



**CITY OF SAN ANTONIO  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
CIVIL ENGINEERING SERVICES FOR  
THE 2012-17 GENERAL OBLIGATION BOND PROGRAM**

**RFQ: CIMS053012AM**

**AMENDMENT #1**

**June 13, 2012**

Amendment #1 includes the responses to the questions received in writing prior to the pre-submission conference and questions asked at the pre-submittal conference, held on Friday, June 8, 2012. In addition, Amendment #1 includes revisions to the RFQ.

**I. RFQ QUESTIONS AND CLARIFICATIONS**

**Questions asked at the Pre-submittal Conference:**

- 1. Question:** Will the presentation presented at the pre-submittal conference held on Friday, June 8, 2012 be posted on the City's Bidding and Contracting Opportunities website?

**Response:** The presentation is posted on the City's Bidding and Contracting Opportunities website and a copy of the presentation is attached to this Amendment.

- 2. Question:** What happened to the original bond program projects? These projects were not included in this RFQ but listed in the bond program booklet.

**Response:** Many of those projects will be completed under funding agreements with other entities. These entities will be responsible in managing the contracts associated with the projects under these funding agreements. The two fire stations in the 2012 bond program were originally a part of the City's Capital Improvement program in 2007 but did not have enough funding available to design and construct. The design consultants for these fire stations were already selected in 2007 and we are honoring those commitments, therefore these fire stations were not included in this RFQ.

- 3. Question:** Are subconsultants required to complete Form 3?

**Response:** The prime firm shall complete and submit Form 3 for the prime and its subconsultants.

- 5. Question:** The previous SBEDA Ordinance gave firms credit for meeting local requirements for example for being headquartered in San Antonio, will firms get the same credit under this RFQ's outreach and diversity requirement?

**Response:** In order to be counted toward a selected firm's utilization plan, eligible S/M/WBEs certified through the South Central Texas Regional Certification Agency must be headquartered or have a significant business presence for one year within the San Antonio Metropolitan Statistical Area from which 20% of its total employees are regularly based.

- 6. Question:** Will the City use it's own On-call Environmental Services contracts to perform environmental services on the projects listed in this RFQ?

**Response:** The environmental services required for the projects listed in this RFQ will be Managed by the CIMS Environmental Services Division; however, for geotechnical services, Respondent must provide include these services in their submittal for this RFQ.

**8. Question:** Is the Litigation Form 4 to be completed and submitted by the prime firm or do the subconsultants also need to complete and submit?

**Response:** No, the Litigation Disclosure Form, Form 4 is only to be completed and submitted by the prime firm.

**9. Question:** For a small business, what advice can you provide on how to best fill out the small business outreach and diversity section?

**Response:** The Outreach and Diversity section is applicable to all Respondents, including small businesses. Some examples of strategies and practices provided may not apply to S/M/WBE firms. However, other activities which may apply include reaching out to smaller S/M/WBEs, offering an internship(s) to a local university student(s), using the services of professional associations or economic development assistance agencies, attendance or participation in local small business fairs/symposiums, providing prompt payments to subconsultants, or compliance with the City's Small Business Program requirements. Respondents may also include other activities, policies, or practices not listed as examples which contribute to equal opportunities for businesses, including S/M/WBEs.

**10. Question:** Would the City please provide a list of small, minority and women-owned (engineering, landscape architecture and architecture) businesses associated with the 2007 Bond Program?

**Response:** Please see the attached list of small, minority and women-owned businesses. This list has been also posted on the City's RFQ website.

## **Questions Submitted & Responses**

### **Project Related Questions:**

**1. Question:** What are the estimated cost/budget for the 4 Downtown projects?

Downtown Streets (Commerce)  
Downtown Streets (Main & Soledad)  
Downtown Streets (Market St./Bowie St.)  
Downtown Streets (San Pedro/Navarro)

**Response:** There are 5 projects in Downtown Streets Reconstruction  
Downtown Streets (Commerce) - \$9.0M total City project  
Downtown Streets (Main & Soledad) - \$9.0M total City project  
Downtown Streets (Market St./Bowie St.) - \$13.5M total City project – not included in this RFQ  
Downtown Streets (San Pedro/Navarro) - \$6.0M total City project  
Downtown Streets Reconstruction (Frio Street) \$2.9M combined with Frio Street (Commerce Street to Cesar Chavez) \$1.7M. Limits of Frio Street project are from Houston to Cesar Chavez because 2 projects in the bond brochure have been combined to be awarded to one design firm.

**2. Question:** For the Redland Road Project (Loop 1604 to Jones Maltsberger), is the City anticipating for all the utility providers to be joint bid for this project?

**Response:** CPS gas, SAWS water and sewer will joint design and joint bid on most projects. AT&T may joint design or joint bid on certain projects. All other telecoms and CPS aerial are typically pre construction non-joint bid work.

**3. Question:** We have a question concerning the Redland Road Project. Will CPS Energy be responsible for any and all Relocation, Replacement or Adjustment (RRA) of the Overhead electrical and high voltage transmission lines along the Redland Road Corridor between Jones Maltsberger and Loop 1604?

**Response:** See Response to Question #2 above.

**4. Question:** How will the environmental services, if needed, be handled?

**Response:** CIMS Environmental Management Division will be responsible for addressing environmental issues associated with the 2012 Bond projects in conjunction with the coordination efforts of the design team. CIMS Environmental Management Division will utilize the on-call consultants to provide environmental services for these projects if necessary.

5. **Question:** Will the on-call contracts that the City currently has in place be used for Geotechnical or Environmental services?

**Response:** Yes, for environmental services. See Response to Question # 4. Regarding Geotechnical, these services should be included in your response.

6. **Question:** The Geotechnical firms that currently have contracts with the City of San Antonio are required to have accredited laboratories and certified personnel. Will all of the Geotechnical firms that work on the Bond projects also be required to meet the same criteria?

**Response:** See Response to Question #5 above.

7. **Question:** Will utility design be Joint Bid (page 9)? If so, which ones?

**Response:** See Response to Question #2 above.

8. **Question:** Since the intent of the City is to have all firms demonstrate an approach and qualifications for the Redland Road – Loop 1604 to Jones Maltsberger project in Proposition 1 that only requires “drainage improvements as needed”, how does the City intend to evaluate and select the best qualified drainage expertise for the projects in Proposition 2 that include complex hydrologic and hydraulic analysis and design within the confines of building a team for this specific roadway project?

**Response:** The respondent should demonstrate expertise in addressing the drainage needs of the Redland Road – Loop 1604 to Jones Maltsberger project. If a respondent is selected to provide engineering services for the 2012 Bond Program, the drainage expertise submitted by the respondent in the SOQ will, among other components of the SOQ, be used to help assess the respondent’s suitability for a Proposition 2 project.

9. **Question:** Will the City have a separate contract for Environmental and Geotechnical services?

**Response:** See Response to Question #4 and #5 above.

10. The scope of services outlined in the RFQ states that the “various consulting firms will provide engineering design and construction administration services for the drainage and street related projects included in the approved bond program.” The RFQ also specifies that the consulting firms will “perform construction phase administration to include periodic field visits to assess construction progress, responding to contractor requests for information, review of change orders, coordinating construction progress meetings with the contractor, preparing and distributing meeting minutes, reviewing contractor schedules, and other construction phase services as described in the City’s Design Guidance Manual.”

- a. **Question:** Does the City anticipate that Construction Inspection services be a part of the above-outlined Construction Phase Administration services and should prime firms include said services as part of their proposed teams?

**Response:** The City will provide its normal inspection services either with its own forces or with its on-call inspectors. Consultant could be requested to provide Special Inspections only.

- b. **Question:** Or will the CIMS Department utilize the current CIMS On-Call Inspection Services contracts to perform Construction Inspection services, if needed?

**Response:** See response to item “a” above.

11. **Question:** What happens if a subconsultant is given a percentage of work and then the project that is given to the selected firm does not have that task or field of work in the scope?

**Response:** The City will address this type and other team-related situations on a contract-by-contract basis during the negotiation phase.

**12. Question:** The RFQ does not list public involvement in the scope. Will we need a public involvement firm on the team?

**Response:** For the purpose of this RFQ, a public involvement firm is not required. However, addition of a public involvement firm on the team after the selection process may be required on individual 2012 Bond projects which will be determined on a case by case basis.

**13. Question:** The RFQ does not mention environmental services, other than WPAP, in the scope. Will the city be providing these services?

**Response:** See Response to Question #4 & #5 above.

**14. Question:** Will a Geotech Engineer need to be part of the team?

**Response:** See Response to Question #5 above.

**15. Question:** Will the consultant be required to provide an Electrical Medium/High Voltage Transmission Line Engineer for any proposed RRA of CPS Energy Lines?

**Response:** See Response to Question #2 above.

**16. Question:** This question concerns Part II, Item 3, Projects and Negotiations Schedule. When comparing the list on pages 4 and 5 of the RFQ to the Consultant's Rank of Desired Projects, there appears to be two projects that are not scheduled for negotiation:

1. Cesar Chavez Corridor (\$1,400,000)
2. Seeling Channel Phase II Drainage (\$24,606,000)

Please clarify the City's intent with regard to the negotiation schedule for these two projects as well as the four segments of the Downtown Streets Reconstruction.

**Response:**

1. Cesar Chavez Corridor has been combined with Commerce and Buena Vista Corridors to be awarded to one firm as a single contract.
2. Seeling Channel will be negotiated between September 2012 and November 2012.

**17. Question:** It appears that there are some discrepancies between the project listing shown on pages 4 and 5 of the RFQ and Form 5, Consultant ranking of projects form. There are 44 projects listed in Form 5 but only 41 projects listed in the RFQ. The following projects were not included in the RFQ but are on Form 5:

- a. Cesar Chaves Corridor
- b. Downtown streets- Market street/Bowie street
- c. Seeling channel Phase II Drainage

Also, Frio street project limits are different between the RFQ and Form 5. In the RFQ the limits of Frio street are shown from Commerce to Cesar Chavez and in Form 5, shown from Houston to Cesar Chavez. Please clarify

**Response:** See Response to Question #16 above.

### **RFQ Related Questions:**

**18. Question:** With respect to the Evaluation Criteria & Scoring for "**Evaluation Criteria B. Team's Experience with San Antonio Region Issues and past experience with City of San Antonio Contracts**", if our firm doesn't satisfy this Criteria will we not receive the 10 points? How would we be scored on this criteria?

**Response:** Please refer to criteria and detail about how this will be scored in RFQ.

**19. Question:** Can a team have more than one firm with the same discipline?

**Response:** Yes.

**20. Question:** Project Sheets – Is the format provided required or for informational purposes only? Can another format be followed as long as all of the information requested is provided?

**Response:** The format provided is a sample of how a project sheet should look. Another format can be followed as long as long as all the information requested is included.

**21. Question:** Cover Letter - Is the one page limit too restrictive in order to allow for all of the information requested to be provided?

**Response:** Yes, the page limitation to this cover letter has changed. The cover letter should not exceed 2 pages. See Section II of this Amendment for this change to the RFQ.

**22. Question:** Proposed Key Personnel - Are the assignments listed under Item A.2. on Page 9 for informational purposes only or can the assignments be tailored to the specific project? Additional example assignments would include SUE, geotechnical engineering, environmental, historical, landscape, etc.....

**Response:** The list of assignments in the RFQ was intended to be a “minimum”. Please use the assignments listed and add more if needed and applicable.

**23. Question:** Within the Evaluation Criteria under 2. Proposed Key Personnel – Are the assignments provided all inclusive of what the City wants in the Org. Chart or just a beginning point that we can add to?

**Response:** See Response to Question #22 above.

**24. Question:** For the **DISCRETIONARY CONTRACTS DISCLOSURE FORM (Form #3)**, it says “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.” Does this mean that in the copies Tab 3 should be empty?

**Response:** The completed Discretionary Contracts Disclosure form may be included in the submittal copies under Tab 3. If Respondent does not include in submittal copies, Tab 3 on the copies can state that the Discretionary Contracts Disclosure form was included in the original submittal.

**25. Question:** On page 17 it says there is a Solicitation Response Tip List on the CIMS website. Where is this on the site?

**Response:** The Solicitation Response Tip List has been posted on the City's website and is also attached to this Amendment.

**26. Question:** Should the Conflict of Interest be submitted as part of the RFQ submittal, or only submitted separately?

**Response:** No, the Conflict of Interest should be submitted to the City Clerk's Office directly as outlined in Article X of the RFQ. Please visit: <http://www.sanantonio.gov/clerk/ethics/> or call the Office of the City Clerk at 210-207-7253, if you have any questions regarding the Conflict of Interest form.

**27. Question:** Does the information requested regarding LID for the cover letter count as part of the 1-page limitation?

**Response:** See Response to Question #21

**28. Question:** For the 3 projects we are listing, does construction have to be completed?

**Response:** Respondents should list historical projects they feel best represent their skills and abilities to provide the required services. The respondent needs to make a decision as to which historical projects to use regardless of stage or delivery type.

- 29. Question:** If we do not submit the Discretionary Contract Disclosure forms in the copies, this will cause the pagination to be different from the original copy. Should we adjust the page numbers to be consistent with the original?
- Response:** No, the page numbers on the copies do not need to be consistent with the original proposal, since the original requires additional forms to be included, but not required to be included in the copies.
- 30. Question:** Item A1, page 9 of the RFQ: Under the second paragraph, are the narrative description of the organizational chart, proposed assignments, roles, etc., to be included in the 4 pages with the narrative?
- Response:** Yes.
- 31. Question:** Is the Proposed Key Personnel one Professional Engineer with 5 years of experience in San Antonio, or are the Proposed Key Personnel multiple individuals required for each assignment listed, ie. roadway design, drainage design, utility design, etc.
- Response:** We expect proposed key personnel to include all personnel proposed to work on the project (most likely a team including multiple persons and subconsultants). There is a minimum requirement to have at least one Professional Engineer with 5 years of experience in San Antonio.
- 32. Question:** Can we use same people for multiple disciplines?
- Response:** See Response to Question #19 above.
- 33. Question:** Can we submit more than 3 project sheets?
- Response:** No. 3 is the limit.
- 34. Question:** Do subconsultants' required forms need original signatures?
- Response:** There are no forms required for subconsultants.
- 35. Question:** Item B, page 10 of the RFQ: Can team experience include subconsultants or is this for the prime consultant only?
- Response:** The narrative for Item B.1 of the RFQ, shall include the team's experience with San Antonio region and past experience with City of San Antonio contracts. "Team" is defined as the prime firm's and subconsultant's key personnel.
- 36. Question:** Item C. Proposed Plan, page 11 of the RFQ: This is not a technical approach. Does the City want a technical approach for the Redland Road project, and if so, where does it go in the format?
- Response:** The City expects respondents to address their technical approach to the project under Section A. Respondents should relate their experience and description of key personnel to the technical aspects of the project scope as defined in Section II.
- 37. Question:** Do we need to provide project sheets for our subconsultants?
- Response:** No, the City is requesting project sheets on projects completed by the prime firm to be submitted in the proposals.
- 38. Question:** The RFQ states the Cover Letter should be one page. There are several things required in the Cover Letter, can that limit be changed to two pages?
- Response:** See Response to Question #21.
- 39. Question:** To whom should the Cover Letter be addressed?

**Response:** The Cover Letter may be addressed to the Evaluation Committee.

**40. Question:** What is the definition of "contract awarded" in relation to High-Profile Contracts and Campaign Contributions (i.e. does 'awarded' mean City Council Approval of contract)?

**Response:** Yes, the definition of "contract awarded" in regards to the High-Profile Contracts and Campaign Contributions means the approval of the contract by City Council.

**41. Question:** What is the "Bond Program Engineering Services List" stated in Article II, Scope of Services?

**Response:** The Bond Program Engineering Services list is the list of selected/recommended firms by the City on this RFQ to provide the services listed on this RFQ.

**42. Question:** Are all Bond projects listed in the RFQ expected to be awarded by City Council in October 2012?

**Response:** Yes, all bond projects listed in the RFQ are expected to be award by City Council in October 2012 and negotiations on these projects will follow the negotiations schedule included in the RFQ.

**43. Question:** Can Respondent use projects whose status is either in the design phase or under construction for Tab 8 Project Sheets?

**Response:** See Response to Question #28 above.

**44. Question:** Tab 14 (Sect V, paragraph 9) - Does request to submit Proof of Insurability include Sub-consultants?

**Response:** No, only the prime firm's proof of insurability should be included in the submittal.

**45. Question:** Would CIMS consider allowing these page margins - 1" x 1/2" x 1/2" x 1/2"?

**Response:** No, please follow the page margin requirements stated on Article VII, Submission Instructions in the RFQ.

**46. Question:** What is the minimum allowed font size for the SOQ submittal? What are the font sizes for the required Project Sheet template in Exhibit A?

**Response:** Font size shall be no less than 10-point type for all information submitted for this RFQ such as narratives, resumes, organizational chart, forms and project sheets.

**47. Question:** Can organizational chart be 11 x 17? If yes, will it count as one page or two?

**Response:** No. Limit organization chart to 8 ½ X 11.

**48. Response:** Can page limit for narrative requested in B.1 be extended to maximum of two pages? One page is not sufficient to address the requested criteria.

**Response:** The page limit for the narrative requested for B.1 has been increased to a maximum of two pages. See Section II of this Amendment for this change in the RFQ.

**49. Question:** Evaluation Criteria B.2 on page 11 of RFQ states that: "No items shall be submitted for this criteria." If we have not completed any previous San Antonio CIMS bonds projects, can we show letters of reference/recommendations from other municipal clients for similar projects?

**Response:** No, the City is not requesting letters of reference/recommendations to be submitted for this criteria. No items shall be submitted for this criteria. If Respondent has not completed any previous City of San Antonio projects, the project sheets provided by Respondent for evaluation criteria A.3 should reflect similar projects completed for other municipalities or entities. The City may use this information for this criteria. If necessary, the City reserves the right to verify any information submitted by Respondents at any tie of the solicitation/evaluation process as stated on Article X, Item P.

**50. Question:** The form for Tab 3 is only to be provided in the original submittal. For the copy submittals, what would you like behind Tab 3?

**Response:** See Response to Question #24.

**51. Question:** Where the proposed key personnel are mentioned, does the requirement of one PE w/5 years of experience in San Antonio pertain to the whole team or to each assignment listed?

**Response:** See Response to Question #31.

**52. Question:** Due to the amount of information requested to be included in the cover letter, can the letter be expanded to two pages rather than only one?

**Response:** See Response to Question #21 above.

**53. Question:** Can headers and footers be within the 1" margins (i.e. less than 1" from the edge of the page)?

**Response:** See Response to Question #45 above.

**54. Question:** Regarding the Project Sheets (Exhibit "A"): can more than three projects be included?

**Response:** See Response to Question #33 above.

**55. Question:** Regarding "Key Personnel (page 9) – do all task leaders shown in the org chart need to demonstrate 5 years of local experience? Or only a minimum of one for the entire team (i.e. the PM)?

**Response:** See Response to Question #31 above.

**S/M/WBE Related Questions:**

**56. Question:** What are the S/M/WBE's participation goals for the Bond Program?

**Response:** The City has not applied contract-specific S/M/WBE (prime and subconsultant) goals for design services contracts resulting from the 2012 Bond Program. However, the City fully intends to promote and maximize S/M/WBE participation for the 2012 Bond Program.

**57. Question:** When will the S/M/WBE's participation goals be assigned?

**Response:** See Response to Question #56 above.

**58. Question:** Do both S/M/WBE's participation points count for both prime and sub consultant?

**Response:** Respondents will not be scored on their proposed team's SBE and M/WBE participation levels. The Outreach and Diversity section of the initial evaluation is based on Respondents' past history of utilizing SBEs and M/WBEs and strategies they've implemented to provide subcontract opportunities to S/M/WBEs.

**59. Question:** Do S/M/WBE subconsultants outside of the San Antonio Metropolitan Statistical Area count towards participation if they hold the proper certifications?

**Response:** During the negotiation phase, selected firms will be required to submit a detailed subconsultant utilization plan to calculate firms' proposed SBE and M/WBE participation. For this process, only those certified S/M/WBEs headquartered or having a significant business presence within the San Antonio Metropolitan Statistical will be counted toward a firm's selected 2012-17 Bond project.

**60. Question:** The RFQ seems to encourage the use of M/WBE firms, but the new SWMBE Ordinance only asks for SBE firms. Can you clarify?

**Response:** The City's new Small Business Economic Development Advocacy (SBEDA) Program includes initiatives for both SBEs and M/WBEs.

**61. Question:** Since the City fully expects that it can achieve similar or greater levels of overall SBE/MBE/WBE participation for the 2012-2017 Bond Program, can a prime SBE/MBE/WBE firm self-perform to help the City meet its goals?

**Response:** As demonstrated in the chart on page 3 of the RFQ, the SBE and M/WBE participation levels achieved in the 2007 Bond Program include both prime and subconsultant participation

- 62. Question:** The evaluation criteria includes an outreach and diversity section that can be scored up to 10 points out of a total maximum score of 100 points or 10% of the total. The requested documentation places the SBE/MBE/WBE firms at a great disadvantage as it seems to be geared towards the larger, noncertified firms. Is this requirement to present documentation applicable to SBE/MBE/WBE firms? If so, how does the City expect the SBE/MBE/WBE to equally compete for the 10 points?

**Response:** As illustrated in the chart on page 3 of the RFQ, the SBE and M/WBE participation levels achieved in the 2007 Bond Program include both prime and subconsultant S/M/WBE participation. As a result, the Outreach and Diversity documentation requested is applicable to all Respondents. In addition, the RFQ includes examples of strategies and practices implemented not only by large non-certified firms but also prime S/M/WBE firms seeking to provide subcontract opportunities to other S/M/WBEs.

## II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. For clarification, the Engineering Contract template and the General Conditions posted on the City's Bidding and Contracting Opportunities Website for this RFQ are in draft form. The City reserves the right to modify both the Contract Template and the General Conditions at any time during the solicitation and negotiation process.
2. Article V. Submittal Document Requirements & Evaluation Criteria, Item 1, Cover Letter has been revised to read:

**“COVER LETTER** – Respondents shall include a **two-page** Cover Letter for the SOQ. The summary shall state the number of years in business, number of years in business in the local office, local office address and number of employees employed in local office. In addition, Respondents are encouraged to include in the Cover Letter their design approaches for incorporating “low impact development (LID)” and “complete streets” for the Redland Road project....”

Please note the change in page limitation for this item.

3. Article VIII. Restrictions on Communication, Item 3 has been revised to read:

“3. Respondents and/or its agents are encouraged to contact the Small Business Office of the Capital Improvements Management Services Department for assistance or clarification with issues specifically related to Outreach and Diversity and Past Utilization of Small, Minority, or Women Owned Business Enterprise (SWMBE) Firms. The point of contact is **Ruben A. Flores**. **Mr. Flores may be reached by telephone at (210) 207-3923 or by e-mail at [Ruben.A.Flores@SanAntonio.gov](mailto:Ruben.A.Flores@SanAntonio.gov)**. Contacts to the Small Business Office regarding this solicitation after the solicitation closing date is not permitted.”

Please note the change in Mr. Flores' email address.

4. Article V. Submittal Document Requirement & Evaluation Criteria, Item 6 –Statement of Qualifications, A. Experience of the Prime Firm and Key Personnel, Item 3-Project Sheets, Item 10, on page 10, has been revised to read.

“In tabular form, a list of the prime firm and all subconsultants including their status as Small, Minority or Woman-Owned, SCTRCA certification number (if any). This list shall also include percent of total design fee paid to each subconsultant and percent earned by prime consultant.”

Also, the Sample Project Sheet, RFQ Exhibit A has been revised and attached to this Amendment. This revised Sample Project Sheet has also been replaced on the City's website with revision date 6/12/12.

## END OF REVISIONS

No other items, dates, or deadlines for this RFQ are changed.

2012-2017  
\$596 MILLION  
**BOND**  
PROGRAM

# Kickoff Meeting Sponsors



SAN ANTONIO  
**HISPANIC**  
**CHAMBER**  
OF COMMERCE

UNITED STATES CHAMBER OF COMMERCE  
**ACCREDITED**  
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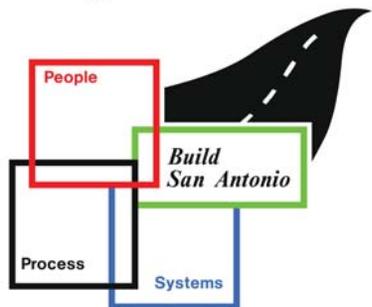
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City of San Antonio

**Delivering the  
2012-2017 General Obligation Bond Program**

Kickoff Meeting & Pre-Submittal Conference

June 8, 2012

# Congratulations & Thank You!

- The voters, City Council and community have developed and approved the 2012- 2017 General Obligation Bond Program on May 12, 2012
- Thanks to Kickoff Sponsors
- Thanks for the support from the A/E Community!



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# *Opening Comments*

Sheryl Sculley, City Manager

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# ***Delivery of the Bond***

***How to deliver quality projects under  
budget... FASTER!***

**Mike Frisbie, P.E., City Engineer & CIMS Director**

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# Delivery of the Bond

*How do we deliver quality projects under budget...FASTER!*

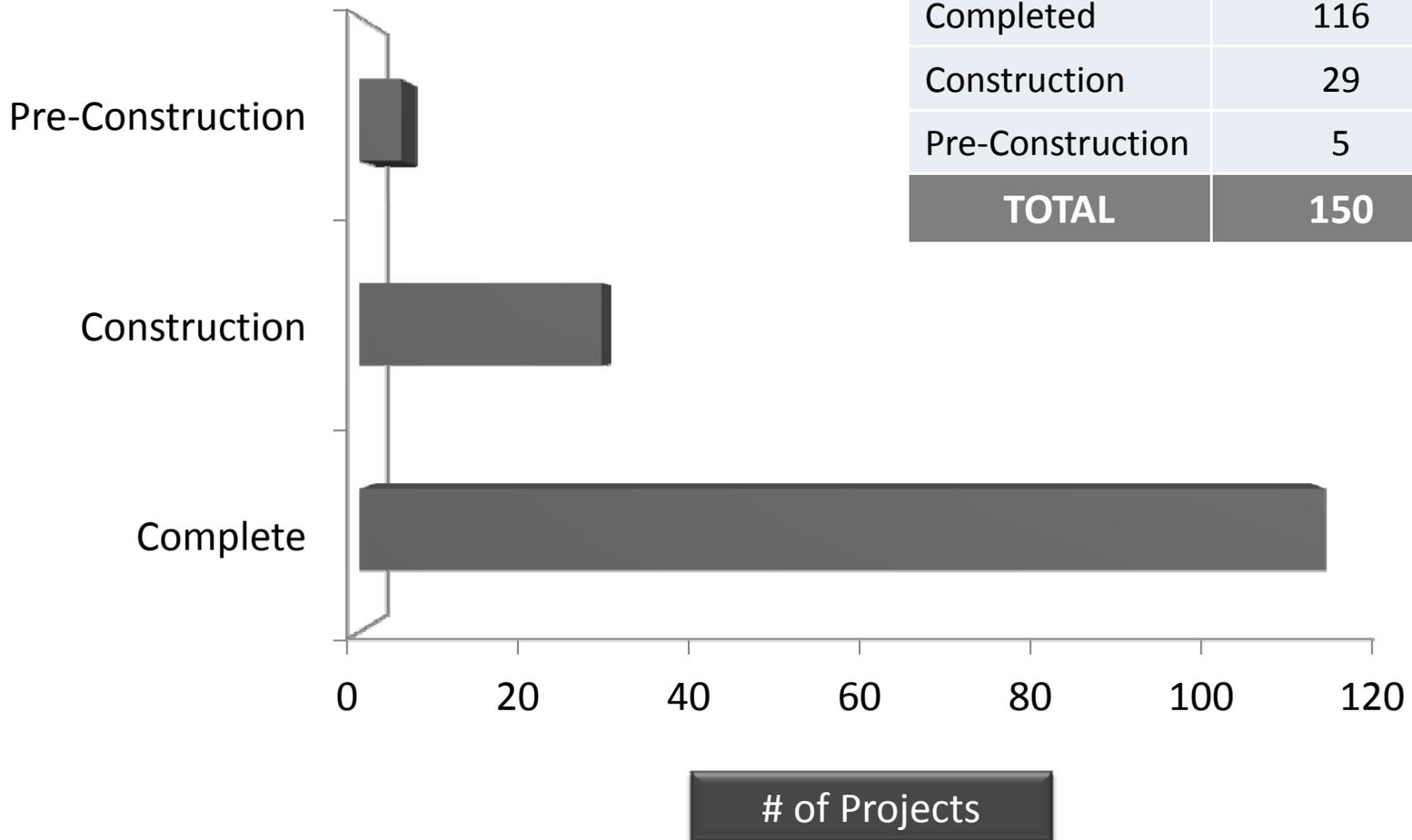
## Agenda

- 2007 Bond Status
- 2012-2017 Bond Program
  - Overview
  - Delivery Approach
  - Mass Selection Approach
  - Schedule & Transparency

# Delivery of the Bond

*How do we deliver quality projects under budget...FASTER!*

Status	# of Projects	Percentage
Completed	116	78%
Construction	29	19%
Pre-Construction	5	3 %
<b>TOTAL</b>	<b>150</b>	



# 2012-2017 Bond Program

## Five (5) Propositions

**140 Projects totaling \$596 million**



**Streets,  
Bridges, &  
Sidewalks**

\$337.44 M

41 projects



**Drainage &  
Flood  
Control**

\$128.03 M

17 projects



**Parks,  
Recreation  
& Open  
Space**

\$87.15 M

68 projects



**Library,  
Museum &  
Cultural  
Arts  
Facilities**

\$29.03 M

11 projects



**Public  
Safety  
Facilities**

\$14.35 M

3 projects

## Lessons Learned/Refined Approach

1. Utility Coordination
2. New Portal- COSA Prime**Link**
3. Updated Design Guidance Manual
4. Partnering Sessions
5. Public Involvement



## Utility Coordination



## Introducing... **COSA PRIMELink**

“City of San Antonio Project Reporting Information Management Exchange *Link*”

- April 17, 2012 replaced old portal system
- A web-based comprehensive project management tool to provide:
  - Electronic routing and storage of documents
  - Invoice, retainage and payment data uploads to City Financial software (SAP)
  - Project information for Project Managers



2012-2017  
\$596 MILLION  
**BOND**  
PROGRAM

# Delivery of the Bond

*How do we deliver quality projects under budget...FASTER!*

## Design Guidance Manual



# Delivery of the Bond

*How do we deliver quality projects under budget...FASTER!*

## Partnering Sessions



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# ***Delivery of the Bond***

*How to deliver quality projects under budget... FASTER!*

*Pre-Submittal Conference*

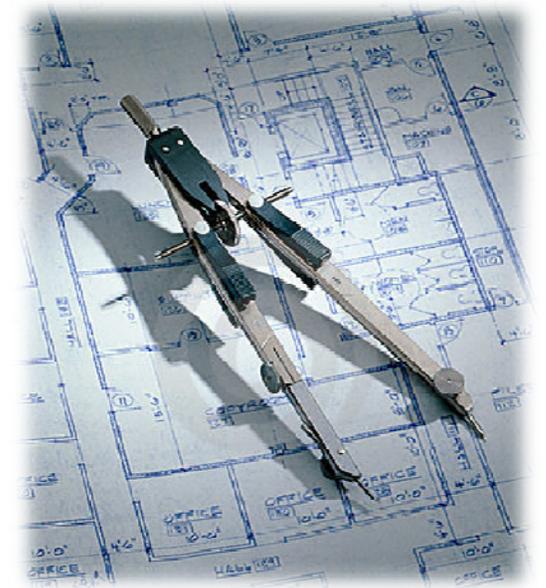
Debbie Sittre, CIMS Assistant Director

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## Mass Selection of Design Firms

- Design Consultants Mass Selection plan, 94 of 140 projects need a design consultant
- Released 3 RFQs Wednesday, May 30<sup>th</sup>  
Engineering, Architects, Landscape Architects



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

## Improvements over 2007 Bond Mass Selection

- Separated Architects from Landscape Architects
- Respondents will focus on responding to one project rather than a general response
  - Engineering: Redland Road South of 1604
  - Architecture: District 2 Branch Library
  - Landscape Architecture: San Pedro Springs Park
- Respondents to list objections to attached contract in their response
  - (indexed as “Tab 13”)
- Staggered negotiations
  - (each project negotiation schedule listed in RFQ)

# Delivery of the Bond

*How do we deliver quality projects under budget...FASTER!*

## Mass Selection Categories

Architectural Services	Landscape Architectural Services	Engineering Services
5 projects	47 Projects	42 Projects
Libraries (3)	Park Projects	Streets (31)
District 3 Community Center		Drainage (11)
District 10 Senior Center		
<u>Various Scope Elements</u>	<u>Various Scope Elements</u>	<u>Various Scope Elements</u>
- Green Building	- Trails	Drainage
- Building Codes	- Pavilions	Streets
- Kitchen component	- Playgrounds	Traffic
- Recreation	- Ball courts	Bridges
	- Parking lots	CPS Energy design work
	- Dog Parks	SAWS design work

# Delivery of the Bond

*How do we deliver quality projects under budget...FASTER!*

## Engineering Mass Selection RFQ Key Dates

Mass Selection RFQ Issued	May 30
Consultant Kickoff Meeting/Pre-submittal Conference	June 8
Deadline for Questions 4:00 P.M.	June 19
<p><b>Statements of Qualifications Due 10:00 A.M.</b>          Office of the City Clerk 100 Military Plaza          Be aware of security screenings at City Hall  <b>LATE SUBMITTALS WILL NOT BE ACCEPTED</b></p>	<p><b>July 2</b></p> 
City Council A Session (approval of contracts)	Oct 11
Negotiations First Group (1 <sup>st</sup> quarter FY2013)	Oct 12-Dec 14
Negotiations Second Group (2 <sup>nd</sup> quarter FY2013)	Dec 14 – Mar 17
Negotiations Third Group (3 <sup>rd</sup> quarter FY2013)	Mar 18-June 22

## Architecture Mass Selection RFQ Key Dates

Mass Selection RFQ Issued	May 30
Consultant Kickoff Meeting/Pre-submittal Conference	June 8
Deadline for Questions 4:00 P.M.	June 28
<p><b>Statements of Qualifications Due 10:00 A.M.</b>          Office of the City Clerk 100 Military Plaza          Be aware of security screenings at City Hall  <b>LATE SUBMITTALS WILL NOT BE ACCEPTED</b></p>	<p><b>July 11</b></p> 
City Council A Session (approval of contracts)	Oct 11
Negotiations First Group (1 <sup>st</sup> quarter FY2013)	Oct 12-Dec 14
Negotiations Second Group (2 <sup>nd</sup> quarter FY2013)	Dec 14 – Mar 17

## Landscape Architect Mass Selection RFQ Key Dates

Mass Selection RFQ Issued	May 30
Consultant Kickoff Meeting/Pre-submittal Conference	June 8
Deadline for Questions 4:00 P.M.	July 2
<p><b>Statements of Qualifications Due 10:00 A.M.</b>          Office of the City Clerk 100 Military Plaza          Be aware of security screenings at City Hall  <b>LATE SUBMITTALS WILL NOT BE ACCEPTED</b></p>	<p><b>July 16</b></p> 
City Council A Session (approval of contracts)	Oct 11
Negotiations First Group (1 <sup>st</sup> quarter FY2013)	Oct 12-Dec 14
Negotiations Second Group (2 <sup>nd</sup> quarter FY2013)	Dec 14 – Mar 17
Negotiations Third Group (3 <sup>rd</sup> quarter FY2013)	Mar 18-June 22

## Rules for submission

- Responses need to be in a sealed package
- Provide required number of copies and one original, plus the CD
- Adhere to page limits noted in each section
- Please do not use 3 ring binders  
Plastic combs are preferred,  
no metal spirals please
- All firms need to be registered in  
COSA Central Vendor Registry (CVR)





# Delivery of the Bond

*How do we deliver quality projects under budget...FASTER!*

## Page Limits

TITLE	PAGE LIMIT
Cover Letter	2
Experience (narrative)	4
Team Organizational Chart (prefer one page for easy review)	No limit
Resumes (one page per person)	No limit
3 Project Sheets – 2 pages each	6
Experience with SA Region Issues	1
Design Management	3
Construction Management	2
Outreach and Diversity	2
Comments on Contract Template and Insurance Statement	No limit
<b>There is no page limit on Forms. Simply fill in form.</b>	<b>TOTAL: 20</b>

## Restrictions on Communication

- No communication with elected officials or staff from May 30 through October 5, 2012 except:
  - CIMS Small Business Office listed in RFQ
  - CIMS Contract Services Division staff listed in RFQ
  - As requested by the City to begin negotiations
- Restriction extends to thank you notes and any communication related to this RFQ



## Submission documents

- Cover Letter (limit two pages)
  - ✓ Number of years in business
  - ✓ Local office information
    - ✓ (address, years, number employees)
  - ✓ Highlight experience related to the scope of work and any other quality that makes the Respondent uniquely qualified for this Program
- Copy of current insurance certificate indexed and labeled as “Tab 14”



## Submission documents

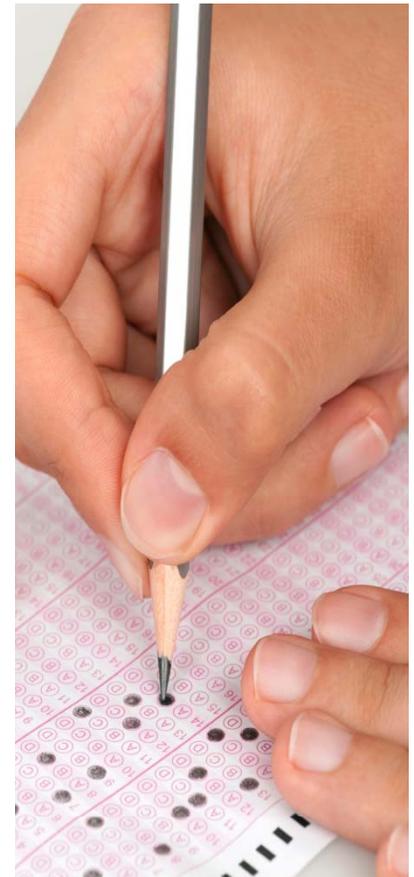
- Form #1 Submittal Cover with signature
- Form #2 Submittal Checklist and Table of Contents labeled as “Tab 2”
- Form #3 Discretionary Contracts Disclosure Form labeled as “Tab 3” – only required in the original submittal so leave Tab 3 empty in copies



Contributions to City Council members prohibited during the blackout period (from the 10<sup>th</sup> business day after RFQ release until 30 calendar days after contract award).

## Mass Selection of Design Firms (cont'd)

- Form #4 Litigation Disclosure Form labeled as “Tab 4”
- Form # 5 Indexed and labeled as “Tab 15”
  - Engineering firms to indicate their desired project size, in dollars
  - All respondents to rate their level of interest in each project on a scale of A through D



## RFQ Scoring Criteria

Criteria	Weight
A. Experience of Prime Firm, Key Personnel and Key Subconsultants	50 Points
B. Local – Team’s Experience with issues in the San Antonio Region and past experience with City of San Antonio	10 Points
C. Proposed Plan Design Management Plan (15 points) Construction Management Plan (5 points) Outreach and Diversity Plan (10 points)	30 Points
D. Overall evaluation of the firm/team and its ability to provide the required services	10 Points

## Criteria A (50 points)

- Org Chart & Resumes of key personnel
- 3 previous projects demonstrating firm/team's relevant experience
  - (see Sample Project Sheet – Exhibit A)
    - Complete project description
    - Owner's name & Contact
    - Key personnel on projects
    - All sub-consultants

# Delivery of the Bond

*How do we deliver quality projects under budget...FASTER!*



## New Braunfels Avenue Improvements Project

2009 Special Improvements  
Bond Program

City of San Antonio

- Sample Project Sheet (Exhibit A) also include:
  - Role of Respondent
  - Original & final construction contract amount
  - Year of Project

PROJECT DESCRIPTION:	Design and reconstruction of 2.5 mile two-lane roadway to four-lanes with five-foot bike lanes, raised median, and left-turn lanes at intersections. Included underground storm sewer, water, gas, and sanitary sewer improvements. Upgraded four signalized intersections and constructed six-foot sidewalks. The project facilitated vehicular access along north and south New Braunfels while increasing safety for pedestrians and bicyclists in the area		
PROJECT DETAILS AND ROLE OF SUBMITTING FIRM:	<ul style="list-style-type: none"> <li>◆ Construction phase services included responding to contractor RFIs and reviewing change proposals. Through prompt review of change proposals, Walters &amp; Associates helped the City eliminate 80% of the change proposals from becoming change orders. Walters &amp; Associates' thorough documentation of project issues with the contractor contributed to the successful elimination of change orders.</li> <li>◆ Special consideration was given to landscaping and signs at intersections to accommodate the widened roadway. Meetings conducted by Walters &amp; Associates with Fort Sam Houston representatives throughout design kept HOA and military officials informed while creative methods were developed and specified in the construction documents to accommodate HOA and military concerns.</li> </ul>		
YEAR OF PROJECT:	2009-2012		
ORIGINAL CONSTRUCTION AMOUNT:	\$21.2 million	FINAL CONSTRUCTION AMOUNT:	\$23.5 million
DESIGN ENGINEER:	John Villarreal, P.E.	PROJECT ESIMATOR:	Hannibal Flores, P.E.
PROJECT MANAGER:	John Villarreal, P.E.	CONSTRUCTION OBSERVER:	Hannibal Flores, P.E.
OWNER'S NAME:	City of San Antonio	OWNER REPRESENTATIVE:	Stephen Jackson, P.E.
REPRESENTATIVE'S PHONE #:	210.207.5555	REPRESENTATIVE'S EMAIL:	jackson.sanantonio.gov

# Delivery of the Bond

*How do we deliver quality projects under budget...FASTER!*

- Sample Project Sheet, cont'd:
  - List all sub-consultants, certification type, amount paid, and % of total

COMPANY NAME & ROLE	FIRM ADDRESS (CITY, STATE, & ZIP)	PRIMARY SCOPE	CERTIFICATION TYPE	FINAL AMOUNT EARNED/PAID	% OF TOTAL
Walters & Associates (Prime)	200 W. Jones, San Antonio, TX 78215	Design/Prog. Mgmt	N/A	\$1,071,280	44.25%
Mission Engineering (Sub)	702 E. Maton, San Antonio, TX 78208	Civil Engineering	SBE, MBE	\$653,663	27%
Beta Consulting Eng. (Sub)	300 W. Queens, San Antonio, TX 78209	Traffic Engineering	WBE	\$89,576	3.7%
YMCA Consultants (Sub)	1425 Loop 410, San Antonio, TX 78216	Drainage Eng.	MBE	\$102,891	4.25%
Comal Eng. & Surveyors (Sub)	158 Main St., Boerne, TX 78251	Civil Eng./Surveyor	SBE, WBE	\$341,357	14.1%
Brush Consulting Group (Sub)	8756 Langston Ave., Poteet, TX 78596	Graphic Design	SBE	\$162,205	6.7%

CLASSIFICATION	% ACHIEVED
Small Business Enterprise (SBE)	47.8%
Minority Business Enterprise (MBE)	31.3%
Women-owned Business Enterprise (WBE)	17.8%



## Criteria B (10 points)

- Team's Experience with San Antonio region issues
  - (1 page index and label as "Tab 9" )
- City will take into consideration consultants' past experience with COSA based on scorecard

## Criteria D (10 points)

- Overall evaluation of submittal

## Criteria C (30 points)

- Design Management
  - ( 3 page narrative indexed and labeled as “Tab 10”)
- Construction Management
  - ( 2 page narrative indexed and labeled as “Tab 11”)
- Outreach & Diversity
  - ( 2 page narrative indexed and labeled as “Tab 12”)
  - Past utilization will be taken into consideration using information from the 3 Project Sheets

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# ***Delivery of the Bond***

*How to deliver quality projects under budget... FASTER!*

## ***Outreach and Diversity***

Ruben Flores, Economic Development Manager  
*Ruben.A.Flores@sanantonio.gov*

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- Criteria C:
  - Submit 2 page narrative describing outreach and diversity practices such as:
    - Effective outreach and diversity utilization practices
    - Joint ventures with, or mentoring to, S/M/WBEs
    - Extending insurance coverage, credit and other training or assistance for S/M/WBE subcontractors
    - Internships for minority (and/or women) group members and local university students
    - Working w/ economic development assistance agencies or trade groups for S/M/WBE outreach & technical assistance
    - Prompt payments to sub-consultants

## A/E Negotiation Phase

- CIMS Project Managers & Small Business Office will negotiate with prime firms to maximize:
  - Highly qualified sub-consultants
  - Outreach & diversity contracting opportunities
  - Similar or higher overall program results then the 2007 Bond
    - Some will be higher, some then 2007 Bond results shown below

<i>Category</i>	<i>Prime Participation</i>	<i>Sub-consultant Participation</i>	<i>Total Participation</i>
SBE	26%	21%	47%
M/WBE	25%	21%	47%

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# ***Delivery of the Bond***

*How to deliver quality projects under budget... FASTER!*

Mike Frisbie, P.E., City Engineer & CIMS Director

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## Selecting Firms for Projects

- Statements of Qualifications Scored/Ranked
- Firm's project interest
- Familiarity with a particular project
- Experience in the project area
- Other specific expertise that may be required



# Delivery of the Bond

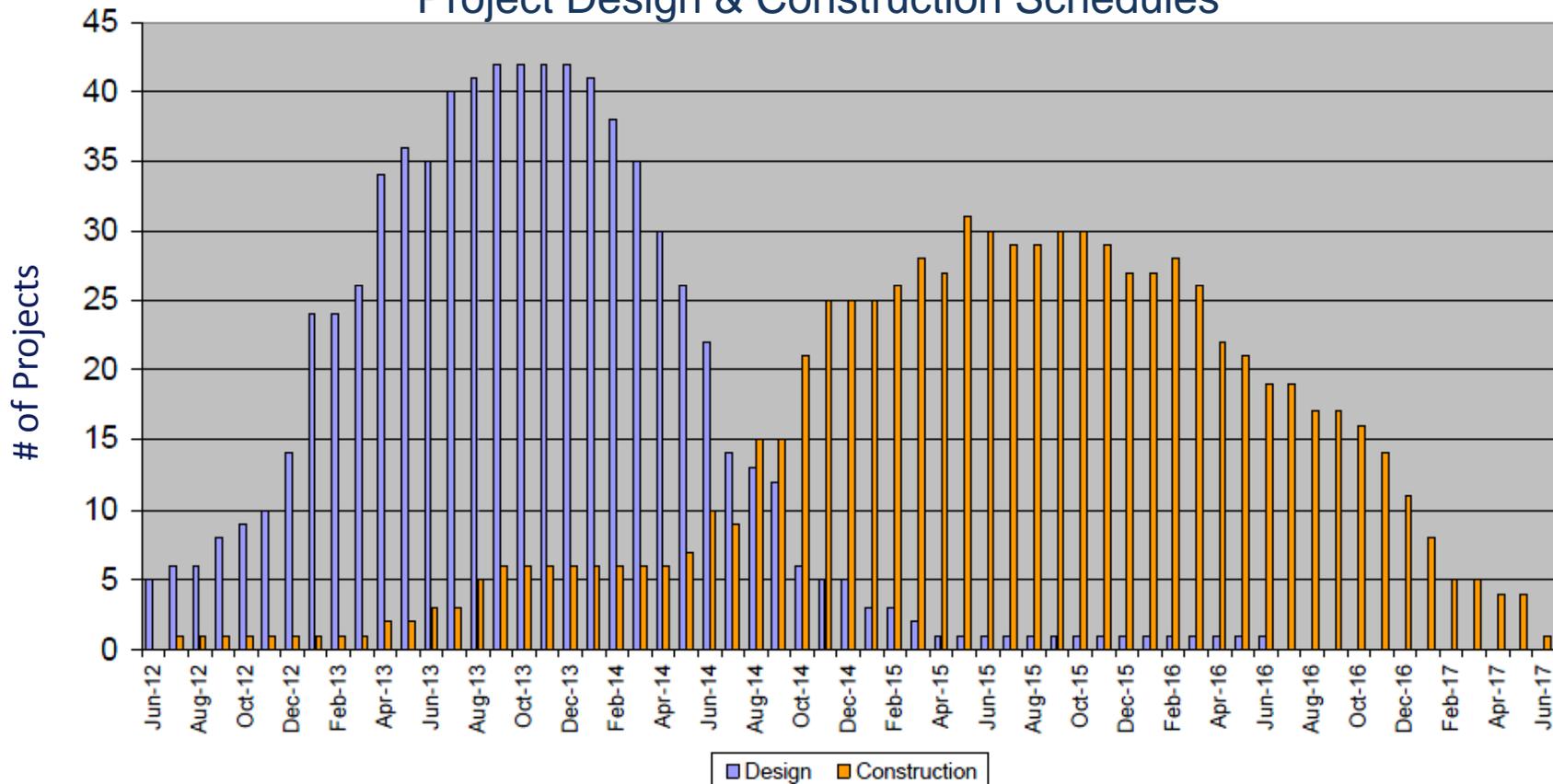
*How do we deliver quality projects under budget...FASTER!*

## Timeline by Proposition

Proposition 1 & 2

*(Streets, Bridges and Sidewalks & Drainage and Flood Control)*

Project Design & Construction Schedules

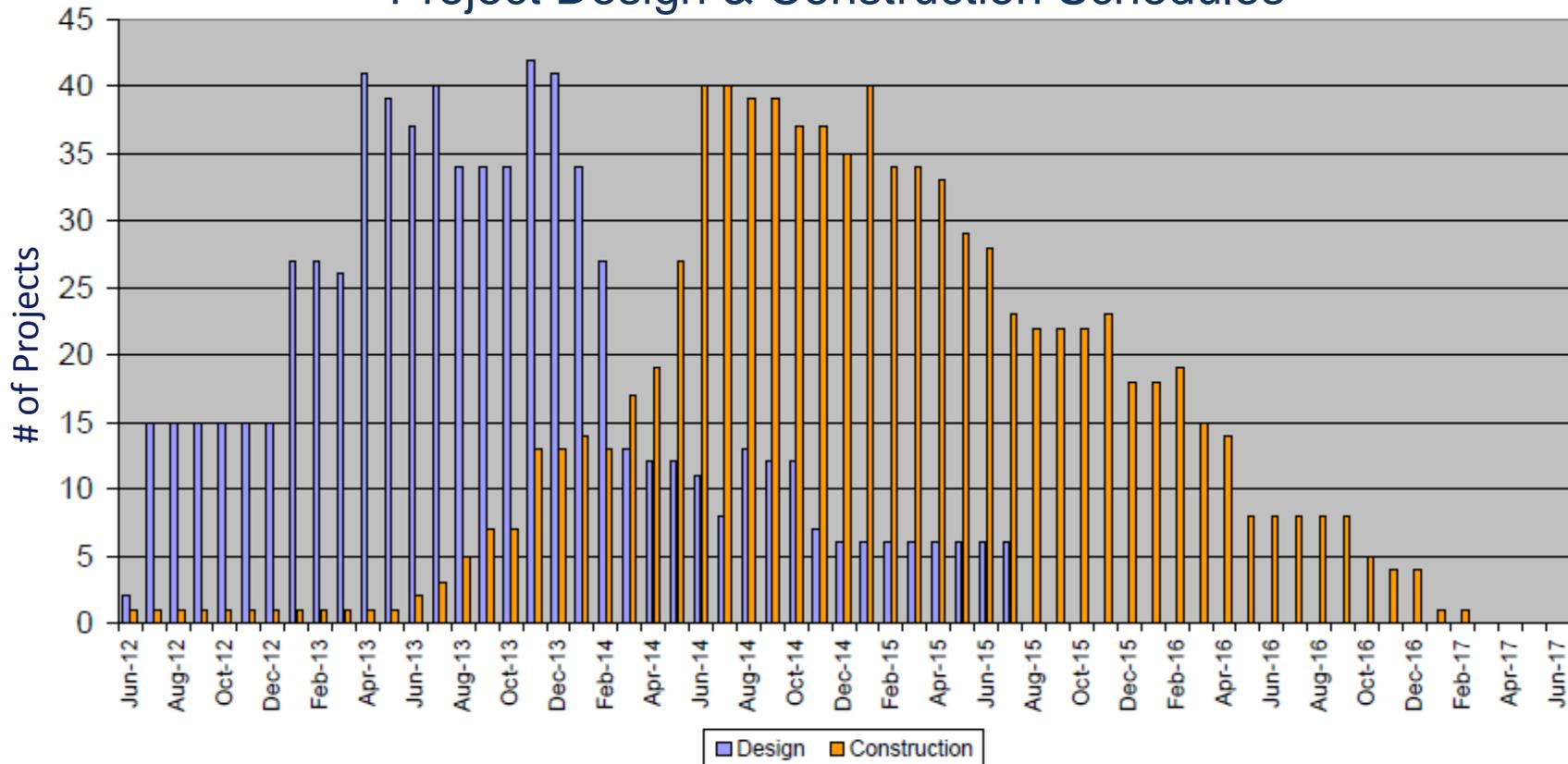


## Timeline by Proposition

### Proposition 3

(Park, Recreation & Open Space)

### Project Design & Construction Schedules



# Delivery of the Bond

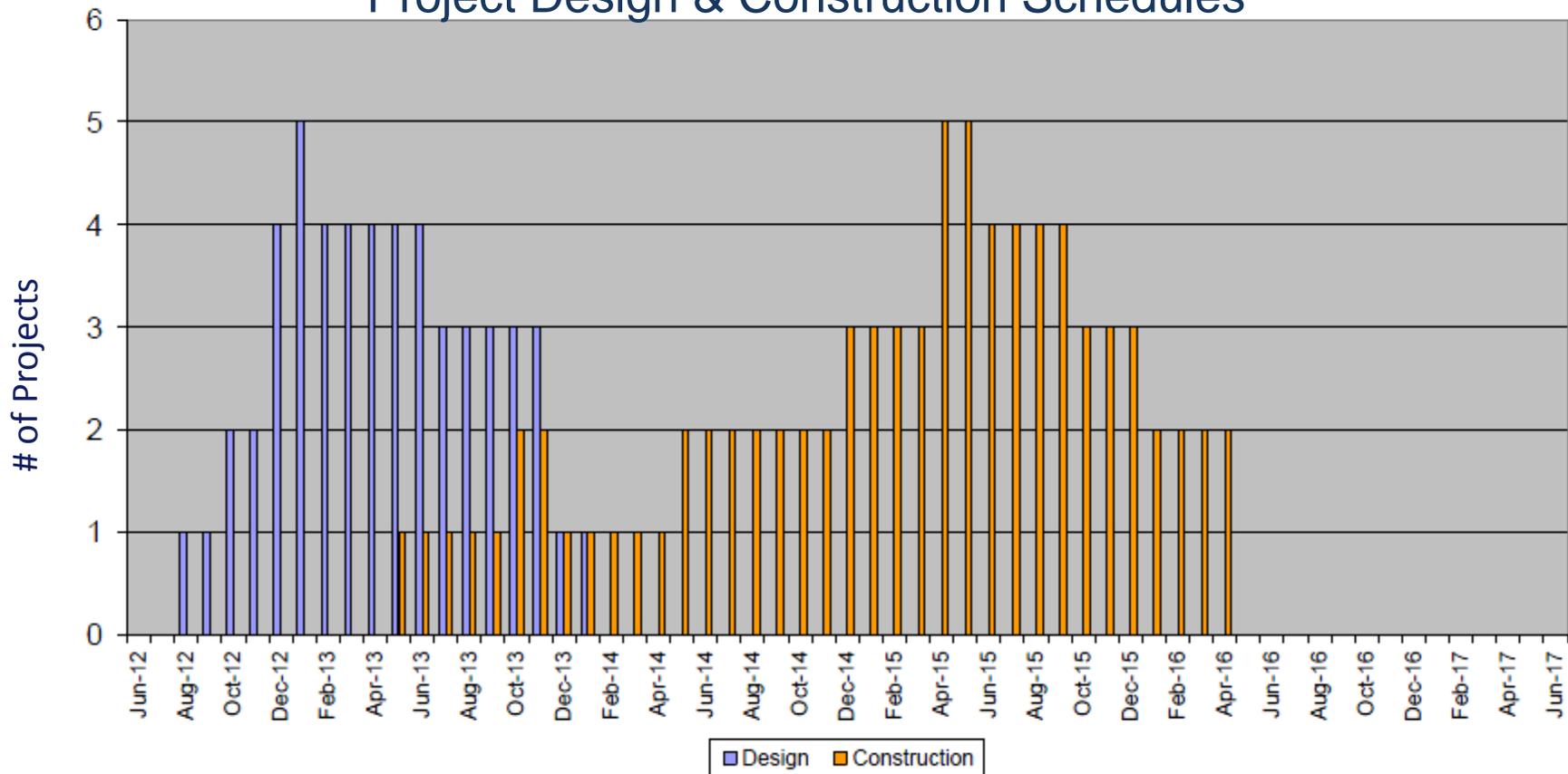
*How do we deliver quality projects under budget...FASTER!*

## Timeline by Proposition

Proposition 4 & 5

*(Libraries, Museums and Cultural Arts Facilities & Public Safety Facilities)*

### Project Design & Construction Schedules



## Continued Transparency

- Citizen Bond Oversight Commission (CBOC)
- Dashboard



## Summary



- Congratulations
- 140 Projects totaling \$596 million
- Projects yield much benefit citywide
- Aggressive, comprehensive plan to complete quality projects under budget... *FASTER*

City of San Antonio

**Delivering the  
2012-2017 General Obligation Bond Program**

Kickoff Meeting & Pre-Submittal Conference

June 8, 2012



**Questions?**



2012-2017  
\$596 MILLION  
**BOND**  
PROGRAM

# Kickoff Meeting Sponsors



SAN ANTONIO  
**HISPANIC**  
**CHAMBER**  
OF COMMERCE

UNITED STATES CHAMBER OF COMMERCE  
**ACCREDITED**  
★ ★ ★ ★



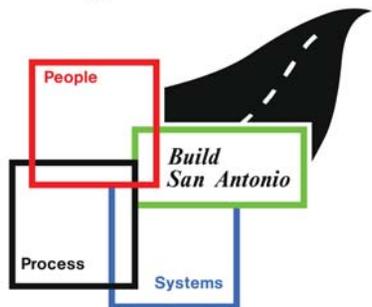
San  
Antonio  
Water  
System



**SmartCity**®



*Capital Improvements  
Management Services*



SAN  ANTONIO

CONVENTION, SPORTS, AND ENTERTAINMENT FACILITIES

Alamodome ★ Convention Center ★ Illusions Theater ★ Lila Cockrell Theatre

# CERTIFIED SBE & M/WBE FIRMS PROPOSED FOR 2007 BOND PROGRAM DESIGN SERVICES CONTRACTS

*The following is intended for reference only and is not an endorsement of any firm provided on this list. In addition, this is not a complete listing of eligible S/M/WBEs. For a complete listing of all certified S/M/WBEs, please contact or go to the South Central Texas Regional Certification Agency's website at [www.sctrca.org](http://www.sctrca.org) and search for certified vendors. Please note, some firms on this list may not satisfy the significant business presence criteria required to be counted toward a selected firm's utilization plan. It is the responsibility of each Respondent to confirm whether a certified firm is headquartered or has a significant business presence for one year within the San Antonio Metropolitan Statistical Area from which 20% of its total employees are regularly based.*

Firm Name	SBE	MBE	WBE
A.A. Gonzalez Engineering, Inc.	X	X	
AC Group, LLC	X	X	
Accutech Consultants, LLC	X	X	
Adams Environmental, Inc.	X		
AG/CM	X		X
Aguirre & Fields	X	X	
AIA Engineers, Ltd.	X	X	
Alamo Architects	X		
Alderson & Associates, Inc.	X		
Alex Garza Consulting	X	X	
AllianceTransportation Group	X		X
Alpha Consulting Engineers Inc.	X	X	
Alvidrez Architecture Inc.	X	X	
Ardaga & Associates	X	X	
Arias & Associates	X	X	
Bain Medina Bain, Inc.	X		X
Beaty Palmer Architects, Inc.	X		
Bender, Inc. dba Bender Wells Clark Design	X		X
Briones Consulting & Engineering, Ltd.	X	X	
Britts & Associates	X	X	X

<b>Firm Name</b>	<b>SBE</b>	<b>MBE</b>	<b>WBE</b>
Camacho-Hernandez & Associates, LLC.	X	X	
CAS Consulting & Services, Inc.	X	X	
Chiang Patel & Yerby, Inc.		X	
Civil Design Services, Inc. dba CDS/Muery	X		
Cleary Zimmermann Engineers	X		
CMTS	X	X	
CNG Engineering	X	X	
Coltrane Fernandez Zavala Group, LLC	X	X	X
Cost Estimate Resources	X		X
Coyle Engineering, Inc.	X		
Crespo Consulting Services, Inc.	X	X	
Debra Dockery, Architect, P.C.	X		X
Don Durden, Inc. dba Civil Engineering Consultants	X		
Durand-Hollis Rupe, Inc.	X	X	
Eagle Drilling	X		X
Ecological Communications Corporation	X	X	
Fernandez Frazer White & Associates, Inc.	X	X	
Flores Technical Services	X	X	
Ford Engineering, Inc.	X		X
Foster CM Group, Inc.	X	X	
Garcia & Wright Consulting Engineers, Inc.	X	X	
Geotechnical Consultants	X		X
Gibbons Surveying & Mapping, Inc.	X		X
Gonzalez, Kypuros and White, Inc.	X	X	
Gonzalez-De La Garza & Associates, LLC.	X	X	X
Greg Gomez, Inc. dba GGI Engineers	X	X	X
Grubb Engineering	X		X
H.A. Kuehlem Survey Company	X		
Hicks & Company	X		X

<b>Firm Name</b>	<b>SBE</b>	<b>MBE</b>	<b>WBE</b>
HVJ Associates	X	X	
IDCUS Inc. dba IDC Inc.	X	X	
Integrated Testing & Engineering Co. of SA (InTEC of SA)	X	X	X
James T. Rodriguez Consulting	X	X	
Jasmine Engineering	X	X	X
Jaster-Quintanilla San Antonio LLP	X	X	
Joshua Engineering Group	X	X	
K.M. Ng & Associates, Inc.	X	X	
Kell Munoz Architects, Inc.		X	
KFW Engineers	X		
Kinetics Consulting Engineering	X	X	
Laffoon Associates	X		
Lehmann Engineering	X		
Lina T. Ramey and Associates, Inc.	X		X
LNV, Inc. dba: LNV Engineering	X	X	
Lundy & Franke Engineering, Inc	X		X
M.W. Cude Engineers, LLC.	X		
Madeline Anz Slay Architecture, PLLC	X		X
Maestas & Associates, Inc.	X	X	
Medina Consulting Company, Inc	X		X
MEP Engineering	X		
Morgan/Brooks Resources Inc.	X		X
MS Engineering, LLC	X	X	X
National Blue Print Co., Inc.	X	X	
Poznecki-Camarillo and Assoc., Inc.	X	X	
Professional Engineering Design Group, PLLC	X		X
Project Cost Resources	X		X
R.J. Rivera Associates, Inc	X	X	
Rialto Studio, Inc.	X		

<b>Firm Name</b>	<b>SBE</b>	<b>MBE</b>	<b>WBE</b>
Robey Architecture, Inc.	X	X	
Rock Engineering & Testing Laboratory, Inc.	X	X	X
RODS Subsurface Engineering, Inc.	X	X	X
RODS Surveying, Inc.		X	
Rosin Group	X		X
Ruiz & Associates Surveying	X	X	
San Antonio Design Group Inc.	X	X	
San Antonio Testing Laboratory, Inc	X	X	X
Sherfey Engineering	X	X	X
Sherwood Surveying	X		
Slay Engineering Company	X		
Sprinkle & Co.	X		
STAR Engineering Group, Inc.	X	X	
STC Environmental Services	X		
Steve Patmon, Architect	X	X	
Structural Engineering Associates, Inc.	X	X	
Surveying & Mapping, Inc. dba SAM, Inc.		X	
T.C. Bailey Engineering	X		
TEDSI, Infrastructure Group, Inc.		X	
Terra Design Group, Inc.	X		
Traffic Operations Support Group	X	X	
Underground Services, Inc.	X		
Unitech Consulting Engineers, Inc.	X	X	
Vickrey & Associates, Inc.	X		X
Vortex Drilling, Inc.	X		X
Ximenes & Associates	X	X	X
YMW Consultants, LLC	X	X	X
Young Professional Resources	X	X	

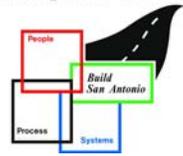


# Capital Improvements Management Services

## Contract Services Division

### Solicitation Response Tip List

Capital Improvements  
Management Services



#### SOLICITATION TIPS

##### ALL Solicitations

- ◆ Review solicitation document carefully and understand solicitation requirements;
- ◆ Request clarification or ask questions regarding the solicitation during the permitted timeframe for questions, if needed;
- ◆ Respond directly to solicitation questions posed;
- ◆ Ensure that a submittal is well organized and includes all the solicitation requirements listed therein;
- ◆ Use of bullet points, tables and photographs are encouraged;
- ◆ Ensure consistency in the format of your firm's submittal;
- ◆ Ensure all documents requiring a **signature** are signed;
- ◆ Ensure submittal is delivered to the City Clerk's Office by the submission 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 document;
- ◆ Tailor the **entire** submittal to the specific Project;
- ◆ 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 to only City projects**. Provide a variety of applicable projects;
- ◆ Ensure the projects highlighted are **similar in scope or services**, as outlined in the solicitation document. The use of direct correlations and relevancy to other projects are highly encouraged;
- ◆ Include complete reference Information (project owner and contact information), including email and telephone numbers, as requested in the solicitation document;
- ◆ Provide detailed resumes and organizational charts, as outlined in the solicitation document.
- ◆ Tailor your Project Approach responses to the specified Project;
- ◆ Provide **detailed** Quality Control and Quality Assurance plans, as applicable;
- ◆ Confirm the required SBEDA forms are included in submittal, if applicable.

##### RFQ Specific

- ◆ Tailor the introduction of the proposed team members in a manner clearly defining which team member directly will be working on the Project;
- ◆ Follow the format outlined in the RFQ Submittal Checklist and the Table of Contents;
- ◆ Ensure that the required **narratives**, as requested in the RFQ solicitation, are included in the submittal.

##### CSP Specific

- ◆ Provide **ALL** required documents listed on the 011 form;
- ◆ Ensure the 020 Bid Form, along with the 025 or 024 Bid Forms, are included in submittal listing the **correct dollar figures**.

#### Meet **YOUR** Contracts Team

Mark Patterson mark.patterson@sanantonio.gov Contract Administrator
Angelica Mata angelica.mata@sanantonio.gov Contract Coordinator
Carisa Gamez carisa.gamez@sanantonio.gov Contract Coordinator
Marissa Newman marissa.newman@sanantonio.gov Sr. Management Analyst
Elvia Fernandez elvia.fernandez@sanantonio.gov Management Analyst
Diane Vasquez diana.vasquez@sanantonio.gov Contract Officer
Ronald Ramirez ronald.ramirez@sanantonio.gov Contract Officer
Annie Menchaca annie.menchaca@sanantonio.gov Administrative Assistant II
Alan Mota alan.mota@sanantonio.gov Sr. Records Technician

#### SBEDA TIPS

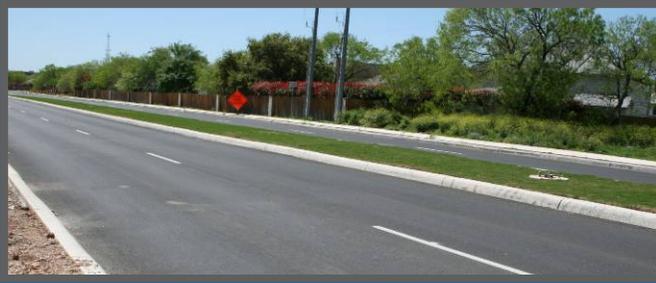
- ◆ Pay close attention to a solicitation's SBEDA details, when providing submittals;
- ◆ Sign and submit the required Commitment Form (when applicable);
- ◆ Accurately complete and submit required **Subcontractor / Supplier Utilization Plan form** (when applicable). The failure to submit the form and fully satisfy an applied SBEDA Program requirement will be cause for rejection of a bid as non-responsive;
- ◆ Confirm 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. The failure to so confirm may result in the dollar amounts listed for non-compliant 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 a contract with that subcontractor.
- ◆ There is no restriction on communication with the SBEDA staff during the solicitation period for **SBEDA-specific** questions. Respondents may contact the Small Business Office for assistance or

#### City of San Antonio

Physical Address:  
Contract Services  
Municipal Plaza Building  
114 W. Commerce St., 9th Floor  
San Antonio, TX 78205

Mailing Address:  
CIMS Contract Services  
P.O. Box 839966  
San Antonio, TX 78283

## Exhibit "A" - Project Sheet



# New Braunfels Avenue Improvements Project

2009 Special Improvements  
Bond Program

City of San Antonio

### PROJECT SHEET #1: NEW BRAUNFELS AVENUE IMPROVEMENTS PROJECT

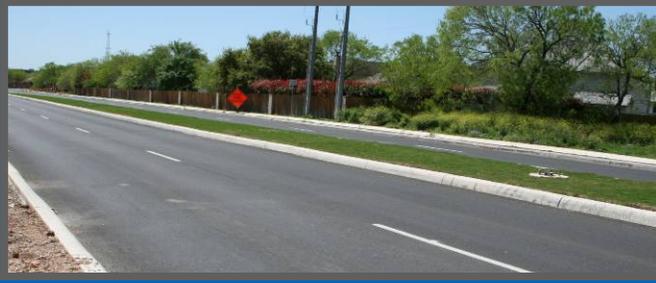
PROJECT DESCRIPTION:	Design and reconstruction of 2.5 mile two-lane roadway to four-lanes with five-foot bike lanes, raised median, and left-turn lanes at intersections. Included underground storm sewer, water, gas, and sanitary sewer improvements. Upgraded four signalized intersections and constructed six-foot sidewalks. The project facilitated vehicular access along north and south New Braunfels while increasing safety for pedestrians and bicyclists in the area		
PROJECT DETAILS AND ROLE OF SUBMITTING FIRM:	<ul style="list-style-type: none"> <li>◆ Walters &amp; Associates was the Prime Consultant for the project and performed the roadway and drainage design through the 40%, 70%, 95%, and 100% phases along with assisting the City in bidding the project.</li> <li>◆ Construction phase services included responding to contractor RFIs and reviewing change proposals. Through prompt review of change proposals, Walters &amp; Associates helped the City eliminate 80% of the change proposals from becoming change orders. Walters &amp; Associates' thorough documentation of project issues with the contractor contributed to the successful elimination of change orders.</li> <li>◆ Special consideration was given to landscaping and signs at intersections to accommodate the widened roadway. Meetings conducted by Walters &amp; Associates with Fort Sam Houston representatives throughout design kept HOA and military officials informed while creative methods were developed and specified in the construction documents to accommodate HOA and military concerns.</li> <li>◆ Design included optimizing the roadway and drainage design within limited public right-of-way. Alternatives were analyzed to achieve acceptable design standards while reducing the required right-of-way acquisition. The number of parcels required for acquisition was reduced by 23% from initial engineering to 40% design.</li> </ul>		
YEAR OF PROJECT:	2009-2012		
ORIGINAL CONSTRUCTION AMOUNT:	\$21.2 million	FINAL CONSTRUCTION AMOUNT:	\$23.5 million
DESIGN ENGINEER:	John Villarreal, P.E.	PROJECT ESIMATOR:	Hannibal Flores, P.E.
PROJECT MANAGER:	John Villarreal, P.E.	CONSTRUCTION OBSERVER:	Hannibal Flores, P.E.
OWNER'S NAME:	City of San Antonio	OWNER REPRESENTATIVE:	Stephen Jackson, P.E.
REPRESENTATIVE'S PHONE #:	210.207.5555	REPRESENTATIVE'S EMAIL:	jackson.sanantonio.gov

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## Exhibit "A" - Project Sheet (cont'd)



# New Braunfels Avenue Improvements Project

**2009 Special Improvements  
Bond Program**

City of San Antonio

COMPANY NAME & ROLE	FIRM ADDRESS (CITY, STATE, & ZIP)	CERTIFICATION TYPE	% OF TOTAL (DESIGN PHASE)
Walters & Associates (Prime)	200 W. Jones, San Antonio, TX 78215	N/A	44.25%
Mission Engineering (Sub)	702 E. Maton, San Antonio, TX 78208	SBE, MBE	27%
Beta Consulting Engineers (Sub)	300 W. Queens, San Antonio, TX 78209	WBE	3.7%
YMCA Consultants (Sub)	1425 Loop 410, San Antonio, TX 78216	MBE	4.25%
Comal Engineers & Surveyors (Sub)	158 Main St., Boerne, TX 78251	SBE, WBE	14.1%
Brush Consulting Group (Sub)	8756 Langston Ave., Poteet, TX 78596	SBE	6.7%

CLASSIFICATION	% ACHIEVED
Small Business Enterprise (SBE)	47.8%
Minority Business Enterprise (MBE)	31.3%
Women-owned Business Enterprise (WBE)	17.8%



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