

CITY OF SAN ANTONIO  
**TRANSPORTATION & CAPITAL IMPROVEMENTS**

August 11, 2014

Dear Contractor;

For all current and future projects awarded by the City of San Antonio, kindly be aware that you are required to adhere to the terms and conditions of the General Conditions for City of San Antonio Construction Contracts (hereafter referred to as the "General Conditions"). It is through those General Conditions that the City is able to ensure projects are built correctly and the project proceeds as required by the City.

Schedule Requirement

One of the key provisions of those General Conditions is **Section 3.10**, titled Contractor's Project Schedules. Under the City's General Conditions, among other obligations, a Contractor is obligated to create and maintain a Critical Path Method (hereafter referred to as "CPM") Project Schedule, showing the manner of execution of Work by which the Contractor intends to follow, in order to complete the Project within the allotted time. This CPM Schedule is required to be in Primavera 5.0 or Contractor 4.1 or greater submitted electronically to the CIMS Schedule and Project Manager.

Schedule Updates

After acceptance of the Contractor's CPM Project Schedule the City, pursuant to **Section 3.10.9** of the General Conditions, Contractor is required to submit a thorough schedule update, to reflect progress to date on the Project and to reflect the current plans of Contractor to complete the Project on a monthly basis.

If Contractor has failed to submit an updated Project schedule, the City reserves the right to withhold payment until the Contractor complies with the schedule update requirement.

Time Impact Analysis

Under **Section 3.10 et al.** of the General Conditions, if a Contractor knows of an event that has occurred or will occur that will impact Contractor's submitted and approved schedule, the Contractor is required to notify the City of the occurrence of the event causing the impact to the schedule within twenty (20) calendar days of the event. Failure to file such notification of an impact to the schedule with the City, results in the forfeiture of the Contractor's right to request a time extension or time suspension, based on the occurrence of that event.

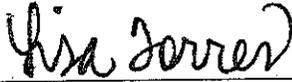
Additionally, when changes are initiated or impacts are experienced, the Contractor electronically shall submit to the City a written Time Impact Analysis describing the influence of each change or impact. A Time Impact Analysis will be required as justification for making time adjustments to the Contract's completion date.

Recovery / Acceleration Schedule

Finally, under **Section 3.10.2** of the General Conditions, upon submission of the schedule update by the Contractor and review by the City, if the City concludes that the Contractor rate of Work is inadequate such that the Contractor will be unable to meet the contract Milestones or the contract's Substantial Completion date, the City then "may give written notice to the Contractor and direct the Contractor, at Contractor's sole expense, to propose and adopt a plan to accelerate the Work so that the Work conforms to the Project Schedule and Project Milestones previously agreed upon" by the City and the Contractor.

If you have any questions about any of the information contained in this letter, or if you wish to discuss any of the items addressed herein, do not hesitate to contact Thomas Gonzalez at (210) 207-1328 or [CIMS.Schedules@sanantonio.gov](mailto:CIMS.Schedules@sanantonio.gov).

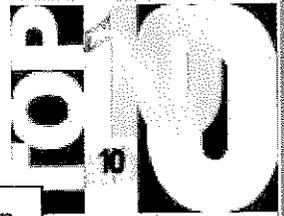
Sincerely,



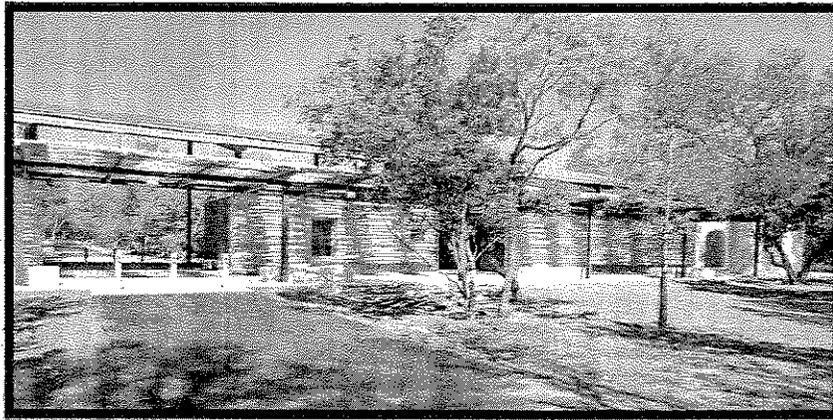
Lisa Torres  
CIMS Scheduler  
Transportation & Capital Improvements

CC: Razi Hosseini, P.E.  
Ruben Guerrero, P.E.

# 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.



## HARDBERGER PARK PHASE IV PARKING LOT

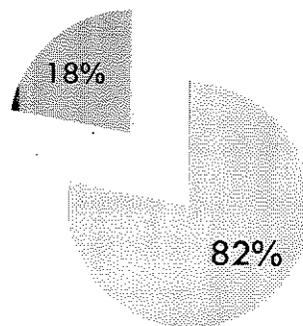
SBEDA PRESENTATION

## SBEDA Affirmative Procurement Initiatives (APIs)



### M/WBE Subcontracting Program

■ Prime Portion   ■ M/WBE Subcontracting

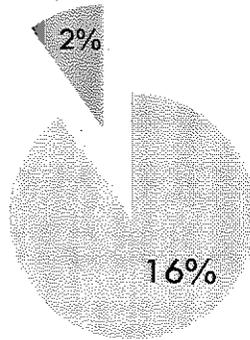


# SBEDA Affirmative Procurement Initiatives (APIs)

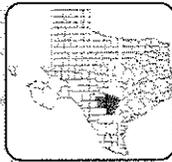


## M/WBE Subcontracting Program – Segmented AABE Goal

■ M/WBE Subcontracting   ■ AABE Subcontracting



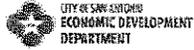
# SBEDA Eligibility



Capitalized by SBEDA

Highly Successful Business Presence in SAMS

Registered in SAERS



CITY OF SAN ANTONIO  
SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: Hardberger Park Phase IV Parking Lot

RESPONDENT NAME: \_\_\_\_\_

SOLICITATION A/P: Minority/Women-Owned Business Enterprise (M/WBE) Subcontracting Program and African American Business Enterprise (AABE) Subcontracting Program

**API REQUIREMENTS:** Respondents must demonstrate commitment to satisfy a **eighteen percent (18%) M/WBE subcontracting goal**. Moreover, **two percent (2%) out of the eighteen (18%) subcontracting goal is to be subcontracted to AABE firms**. Segmented AABE goals target the participation of AABEs within select industries: (Construction, Professional Services & Other Services), as identified by the availability in the Central Vendor Registry. Participation by AABE subcontractors automatically counts toward the M/WBE subcontracting goal.

Pursuant to the SBEDA Ordinance, M/WBEs and AABEs must also be certified as SBEs with the South Central Texas Regional Certification Agency (SCTRCA) and be headquartered or have a Significant Business Presence in the San Antonio Metropolitan Statistical Area to satisfy the above-stated goals.

Self-performance by M/WBE and/or AABE prime respondents does not count towards these subcontracting goals. Consideration to meet subcontracting requirements must be demonstrated by writing the company name, SAePS vendor number of each subcontractor/supplier, dollar value or percentage of participation on the contract, and type of work to be performed.

In the absence of a waiver granted by the Small Business Office, failure of a Respondent to comply in satisfying the M/WBE and AABE subcontracting goals shall render its response NON-RESPONSIVE. For further clarification, please contact Ruben Flores at (210) 207-3222.

SAePS Vendor #	PRIME CONTRACT DOLLAR AMOUNT	KEY-WORD: PRIME CONTRACT	CERTIFICATION TYPE AND NUMBER	TYPE OF WORK TO BE PERFORMED
Sub:				
SAePS Vendor #:				
Sub:				
SAePS Vendor #:				
Sub:				
SAePS Vendor #:				
Sub:				
SAePS Vendor #:				

\* Prices must remain and all subcontractor/supplier work performed by the City of San Antonio Economic Development Special (SAePS). To learn more about how to register, please call (210) 207-4111 or visit <http://www.sanantonio.gov/economicdevelopment>.

Sub:	\$	04	SCTRCA #:	
SAePS Vendor #:				
Sub:	\$	04	SCTRCA #:	
SAePS Vendor #:				
Sub:	\$	04	SCTRCA #:	
SAePS Vendor #:				
Sub:	\$	04	SCTRCA #:	
SAePS Vendor #:				
A. Total Prime Participation: \$		04. Total prime bid amount to be kept by prime.		
B. Total Sub Participation: \$		05. Total amount prime will pay to certified and non-certified subcontractors/suppliers.		
C. Total Certified Sub Participation: \$		06. Total amount prime will pay to certified subcontractors/suppliers per the eligibility requirements stated above.		
D. Total Prime & Sub Participation: \$		07. Total prime and subcontractor/supplier participation must equal your prime bid amount (100%).		

IF A BUSINESS INTENDS TO BID, PLEASE CALL THE SMALL BUSINESS PROGRAM OFFICE AT (210) 207-4111 FOR INFORMATION AND BEFORE YOU MAKE SUBCONTRACTORS AND SUPPLIERS ANY OTHER PROVISIONS.

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



- 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



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

• <http://www.sanantonio.gov/purchasing/Pages/RFI.aspx>

• 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://www.sanantonio.gov/purchasing/Pages/RFI.aspx>

• Priority certification is not guaranteed before bid closing.  
 • To download the application, please visit the SCRCA website: <http://www.sanantonio.gov/scrca>

## CONTACT US



### **UTSA PTAC is available to provide assistance to SMWBEs**

- Website: [ptac.txsfdc.org](http://ptac.txsfdc.org)
- Email: [ptac@utsa.edu](mailto:ptac@utsa.edu)
- (210) 458-2458

### **Irene Maldonado, SBEDA Economic Development Manager, Economic Development Department**

- [Irene.maldonado@sanantonio.gov](mailto:Irene.maldonado@sanantonio.gov)
- (210) 207-8124