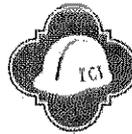


Pre-Bid Meeting Sign-In



CITY OF SAN ANTONIO
TRANSPORTATION & CAPITAL IMPROVEMENTS

NAME	ORGANIZATION	PHONE	EMAIL
RON RAMIREZ	TCI - CONTRACTS	207-8063	ronald.ramirez@sanantonio.gov
BOB SCHUBIDER	CAC	733-3600	Bob@CACCONSTRUCTIONCONTRACTORS.COM
Robert S BRENN	BRENN CONST	317-7939	mbneda@SATX.FP.COM
Ben Rayne	BRC Inc	508 1131	ben@brctx.com
Marc Ramirez	ORTIZ Group	913-7324	mramirez@ortizgroup.com
Brook Henderson	Allbrite Const	296-4912	Brook@allbriteconstruction.com
Bill Henderson	Allbrite Const	296-4912	Bill@allbriteconstruction.com
Albert B Fernandez Jr	CFZ GROUP	366-1911	afernandez@cfzgroup.com
Sarah Tucker	CFZ GROUP	"	sd tucker@cfzgroup.com
Irene Melchior	COSA	207-8124	Irene.melchior@sanantonio.gov
RANDY MYERS	MYERS CONST	512 847-8000	Randy@MyersConcrete.com
Clark Myers	Myers Construction	512-847-8000	clark@myersconcrete.com
ARTHUR ROSSMAN	TCI	207-3392	arthur.rossman@sanantonio.gov

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

June 25, 2015
McAllister Park Improvements (Rebid) #40-00375



MCALLISTER PARK

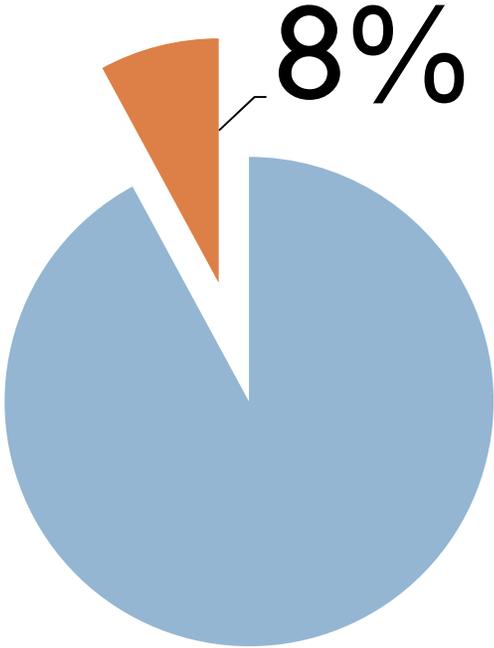
SBEDA PRESENTATION

SBEDA Affirmative Procurement Initiatives (APIs)



M/WBE Subcontracting Program

■ Prime Portion ■ M/WBE Subcontracting



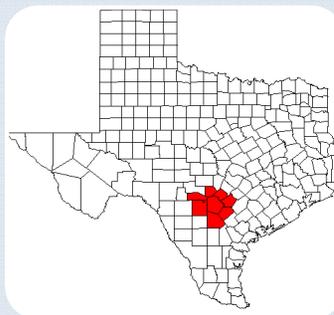
SBEDA Eligibility



CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT
DEPARTMENT



Certified
by SCTRCA



HQ or
Significant
Business
Presence in
SAMSA



Registered
in CVR



CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **McAllister Park Improvements (Re-Bid)**

RESPONDENT NAME:

SOLICITATION API: **Minority / Women-Owned Business Enterprise (M/WBE) Subcontracting Program**

API REQUIREMENTS: Respondents must demonstrate commitment to satisfy an eight percent (8%) M/WBE subcontracting goal. Self-performance by M/WBE prime respondents does not count towards these subcontracting goals. **Commitment to meet subcontracting requirements must be demonstrated by writing the company name and SAePS vendor number of each subcontractor/supplier**.** In the absence of a waiver granted by the Small Business Office, failure of a Respondent to commit to satisfying the M/WBE subcontracting goal shall render its response NON-RESPONSIVE. **To qualify as an M/WBE pursuant to the SBEDA Ordinance, a vendor must also be an SBE.**

S/M/WBES must be certified with the South Central Texas Regional Certification Agency (SCTRCA) **and** be headquartered or have Significant Business Presence in the San Antonio Metropolitan Statistical Area to satisfy the above-stated goals. For further clarification, please contact Ruben Flores at (210) 207-3923.

Enter Respondent's (Prime) proposed contract participation level. Leave blank for revenue generating contracts.

	PARTICIPATION DOLLAR AMOUNT	% LEVEL OF PARTICIPATION	CERTIFICATION TYPE AND NUMBER	TYPE OF WORK TO BE PERFORMED (BY NIGP CODE)
Prime:	\$	%		
SAePS Vendor #:			SCTRCA #:	

List ALL subcontractors/suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternate rates. Use additional pages if necessary.				
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	

**** Prime respondent and all subcontractors/suppliers must be registered in the City of San Antonio Electronic Procurement System (SAePS). To learn more about how to register, please call (210) 207-0118 or visit <http://www.sanantonio.gov/purchasing/saeps.aspx>.**

Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
A.Total Prime Participation:	\$	%	A. Total base bid amount to be kept by prime.
B.Total Sub Participation:	\$	%	B. Total amount prime will pay to certified and non-certified subcontractors/suppliers
C.Total Certified Sub Participation:	\$	%	C. Total amount prime will pay to certified subcontractors/suppliers per the eligibility requirements stated above
D.Total Prime & Sub Participation*:	\$	%	D. Total prime and subcontractor(s)/supplier(s) participation must equal your base bid amount (A+B)

If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors and suppliers may obtain certification.

I HEREBY AFFIRM THAT I POSSESS DOCUMENTATION FROM ALL PROPOSED SUBCONTRACTORS/SUPPLIERS CONFIRMING THEIR INTENT TO PERFORM THE SCOPE OF WORK FOR THE PRICE INDICATED ABOVE. I FURTHER AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

Print Name: _____ Sign: _____ Title: _____

Date: _____

FOR CITY USE

Action Taken: **Approved** _____ **Denied** _____

**ASSISTANT DIRECTOR
ECONOMIC DEVELOPMENT DEPARTMENT**

Waivers



Respondent/Vendor Subcontracting Waiver Request Form

COMPANY MUST SUBMIT THIS FORM WITH ITS SOLICITATION RESPONSE.

COMPANY NAME: DATE:
CONTACT PERSON: CONTACT PHONE #:
CONTACT EMAIL ADDRESS:
SOLICITATION NAME:

1. Describe the rationale for your request for a waiver to the subcontracting goals applied to this solicitation.

2. List all SBE/AABE/ABE/HABE/NABE/WBE listings or directories utilized to solicit participation for this solicitation.

3. List all contractor associations and other associations solicited for SBE/AABE/ABE/HABE/NABE/WBE referrals.

4. Indicate advertisement mediums used for soliciting bids from all SBE/AABE/ABE/HABE/NABE/WBEs.

5. List all other efforts aimed at utilizing SBE/AABE/ABE/HABE/NABE/WBE firms.

- 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:
<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>

Important Notes



CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT
DEPARTMENT

Respondents may request an Exception from SBEDA

- Submit with response and are subject to SBO approval
<http://www.sanantonio.gov/SBO/Forms.aspx>

Central Vendor Registry (CVR) / San Antonio e-Procurement System (SAePS)

- For technical assistance please call (210) 207-0118
<http://www.sanantonio.gov/purchasing/saeps.aspx>

Vendor listing available online

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

Assistance available developing proposal, completing the Utilization Plan and priority certification

- Priority certification is not guaranteed before bid closing

CONTACT US



UTSA PTAC is available to provide assistance to SMWBEs

- Website: ptac.txsfdc.org
- Email: ptac@utsa.edu
- (210) 458-2458

Irene Maldonado, SBEDA Economic Development Manager, Economic Development Department

- irene.maldonado@sanantonio.gov
- (210) 207-8124

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.*

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.