk  
City Hall, 2<sup>nd</sup> floor  
100 Military Plaza  
San Antonio, TX 78205

Respondent should consult its own legal advisor with questions regarding the statute or form.

- K. All submittals become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent clearly should be noted on the page(s) where confidential information is contained; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law or pursuant to a Court order.
- L. Any cost or expense incurred by the Respondent associated with the preparation of the submittal, the Pre-Submittal Conference, if any, or during any phase of the selection process solely shall be borne by Respondent.
- M. **Solicitation Process Review.** Any Respondent desiring a review of the solicitation process must deliver a written request to the Director of CIMS within seven (7) calendar days from the date the notice of non-selection was sent. When the CIMS Director receives a timely written request, the Director, or designee, shall review the respondents concerns and the solicitation process for legitimacy and procedural correctness. After performing a full review, the CIMS Director will notify the respondent in writing of his determination.
- N. **Individual Submittal Debriefings.** In an effort to improve solicitation responses, CIMS is making available on its web site a "Solicitation Response Tip List" that includes the top common items that "make or break" submissions. Providing this information prior to the due date of the submittal provides Respondents with an opportunity to develop a better response for each solicitation. As a result of this up-front effort, each Respondent is entitled to a one (1) debriefing per calendar year after the San Antonio City Council has made an award if:

(a) they are not the selected respondent; and

(b) they have not been debriefed since January 1, 2012.

Once a firm has been debriefed, it will not be eligible for future debriefings within that calendar year. Any Respondent meeting the above criteria that desires an individual submittal debriefing must deliver a written request to the CIMS Contract Services Division within seven (7) calendar days from the date a notice of non-selection was sent.