



CITY OF SAN ANTONIO  
TRANSPORTATION & CAPITAL IMPROVEMENTS

## PRE-SUBMITTAL CONFERENCE MEETING

# Request for Competitive Sealed Proposals Fire Station # 2

**May 9, 2016**

**10:00 a.m.**

**Municipal Plaza  
Conference Room C**

**City Hall  
Clerk's Office: 1<sup>st</sup> Floor  
100 Military Plaza  
San Antonio, TX 78205**

**(SW corner of Commerce  
& Flores)**

**Send All Questions To:  
Diana.vasquez@sanantonio.gov**



- Introductions/Welcome
- Section I, Background
- Section II, Project Scope
- Section III, Schedule of Events
  - Deadline for written questions, May 13, 2016 at 4:00 PM
  - SOQ Submittal Deadline, May 24, 2016 at 10:00 AM
  - Interviews (If Necessary), June 2016 (TBD)
  - Anticipated Council Date, June 2016
- Section IV, Pre-Submittal Conference
- Section V, Document Requirements & Evaluation Criteria
  - A. Background, Experience and Qualifications of Prime Firm and Key Sub-Consultants – **25%**
  - B. Understanding of the Project and Proposed Management Plan – **15%**
  - C. Experience with San Antonio Region Issues and COSA contracts - **10%**
  - D. Price – **35 %**
  - E. SBEDA Prime Contract Program – **15%**
- Section VI, Submission Instructions
  - No later than May 24, 2016 at 10:00 A.M.
  - **No late submittals will be accepted**
- Section VII, Amendments
- Section VIII, Restriction on Communication
  - POC for RFCSP questions, Diana Vasquez, 210-207-5872
- Section IX, Award of Contract and Reservation of Rights
- Section X – SBEDA Requirements
- Questions and/or Information
- Adjournment



# FIRE STATION #2 REPLACEMENT

SBEDA PRESENTATION

# SBEDA Eligibility



CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT



Certified  
by SCTRCA



HQ or  
Significant  
Business  
Presence in  
SAMSA



Registered  
in CVR

# SBEDA Affirmative Procurement Initiatives (APIs)



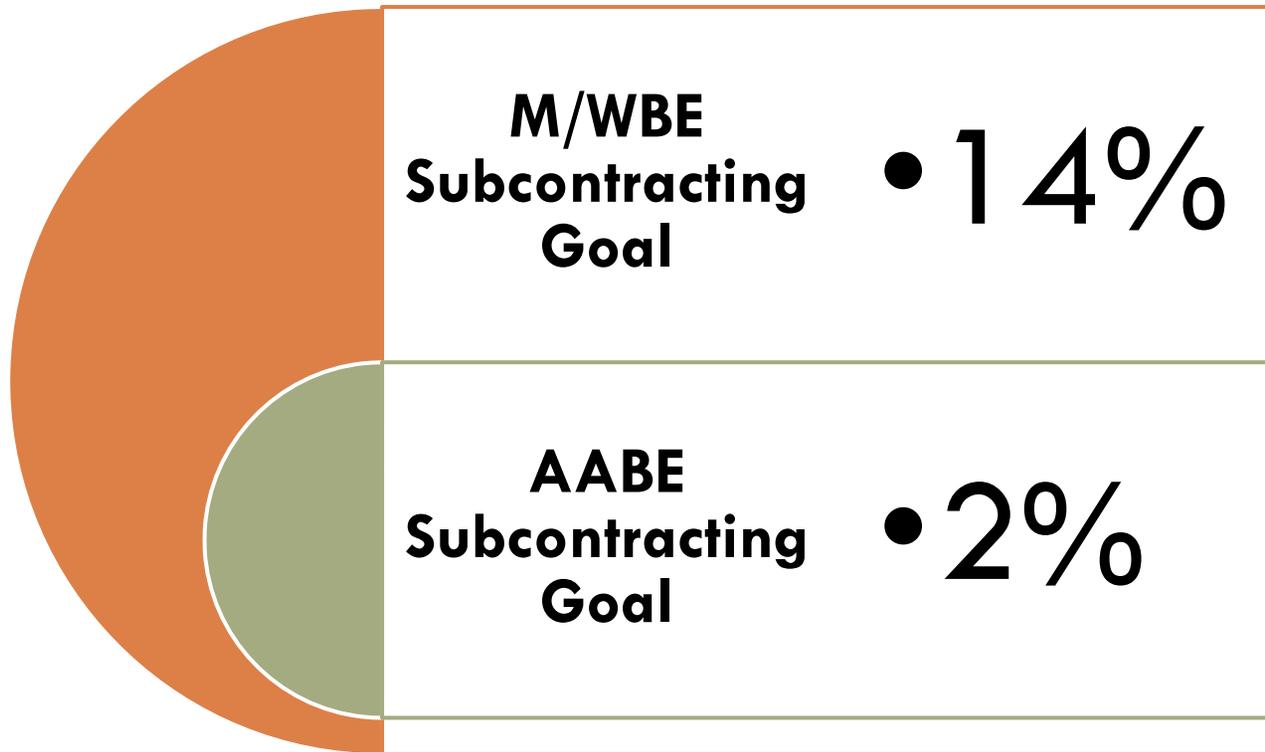
## SBE Prime Contract Program



# SBEDA Affirmative Procurement Initiatives (APIs)



## Subcontracting Program





## CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **Fire Station # 2 Replacement**

RESPONDENT NAME:

SOLICITATION API: **Small Business Enterprise (SBE) Prime Contract Program, Minority/Woman-Owned Business Enterprise (M/WBE) Subcontracting Program, African American Business Enterprise (AABE) Subcontracting Program**

API REQUIREMENTS: Respondents must demonstrate commitment to satisfy a **fourteen percent (14%) M/WBE subcontracting goal**. Moreover, **two percent (2%)** out of the M/WBE 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. Commitment 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 commit to satisfying the M/WBE and AABE subcontracting goals shall render its response NON-RESPONSIVE.

In addition, in order to receive the **fifteen (15)** evaluation preference points associated with the SBE Prime Contract, SBE Prime Respondents must document on this form that at least 51% of this contract shall be self-performed or shall be subcontracted to other certified Small Business Enterprises headquartered or with a Significant Business Presence within the San Antonio Metropolitan Statistical Area. For further clarification, please contact Clayton Hoelscher at (210) 207-8310.

Enter Respondent's (Prime) proposed participation level.

	PARTICIPATION DOLLAR AMOUNT	% LEVEL OF PARTICIPATION	CERTIFICATION TYPE AND NUMBER	TYPE OF WORK TO BE PERFORMED (BY NIGP CODE)
Prime:	\$	%		
SAePS Vendor #:			SCTRCA #:	
<small>SAePS Vendor #s of subcontractors/suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alterations. Use additional pages if necessary.</small>				
Sub:	\$	%		
			SCTRCA #:	
Sub:	\$	%		
			SCTRCA #:	

\*\*Prime respondent and all subcontractors/suppliers must be registered in the City of San Antonio Economic 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 #:
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.

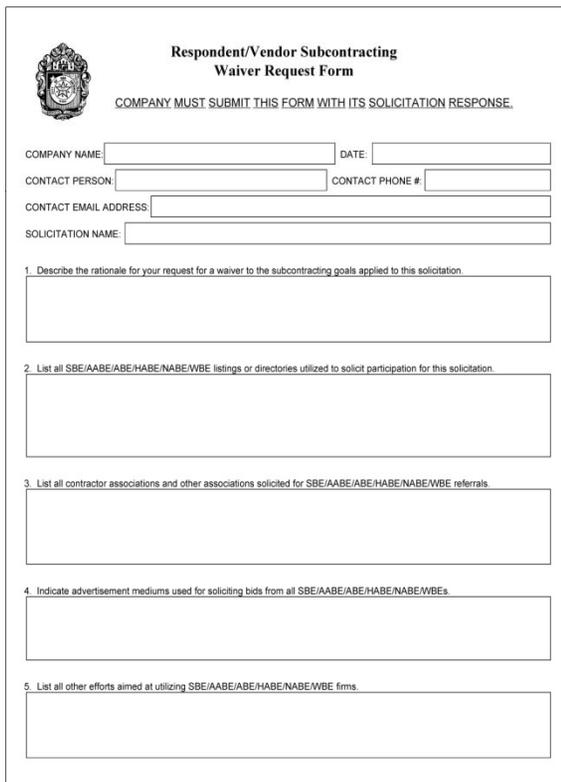
Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\*\*\*\*\*  
**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>

## All primes and subcontractors must be registered in SAePS

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

## 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
- To download the application, please visit the SCRTCA website: <http://www.sctrca.org/>

# CONTACT US



## **David Rodriguez, Sr. Economic Development Specialist**

- [David.rodriguez3@SanAntonio.gov](mailto:David.rodriguez3@SanAntonio.gov)
- (210) 207- 0071

## **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

# 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.