



CITY OF SAN ANTONIO AVIATION DEPARTMENT

ACOUSTICAL TREATMENT CONSULTANT FOR RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

**Pre-Submittal Conference
November 12, 2014**

BACKGROUND

- The Residential Acoustical Treatment Program (RATP) 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 1,335 homes and 216 apartments.

SCOPE OF SERVICES

The Respondent will be responsible for the program management, design and construction services of the RATP. The RATP objectives established by the FAA are to reduce the interior noise level of a dwelling by a minimum 5 decibel as a result of the modifications.

SCOPE OF SERVICES *(Cont'd)*



PROGRAM & PROJECT MANAGEMENT SERVICES

- Manage the public relations, legal and design and construction services of the program
- Implement and maintain the program in accordance with the Policies & procedures Manual and the Construction Specification Manual
- Utilize the Single Parcel Bidding Method whereby each project will represent an independent design-build construction contract

SCOPE OF SERVICES (Cont'd)



DESIGN & CONSTRUCTION MANAGEMENT SERVICES

- **The Respondent and its sub consultants will:**
 - Develop acoustical treatment design packages

- **The Respondent will:**
 - Coordinate design phase visits, homeowner design review meetings and bid package development
 - Conduct a bid opening monthly
 - Manage construction services

- **The Respondent's sub consultants will:**
 - Provide acoustical and ventilation testing

PRIME QUALIFICATIONS

- **Minimum Qualifications**
 - Have demonstrated experience with a similar FAA Noise Insulation Program in:
 - ❖ Management
 - ❖ Planning
 - ❖ Design
 - ❖ Construction Administration
 - Propose a local Project Manager who shall be assigned to manage all work under the agreement for the duration of the term of the contract

PRIME QUALIFICATIONS

(Cont'd)

- Preferred Qualifications
 - Have experience with in an airport Noise Insulation Program in:
 - ❖ Planning
 - ❖ Design
 - ❖ Construction Administration
 - Experience managing a \$5M+ Noise Insulation Program

TEAM QUALIFICATIONS

(Cont'd)

- **Minimum Qualifications**

- Acoustical Consultant with experience in post modification noise testing
- Architect licensed in the State of Texas
- Mechanical engineer licensed in the State of Texas
- Electrical engineer licensed in the State of Texas
- 3 years experience in indoor ventilation testing
- 3 years experience in asbestos and lead based paint abatement
- Construction Manager with demonstrated experience in managing and monitoring construction
- Experience with grant funded FAA Noise Insulation Program
- Demonstrated Public Relations

TEAM QUALIFICATIONS

(Cont'd)



- Preferred Qualifications
 - Architect licensed in the State of Texas with 3 years experience in Residential Noise Insulation Programs
 - Mechanical Engineer licensed in the State of Texas
 - Electrical Engineer licensed in the State of Texas
 - Construction Manager with demonstrated experience in managing and monitoring construction

SUBMITTAL REQUIREMENTS

DIANE COOK

SOLICITATION SCHEDULE

- Pre-Submittal Conference Nov. 12, 2014 at 1:00 p.m.
- Deadline for Questions Nov. 20, 2014 at Noon
- **SUBMITTALS DUE Dec. 2, 2014 at 3:00 p.m.**
- Interviews (if needed) Jan. 30, 2015
- Council Consideration March 2015

SUBMITTAL INSTRUCTIONS

- Submittals Due: 3:00 p.m. - Tuesday, December 2, 2014 at the Office of the City Clerk, 100 Military Plaza, City Hall 2nd Floor
- Restrictions on Communications (RFQ Section IX)
 - Leonor Grimaldo-Hargis at leonor.grimaldo-hargis@sanantonio.gov
 - Lisa Brice at lisa.brice@sanantonio.gov
- What's New?
 - Experience Matrix
 - Review Contract Template
 - Key Personnel / Organization Chart - Tab 10.3

EXPERIENCE MATRIX

Use one box below for each key personnel as shown on Organizational Chart. Enter first and last name, name of firm, and assigned task in blue box. See Example. Enter the number of years of experience by individual for each category shown on the left. If that individual has no experience in that that category, leave blank.

	EXPERIENCE	John Doe; ABC, Inc. Airport Planner							
1	Program Manager with Planning, Design & Construction Administration of airport Residential Noise Insulation Program	8							
2	FAA Residential Noise Insulation Program-Acoustical Treatment Program - Post Modification Noise Testing	8							
3	Texas Licensed Architect with Noise Insulation Program Construction Document Preparation Experience								
4	Texas Licensed Mechanical Engineer with Noise Insulation Program Experience	2							
5	Texas Licensed Electrical Engineer with Noise Insulation Program Experience	8							

KEY PERSONNEL/ ORGANIZATION CHART

TAB 10-3



- Provide a detailed organizational chart or graphic representation of your team, identifying key personnel who shall be assigned to work on the various tasks assigned through this professional service agreement. Proposed Key Personnel/ Organizational Chart is limited to one (1) page.
- Also prepare a table showing, in alphabetical order by first name, the information requested in Items “a through i” below for each person on the Organizational Chart.
 - a) Name of person
 - b) Firm each team member is employed
 - c) Title
 - d) Expected Role on Projects, if selected
 - e) Years with Firm
 - f) Highest Degree/Discipline/School
 - g) Proposed assignments and lines of authority and communication for each team member to be directly involved in the project(s)
 - h) City/State of personal residence
 - i) City/ State of office where permanently assigned

REQUIRED DOCUMENTS

- Submittal Cover/ Signature Page Tab 1
- Submittal Checklist/ Table of Contents Tab 2
- Litigation Disclosure Form Tab 3
- Proof of Insurance Tab 4
- References Tab 5
- Contracts Template Tab 6
 - Comments / Concerns
- DBE Form 1 and DBE Form 2 Tab 7

REQUIRED DOCUMENTS (Cont'd)



- **Contracts Disclosure Form** **Tab 8**

- **Executive Summary** **Tab 9**

- **Statement of Qualifications** **Tab 10**
 - **Minimum Qualifications** Tab 10-1
 - **Team Profile** Tab 10-2
 - **Proposed Key Personnel/ Organization Chart** Tab 10-3
 - **Experience Matrix** Tab 10-4
 - **Project Sheets** Tab 10-5
 - **Resumes** Tab 10-6

- **Project Approach/ Management Plan** **Tab 11**

EXCLUSIVITY AGREEMENTS

- **Exclusivity Agreements are discouraged and will not be acknowledged**

DBE PROGRAM (DISADVANTAGED BUSINESS ENTERPRISE PROGRAM)

LISA BRICE

DBE PROGRAM

- Purpose: To facilitate DBE participation for the contractual opportunity 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 service)
 - Up to 10 points for Narrative Statement describing business diversity plan and outreach efforts to DBE firms.

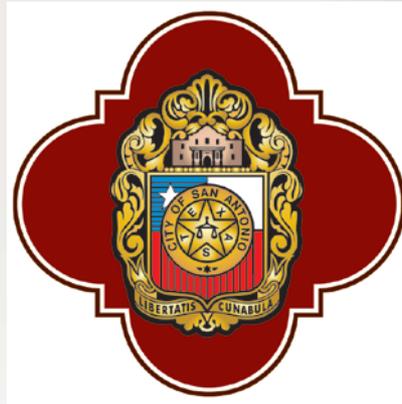
DBE PROGRAM

- Purposers 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; 210-207-3505; lisa.brice@sanantonio.gov
 - Barbara Trevino; 210-207-3592; barbara.trevino@sanantonio.gov
 - Catherine Olukotun; 210-207-3472; 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
 - Please visit the City of San Antonio's Vendor Listing to search for SBEDA eligible certified firms at: <http://www.sanantonio.gov/purchasing/vendorlisting.aspx>

QUESTIONS & ANSWERS



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*** * * * END OF PRESENTATION * * * ***