

# CITY OF SAN ANTONIO AVIATION DEPARTMENT

Design Review, Inspection, &  
Testing for the Residential  
Acoustical Treatment Program

Pre-Submittal Conference  
August 19, 2014

# BACKGROUND



The Residential Acoustical Treatment Program provides acoustical treatments for qualifying single and multi-family residences to meet or exceed standards prescribed by the FAA.

Since March 2005 the program has acoustically treated approximately 1,293 homes and 216 apartments.

# SCOPE OF WORK



The Respondent will be responsible for reviewing the designs, inspecting and testing homes being acoustically treated in compliance with all applicable FAA Program regulations. The goal is to achieve a minimum of 5% decibel reduction in each acoustically treated residence or multifamily dwelling.

# SCOPE OF WORK



## DESIGN REVIEW SERVICES

- Independent design review
- Construction inspection services
- Provide certified inspection reports

# SCOPE OF WORK



## TESTING SERVICES

- Pre- and post-construction acoustical testing
- Indoor Ventilation Testing
- Conduct indoor ventilation system testing to ensure that adequate indoor fresh air supplies are available for the inhabitants
- Conduct post ventilation testing
- Analyze and report test results

# QUALIFICATIONS



- Architect licensed in the State of Texas with design review experience
- Mechanical engineer licensed in the State of Texas experienced in review of residential and commercial HVAC systems
- Electrical engineer licensed in the State of Texas experienced in review of residential and commercial electrical systems
- Experience in acoustical treatment testing
- Experience in indoor ventilation testing

# **SUBMITTAL REQUIREMENTS**

**DIANE COOK**

# SOLICITATION SCHEDULE



- Pre-Submittal Conference Aug. 19, 2014
- Deadline for Questions (12:00 noon) Aug. 28, 2014
- SUBMITTALS DUE (3:00 pm) Sept. 9, 2014
- Interviews (if needed) Sept. 29-30, 2014
- Council Consideration Nov. 2014

# SUBMITTAL INSTRUCTIONS



## Restrictions on Communications (RFQ Section IX)

- Leonor Grimaldo-Hargis@ [Leonor.Grimaldo-Hargis@sanantonio.gov](mailto:Leonor.Grimaldo-Hargis@sanantonio.gov)
- Lisa Brice @ [lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov)

Submittals Due: 3:00 p.m.- Tuesday, September 9, 2014  
at Office of the City Clerk , 100 Military Plaza, City  
Hall, 2<sup>nd</sup> Floor

## What's New?

- Experience Matrix



# REQUIRED DOCUMENTS



- Submittal Cover / Signature Page Tab 1
- Submittal Checklist/ Table of Contents Tab 2
- Litigation Disclosure Form Tab 3
- Proof of Insurability & Insurance Certificate Tab 4
- References (Required) Tab 5
- Contract Template Tab 6
- Disadvantaged Business Enterprise (DBE)  
Program Forms 1 and 2 Tab 7
- Contracts Disclosure Form (RFQ Form 5) Tab 8
- Executive Summary Tab 9
- Statement of Qualifications (SOQ) Tab 10
- Project Approach Management Plan Tab 11

# AWARD OF CONTRACT AND RESERVATION OF RIGHTS



- **Conflicts of Interest.** Respondent acknowledges that it is informed that the Charter of The City of San Antonio and its Ethics Codes, from having a financial Interest in any contract with City or any City agency, such as City-owned utilities
- 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 City Ethics Code (Contracts Disclosure Form [Tab 8] in the RFQ)

# **DBE PROGRAM (DISADVANTAGED BUSINESS ENTERPRISE PROGRAM)**

**LISA BRICE**

# DBE PROGRAM

- Purpose: To facilitate DBE participation for contractual opportunities at the San Antonio Airport System.
- Proposers have the opportunity to earn up to **20 Points** for the DBE Program portion:
  - ❖ Up to 10 points for meeting the DBE established goal of **11.20%** (based on availability of DBE firms for scope of services)
  - ❖ Up to 10 points for Narrative Statement describing business diversity plan and outreach efforts to DBE firms.

## DBE PROGRAM

- Proposers must submit a Good Faith Effort Plan in proposal detailing their efforts to include DBEs as part of their team (DBE Forms 1 & 2).
- Small Business staff can assist you with information on where to find certified firms if needed.
- DBE Program Contacts:
  - ❖ Lisa Brice at 210-207-3505  
[lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov)
  - ❖ Barbara Trevino at 210-207-3592  
[barbara.trevino@sanantonio.gov](mailto:barbara.trevino@sanantonio.gov)
  - ❖ Catherine Olukotun at 210-207-3472  
[catherine.olukotun@sanantonio.gov](mailto:catherine.olukotun@sanantonio.gov)

# COSA VENDOR LISTING



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

# QUESTIONS & ANSWERS