

Pre-Bid Meeting Sign-In



CITY OF SAN ANTONIO
TRANSPORTATION & CAPITAL IMPROVEMENTS

NAME	ORGANIZATION	PHONE	EMAIL
Ron Ramirez	COSA-TCI-CONTRACTS	207-8063	ronald.ramirez@sanantonio.gov
Roger Lawhead	Slay Engineering	734-4388	rlawhead@slayengineering.com
Katie Whately	Drash Consultants ^{HUB} ^{SPE} ^{WBE} ^{SB}	340-5004	kwhately@drashconsultants.com
Ursula Villareal	Tropical Contracting	210 705 1008	uvillareal@tropicalcontracting.net
Agdel Rivera	COSA- Parks	201-4073	agdel.rivera@sanantonio.gov
Joe Ballenger	Zimmerman Const	830 331 0818	jballenger.texas@gmail.com
BOB SCHNIDER	C&C	210-733-3666	13013@C&CCONSTRUCTIONTEXAS.COM
Carlos Abelar	T-CU	210-825-2031	wlg.texas@aol.com
TONY BAERMAN	COSA/TCI	210-241-5383	tony.baerman@sanantonio.gov
Free M. L. L.	COSA/EDID	210-207-8124	Free.M.L.L@sanantonio.gov

THIS FORM WILL BE POSTED TO THE CITY WEBSITE, SIGNING THIS FORM GIVES CITY PERMISSION TO RELEASE YOUR INFORMATION

April 28, 2015
LEON CREEK GREENWAY (VALERO TRAILHEAD TO IH-10) #26-00613

Pre-bid Meeting

Leon Creek Greenway (Valero Trailhead to IH-10) #26-00613

A. Review of Contract Requirements/Expectations

- Type of Contract: **IFB –Qualified Low Bid.**
- Contract Duration:
 - **180 calendar days to substantial completion;**
 - **30 additional calendar days to final completion.**
- Liquidated Damages:
 - **\$325.00 in liquidated damages will be imposed if substantial completion deadline is not met;**
 - **\$125.00 liquidated damages if final completion deadline is not met.**
- Estimated Construction Cost: **\$820,000.00.**
- Required Forms
 - Please ensure to sign and date the **010, 025, SBEDA Utilization Plan** and any/all **addenda acknowledgment** forms;
 - Original signatures are mandatory on bid proposals;
 - Bid Bond in the amount of not less than five percent (5%) of the greatest total amount of the bid/proposal, payable without recourse to the order of the City of San Antonio, Texas.

B. Restriction on Communication

- Respondents are prohibited from communication with the City Staff and City Officials regarding this solicitation.
- The following exceptions apply:
 - Written questions and comments concerning the solicitation shall be sent to the PM and directed to the Consultant.
 - 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 Irene Maldonado. Ms. Maldonado may be reached by telephone at (210) 207-8214 or by e-mail at irene.maldonado@sanantonio.gov. This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.

C. Submission of Questions

- Written questions are due **Friday, May 1, 2015 by 4:00 P.M.**
- Responses to questions presented subsequent to pre-bid meeting, if any, and received prior to the deadline for questions will be answered via addendum.

D. Post Meeting Information

- Visit Website (<http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>)
 - Summary of pre-bid meeting including the sign-in sheet;
 - Meeting handouts.
- **Questions received before deadline for questions will be answered via addenda.**

E. Submission of Bid Proposals

- All bids are due Tuesday, May 12, 2015 by 2:00 P.M.
- Hand Delivery Location: City Clerk's Office, 2nd Floor of City Hall at 100 Military Plaza.
- Bid Opening will take place in City Council Chambers of the Municipal Plaza Building.

I. Small Business Economic Development Advocacy (SBEDA) Program API's Applied:

- **M/WBE Subcontracting Program** - 23% must be subcontracted to certified M/WBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
- **AABE Subcontracting Program** - 2% out of the 23% M/WBE subcontracting requirement must be subcontracted to certified AABE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
 - ◆ All M/WBE(s) and AABE(s) must also be certified as SBE
- Respondents must demonstrate their commitment to meeting the subcontracting requirements by submitting a signed **Subcontractor/Supplier Utilization Plan** form with their bid response
 - ◆ Failure to submit the **Subcontractor/Supplier Utilization Plan** form or meet the subcontracting requirements will deem the bid response NON-RESPONSIVE
- Only first tier certified M/WBE(s) and AABE(s) will count toward the subcontracting requirements
- ***SBE or M/WBE Prime participation does NOT count toward the Subcontracting requirements***

II. Eligibility Criteria

- Certified through the South Central Texas Regional Certification Agency (SCTRCA) as: **SBE** and **MBE/WBE** (AABE/ABE/HABE/NABE/WBE)
- Headquartered in the SAMSA or demonstrate "significant business presence" in the SAMSA (20% of total company employees regularly based in the SAMSA for at least one year) (SAMSA counties are: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson)

III. Waivers

- A full or partial waiver of a specified subcontracting requirement may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation bid response
 - ◆ Form is available at: <http://www.sanantonio.gov/SBO/Forms.aspx>
 - ◆ Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the subcontracting requirements
 - ◆ Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a *Respondent/Vendor Subcontracting Waiver* :
<http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf>

IV. Central Vendor Registry (CVR) / San Antonio eProcurement System (SAePS)

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

V. COSA Vendor Listing

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx> to view or to download a listing of certified and non-certified vendors registered with the City.

For questions regarding SBEDA requirements, contact Ruben A. Flores at (210) 207-3923 or the Economic Development Department at 207-3922

Good Faith Effort Tips for SBEDA Waivers

- 1. Attend Pre-Submittal Conference:** Respondent should indicate whether they attended the relevant pre-submittal conference.
Tip: To receive credit for attending a pre-submittal conference, the attendee must be a person who will be directly involved with the project (i.e., owner, project manager, estimator, etc.). The Economic Development Department's (EDD) Small Business Office (SBO) will obtain a copy of the sign-in sheet to confirm attendance.
- 2. Subdivide the Work:** Respondent should demonstrate subdivision of the work into commercially useful disciplines or work elements that can be economically performed by certified small, minority and/or women-owned business enterprises (S/M/WBEs), when feasible. It is the respondent's responsibility to demonstrate that sufficient work was made available to S/M/WBEs to meet specified SBEDA requirements.
Tip: The work should be subdivided into categories or disciplines to allow for maximum SBE and M/WBE participation. For example:
Project Name: Annual Contract for Various Departments Lawn Maintenance
Work Elements: Grounds Maintenance – 50%
Landscaping – 20%
Irrigation System Maintenance and Repair – 10%
Litter/Removal Services – 10%
Weed and Vegetation Control – 10%
- 3. Advertise:** Respondent should advertise in general circulation, trade publications, or minority/women's business focused media for S/M/WBE subcontractors at a reasonable time prior to the bid due date. A copy of the advertisement, showing the advertisement date(s), name of publication(s), type of work and amount of work being solicited, must be provided.
Tip: A copy of the advertisement should be submitted, including the date(s) of advertisement and name of publication.
- 4. Use Public Databases and Minority/Women's Business Focused Organizations/Services:** Respondent should provide evidence of using the City's NIGP Search website, the South Central Texas Regional Certification Agency (SCTRCA), and other organizations' vendor directories/listings to solicit S/M/WBE subcontractors.
Tips: a.) Respondents may acquire a list of potential S/M/WBE subcontractors from the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> through NIGP code search engine ; b.) SCTRCA's online listing of S/M/WBEs is available at <http://sctrca.org/>; c.) Respondents may use the services and assistance of the SBA, local chambers of commerce, S/M/WBE business associations, and other local outreach programs for locating and contacting S/M/WBEs; d.) To confirm if a potential S/M/WBE subcontractor meets the City's SBEDA program eligibility, the respondent may contact EDD's SBO; e) Contact the Small Business Office
- 5. Provide Relevant Information to Small Businesses:** Provide documentation that respondent provided S/M/WBEs with information regarding contract requirements, solicitation timing, and how to obtain plans and specifications, at a reasonable time (7-10 days) prior to the bid due date.
Tip: This documentation can include ad copies, emails, faxes or any other correspondence between respondent and S/M/WBEs indicating outreach efforts.
- 6. Directly Solicit Small Businesses:** Respondent must provide documentation of directly soliciting S/M/WBE subcontractors. Copies of emails and fax notices sent directly to SBEs and M/WBEs should be submitted. A direct solicitation may include the type of work, amount of work, and a brief specific description of the work being solicited.
Tip: Send emails or faxes to S/M/WBEs detailing the specific scope of work determined would lend to a subcontracting opportunity. Follow-up with a call to the S/M/WBEs to make sure they received your email or fax (some emails go directly to spam boxes). Document the S/M/WBE company name, contact person, phone number/email address, certifications, result of contact (left message, no answer, etc.) bid received and reason for rejection.
- 7. Offer Assistance:** Respondent must provide documentation of efforts to assist S/M/WBEs in obtaining bonding, insurance or equipment.
Tip: Submitting the offer to assist with bonding/insurance/equipment included in the ad copy, emails and/or fax correspondences during S/M/WBE outreach efforts satisfies this requirement.
- 8. Document bid and negotiation results:** Respondent should negotiate in good faith with interested S/M/WBEs. The respondent should provide documentation of all the negotiations with S/M/WBEs, unsuccessful and/or bids received but not accepted, and provide the following contact information: company name, telephone number, contact person, price bid (if applicable) and the reasoning for rejecting the bid for each unsuccessful bid.
Tip: If price was the reason for rejecting the bid, the respondent should document the price bid by both the rejected S/M/WBE and the accepted low bidder for that particular scope of work.
- 9. Follow-Up with Vendors:** Respondents must show evidence that they conducted a strong effort to include S/M/WBEs in their response.
Tip: Provide evidence that respondent attempted to reach S/M/WBEs multiple times and provide documentation of response from S/M/WBEs contacted.
- 10. Fill out SBEDA Respondent/Vendor Subcontractor Waiver Request located at <http://www.sanantonio.gov/SBO/Forms.aspx> and attach all Good Faith Effort documentation.**
*Tip: Respondents **must** submit this form with documentation or the waiver request will not be processed by the EDD SBO. As a reminder, respondents **must also** submit the Subcontractor/Supplier Utilization Plan with their response.*

AABE Certified Contractors

Electrical

Copeland Contracting Company, Inc.	210-225-4600	ebrown@copeland-inc.com	San Antonio, TX	SBE / MBE / WBE / AABE
Gallien Electric & Construction	210-473-5329	gec@gvtc.com	San Antonio, TX	SBE / MBE / AABE

Plumbing

Copeland Contracting Company, Inc.	210-225-4600	ebrown@copeland-inc.com	San Antonio, TX	SBE / MBE / WBE / AABE
Gallien Electric & Construction	210-473-5329	gec@gvtc.com	San Antonio, TX	SBE / MBE / AABE
Willis Construction ETC.	210-430-9307	tonywillis5@yahoo.com	San Antonio, TX	SBE / MBE / AABE

HVAC

HLSB Construction	210-229-0420	kirkseyf@yahoo.com	Seguin, TX	SBE / MBE / AABE
RIL Heating & Air Co	210-723-1084	rilcool1@gmail.com	San Antonio, TX	SBE / MBE / AABE
Gallien Electric & Construction	210-473-5329	gec@gvtc.com	San Antonio, TX	SBE / MBE / AABE
Willis Construction ETC.	210-430-9307	tonywillis5@yahoo.com	San Antonio, TX	SBE / MBE / AABE
WC Solutions, LLC	210-296-8996	wlamar@wcsolutionstx.com	Garden Ridge, TX	SBE / MBE / AABE

Concrete

Consolidated Installation Support, LLC	910-354-6966	joe@vetcis.com	San Antonio, TX	SBE / MBE / AABE
Copeland Concrete & Contracting, Inc	210-225-4600	ebrown@copeland-inc.com	San Antonio, TX	SBE / MBE / WBE / AABE
HLSB Construction	210-229-0420	kirkseyf@yahoo.com	Seguin, TX	SBE / MBE / AABE
Toney Concrete Construction, Inc.	210-473-7066	toneyconcreteconstruction@yahoo.com	San Antonio, TX	SBE / MBE / AABE

Demo/Excavation/Site Work

HLSB Construction	210-229-0420	kirkseyf@yahoo.com	Seguin, TX	SBE / MBE / AABE
Jarvis Moore Incorporated	210-807-1444	jarvisgrc@gmail.com	San Antonio, TX	SBE / MBE / AABE
3 E Construction Services	210-393-6242	EJR924@gmail.com	San Antonio, TX	SBE / MBE / AABE
Lone Star Remediation & Demolition, Inc.	210-240-4741	rpowell40@gmail.com	San Antonio, TX	SBE / MBE / AABE

Hauling

K.D. Williams Construction, Inc.	210-314-6553	kdwilliamsconstruction@gmail.com	San Antonio, TX	SBE / MBE / AABE
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Construction/Project Management

Straight Line Management, LLC	210-226-2107	straightlinem@gmail.com	San Antonio, TX	SBE / MBE / WBE / AABE
WC Solutions, LLC	210-296-8996	wlamar@wcsolutionstx.com	Garden Ridge, TX	SBE / MBE / AABE
Stanford General Contracting, LLC	210-473-7902	jmcfall33@gmail.com	Windcrest, TX	SBE / MBE / AABE
I.C.E. Construction Services, LLC	210-414-0370	bhawkins@2fastmail.com	San Antonio, TX	SBE / MBE / WBE / AABE

Core Drilling

Mikore, Inc	210-277-0774	mlconnell@mikoreinc.com	San Antonio, TX	SBE / MBE / AABE
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Tree Service

Booker's Tree Service, LLC	210-657-8085	booker@bookerstreeservice.net	San Antonio, TX	SBE / MBE / AABE
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This list consists of AABE firms that have either worked on City of San Antonio construction projects or have expressed a strong interest in doing work on City contracts. Please note that this is a partial list and is not intended to recommend, endorse, or make any representation regarding the capabilities or performance of the listed firms. A full listing of current certified AABE firms is available by searching the vendor database at the South Central Texas Regional Certification Agency website (www.sctrca.org). The City also offers a vendor search tool at <http://sanantonio.gov/purchasing/vendorlisting.aspx> which provides access to our database of firms (including SBEDA eligible AABE firms) that have registered in the City's Central Vendor Registry.

COMPLIANCE - TOP 10



1 Post the appropriate Wage Determination for the project in a conspicuous location.

2 Pay time-and-a-half to workers who work on any of the 7 listed City Holidays.

3 Pay time-and-a-half to workers who work in excess of 40 hours in a given week.

4 Workers must be classified for the work performed, in accordance to the Wage Determination.

5 Prime Contractor is accountable and responsible for ensuring that all workers are paid the prevailing wage rates, including subcontractors.

6 Certified payrolls must be submitted through the LCP Tracker System, weekly.

7 Apprentices must be registered in an Apprenticeship Training Program which is approved by the US Department of Labor.

8 All workers must be paid on an hourly rate basis. No piece work or day labor rates.

9 Site Visits may be conducted to ensure proper work classification and wage rates.

10 If workers are underpaid, restitution to the worker is required and the City will impose penalties in accordance to the contract.