

Storm Water Outfalls at San Antonio Airport System (REBID)  
Pre-Submittal Meeting: May 20, 2015.



I. **Minority and/or Women-Owned Business Enterprise (M/WBE) and African American Business Enterprise (AABE) Subcontracting Program**

- ***SUBCONTRACTING IS A REQUIREMENT***
- **Seventeen (17%) percent** of the total contract value must be subcontracted to certified Minority or Women-owned Business Enterprises (M/WBEs) firms headquartered or having a Significant Business Presence designated within San Antonio Metropolitan Statistical Area (SAMSA) for at least one year.
- In addition, **two (2%) percent** out of that 17% subcontracting goals is to be subcontracted to certified African American Business Enterprise (AABE) firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA) for at least one year.
- Participation by AABE subcontractors automatically count towards the M/WBE subcontracting goal.
- ***CERTIFIED M/WBEs and AABEs MUST ALSO BE CERTIFIED AS SBEs***
- In the absence of a waiver granted by SBO, **Failure** of a respondent to submit the **Subcontractor/Supplier Utilization Plan** or meet the subcontracting requirement will deem its response **Non-Responsive**
- ***Self-performance by M/WBE and/or AABE Prime respondents does NOT count towards these subcontracting goals.***

II. **M/WBE and AABE Subcontracting Eligibility Criteria**

- Certified through the South Central Texas Regional Certification Agency (SCTRCA): **M/WBE and AABE**
- Perform a commercially-useful function (*see definition in the solicitation*)
- Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the **SAMSA** (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for **at least one year.**

SBEDA staff can assist with priority certification while solicitation is open. For additional information, contact Barbara Trevino at 210-207-3592 or Joe Gonzales at 210-207-3826.

III. **Waivers & Exceptions**

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the: *Respondent Subcontracting Waiver Request* form **with the solicitation response**
  - Form is available at Economic Development Department Small Business Office website. at <http://www.sanantonio.gov/SBO/Forms.aspx>
  - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
  - 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>

CITY OF SAN ANTONIO AVIATION DEPARTMENT  
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To innovatively manage our airports to provide a positive customer experience while supporting economic development.

- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form **with the solicitation response**
  - Exception Form is available at <http://www.sanantonio.gov/SBO/Forms.aspx>
  - Exception request must fully document why:
    - Value of contract is below \$50,000;
    - No commercially-useful subcontracting opportunities exist; or
    - Type of contract is outside scope of the SBEDA Ordinance
    - For information on Waivers or Exceptions, please contact Barbara Trevino at 210-207-3592, [barbara.trevino@sanantonio.gov](mailto:barbara.trevino@sanantonio.gov) or Joe Gonzales at 210-207-3826, [joseph.gonzales2@sanantonio.gov](mailto:joseph.gonzales2@sanantonio.gov)

#### **IV. Certified Vendor Information**

The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> to view or download a listing of certified and non-certified vendors registered with the City. For assistance please call (210) 207-3505

#### **V. Central Vendor Registry (CVR)/San Antonio eProcurement System (SAePS)**

All contractors/consultants and their subcontractors/ sub-consultants 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.

# 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://www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.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.*