



# **CITY OF SAN ANTONIO AVIATION DEPARTMENT**

**AIRPORT GENERAL ENGINEERING CONSULTANT  
(GEC) ON-CALL SERVICES / SBEDA**

**Pre-Submittal Conference  
August 28, 2014**

# BACKGROUND

- In the fall of 2013, the City selected two firms to perform GEC consulting services for Federally-funded projects to include most airfield projects
- Now, City would like to add one or more GEC firms for projects to be accomplished without FAA funding or that otherwise require eligibility for federal funding to be maintained

# OBJECTIVES

- Need for timely access to highly qualified consultants on an as needed basis
- Develop Long-term Engineering Partners
- Obtain Consultant Team
  - Multi-Disciplined
  - Follows Best Management Practices

# SCOPE OF SERVICES

- **PLANNING SERVICES**
  - Various Studies, Analyses, and Assessments
  - Site Selections
  - National Environmental Policy Act (NEPA) studies
  - Environmental Assessments (EAs)

# SCOPE OF SERVICES (Cont'd)

- **A/E DESIGN SERVICES**
  - Design and Bid Phase Services
  - Site Investigations
  - Feasibility and Traffic Analysis
  - Prepare Project Cost Estimates & Schedules
  - Incorporate the Airport's Safety Management System (SMS) program into the project

# SCOPE OF SERVICES (Cont'd)

- **CONSTRUCTION MANAGEMENT (CM) SERVICES**
  - Traditional CM Services
  - Provide Resident Project Representative
  - Provide Resident Inspection Services

- PROJECT MANAGEMENT (PM) SERVICES
  - Traditional PM Services

# PRIME QUALIFICATIONS

- **Minimum Qualifications**
  - Demonstrated experience with multi-year projects
  - Demonstrated experience managing large multi-disciplinary teams
  - Propose a local Project Manager who shall be assigned to manage all work under the On-Call agreement for the duration of the term of the contract
  
- **Preferred Qualifications**
  - Project Management
  - Strong Lead and Management Capabilities

# TEAM QUALIFICATIONS



- **Minimum Qualifications**

- At least 5 years of demonstrated experience in Engineering/ Architectural
- At least 5 years of demonstrated experience in Construction Management and Construction Administration
- 5 years of demonstrated experience in Resident Project Inspection and Project Management

- **Preferred Qualifications**

- Multi-disciplined
- Adequate depth to manage multiple projects
- Redundancy of staff to cover simultaneous projects
- Demonstrated RPR experience in a variety of projects
- Planning Experience

# **SUBMITTAL REQUIREMENTS**

**DIANE COOK**

# SOLICITATION SCHEDULE

- Pre-Submittal Conference . . . . . Aug. 28, 2014 at 1:30 p.m.
- Deadline for Questions . . . . . Sept. 11, 2014 at Noon
- **SUBMITTALS DUE . . . . . Sept. 23, 2014 at 3:00 p.m.**
- Interviews (if needed) . . . . . October 13 thru 14, 2014
- Council Consideration . . . . . December 2014

# SUBMITTAL INSTRUCTIONS

- **Submittals Due:**
  - 3:00 p.m. - Tuesday, September 23, 2014 at the Office of the City Clerk, 100 Military Plaza, City Hall 2<sup>nd</sup> Floor
  
- **Restrictions on Communications (RFQ Section VI)**
  - Leonor Grimaldo-Hargis at [leonor.grimaldo-hargis@sanantonio.gov](mailto:leonor.grimaldo-hargis@sanantonio.gov)
  - Lisa Brice at [lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov)
  
- **What's New?**
  - Experience Matrix
  - Review Contract Template and General Conditions
  - Key Personnel / Organization Chart - Tab 6.3

# KEY PERSONNEL/ ORGANIZATION CHART

## TAB 6-3



- Provide a detailed organizational chart or graphic representation of your team, identifying key personnel who shall be assigned to work on the various tasks assigned through this professional service agreement. Proposed Key Personnel/ Organizational Chart is limited to one (1) page.
- Also prepare a table showing, in alphabetical order by first name, the information requested in Items “a through i” below for each person on the Organizational Chart.
  - a) Name of person
  - b) Firm each team member is employed
  - c) Title
  - d) Expected Role on Projects, if selected
  - e) Years with Firm
  - f) Highest Degree/Discipline/School
  - g) Proposed assignments and lines of authority and communication for each team member to be directly involved in the project(s)
  - h) City/State of personal residence
  - i) City/ State of office where permanently assigned

# REQUIRED DOCUMENTS

- Submittal Cover / Signature Page Tab 1
- Submittal Checklist/ Table of Contents Tab 2
- Litigation Disclosure Form Tab 3
- Proof of Insurance Tab 4
- Executive Summary Tab 5
- Statement of Qualifications Tab 6
  - Minimum Qualifications Tab 6-1
  - Team Profile Tab 6-2
  - Key Personnel / Organization Chart Tab 6-3
  - Experience Matrix Tab 6-4
  - Project Sheets Tab 6-5
  - Resumes Tab 6-6

# REQUIRED DOCUMENTS (Cont'd)



- **Project Approach/ Management Plan** **Tab 7**
  - **Sub-Contractor/ Supplier Utilization Commitment Form** **Tab 8**
  - **References** **Tab 9**
  - **Contracts Disclosure Form** **Tab 10**
  - **GEC Professional Services Agreement Template and General Conditions** **Tab 11**
- **Comments / Concerns**

# EXCLUSIVITY AGREEMENTS

- **Exclusivity Agreements are discouraged and will not be acknowledged**

# **SBEDA PROGRAM**

**LISA BRICE**

# SBEDA PROGRAM

- Lisa Brice, Small Business Manager
- SBEDA Program Overview & Requirements
- SBEDA Program Waivers & Exceptions
- Program Eligibility Criteria
- Sub-Contractor/ Supplier Utilization Commitment Form
- Sub-Contractor/ Supplier Utilization Plan
- COSA Vendor Listing

# SBEDA PROGRAM OVERVIEW & REQUIREMENTS



- **SBE Prime Contract Program - 10 pts.**
  - Certified Small Business Enterprises (SBE) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultants proposing at least 51% SBE participation (Prime and/or Sub-Consultant) will receive ten (10) evaluation criteria percentage points, and
- **M/WBE Prime Contract Program -10 pts.**
  - Certified Minority/Woman-owned Business Enterprises (M/WBE) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultants proposing at least 51% M/WBE participation (Prime and/or Sub-Consultant) will receive ten (10) evaluation criteria percentage points.

# SBEDA PROGRAM OVERVIEW & REQUIREMENTS

(Cont'd)



- No evaluation criteria percentage Points will be awarded to non-SBE or non-M/WBE Prime Consultants through subcontracting to certified SBE or M/WBE firms.
- Respondents shall submit a completed and signed Sub-Contractor/Supplier Utilization Commitment Form (RFQ Form#5). Index and label as “Tab 8” in the submittal.
- **SBE Subcontracting Program**
  - 24% must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA).

# SBEDA PROGRAM OVERVIEW & REQUIREMENTS

(Cont'd)



- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (signed Sub-Contractor/Supplier Utilization Commitment Form).
- Failure of a Respondent to demonstrate their commitment to meet the subcontracting requirement (signed Sub-Contractor/Supplier Utilization Commitment Form) will deem its submittal non-responsive.
- **SBE or M/WBE Prime participation does NOT count towards Sub-contracting goal.**

# SBEDA PROGRAM OVERVIEW & REQUIREMENTS

(Cont'd)



- At the appropriate time, the selected Respondent shall submit the Subcontractor/Supplier Utilization Plan. This typically occurs after the price proposal negotiation phase of this contract). The Subcontractor/Supplier Utilization Plan contains the names of the certified SBE Sub-consultants to be used by CONSULTANT on this contract, the respective percentages of the total prime contract dollar value to be awarded and performed by each SBE Sub-consultant, and documentation including a description of each SBE Sub-Consultant's scope of work and confirmation of each SBE Sub-consultant's commitment to perform such scope of work for an agreed upon dollar amount is hereby attached and incorporated by reference into the material terms of this Agreement.

# SBEDA PROGRAM WAIVERS & EXCEPTIONS

- **SBEDA Program Waiver**

- 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.
- For assistance filling out the Respondent/Vendor Subcontracting Waiver Request Form, please refer to the Good Faith Efforts Tips for SBEDA Waivers located at <http://www.sanantonio.gov/SBO/Forms.aspx>

# SBEDA PROGRAM WAIVERS & EXCEPTIONS

(Cont'd)



- **SBEDA Program Exception**

- 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.
- Form 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 Waivers or Exceptions, contact Lisa Brice at 210-207-3505 or [lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov)

# PROGRAM ELIGIBILITY CRITERIA

- Eligibility Certification

- SBE
- SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
- Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform a commercially-useful function.
- Be considered small under SBA size standards for specific industry category of work being proposed.
- 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.
- Aviation SBO staff can assist with SCTRCA priority certification while solicitation is open.

# SUBCONTRACTOR / SUPPLIER UTILIZATION COMMITMENT FORM



## City of San Antonio Subcontractor/Supplier Utilization Commitment Form

Solicitation Name: **Aviation GEC On-Call SBEDA**

Respondent Name:

Initial each statement and sign below.

- In responding to this solicitation for which proposals are not initially evaluated based upon price, I hereby affirm my firm's commitment to meet the subconsulting goals indicated in the solicitation.
- I understand a Small Business Enterprise (SBE) subconsulting goal of **twenty-four** percent (24%) applies to this solicitation.
- I understand that self-performance by S/M/WBE prime respondents does not count toward this subconsulting goal.
- I understand SBE prime respondents proposing at least 51% SBE utilization (prime and/or subconsultant) will receive ten (10) evaluation preference points.
- I understand M/WBE prime respondents proposing at least 51% M/WBE utilization (prime and/or subconsultant) will receive ten (10) evaluation preference points.
- I understand that absent a waiver approved by the Small Business Office, failure to include a completed, signed copy of this Commitment form to satisfy the subconsulting goals for this solicitation will render this response NON-RESPONSIVE.
- I understand and affirm that absent a waiver approved by the Small Business Office, if asked to submit a price proposal response, I will be required to submit a Subcontractor/Supplier Utilization Plan with the price proposal response.
- I understand that my firm's failure to submit the Subcontractor/Supplier Utilization Plan satisfying subconsulting goals during the price proposal response will be grounds for termination of negotiations and will allow the City to enter into negotiations with another Respondent.

Signature

Date

Printed Name & Title

# SUBCONTRACTOR / SUPPLIER UTILIZATION PLAN



CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT

## CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **\*\*Name of the Solicitation\*\*\*\***

RESPONDENT NAME:

SOLICITATION API:

API REQUIREMENTS: **\*\*Differs for each contract per the review of the Goal Setting Committee\*\***

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 #:			%	

List ALL subcontractors/suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.

Sub:	\$			
SAePS Vendor #:			%	
Sub:	\$			
SAePS Vendor #:			%	
Sub:	\$			
SAePS Vendor #:			%	
Sub:	\$			
SAePS Vendor #:			%	
Sub:	\$			
SAePS Vendor #:			%	

**\*\* 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>.**

# COSA VENDOR LISTING

- **Central Vendor Registry (CVR)**
  - All contractors/consultants to include sub contractors/sub consultants wishing to do business with the City must first register in the CVR.
  - To begin the registration process, please go to: <http://www.sanantonio.gov/purchasing/SAePS.aspx>
  - For technical assistance please call (210) 207-0118
  - Please visit the City of San Antonio's Vendor Listing to search for SBEDA eligible certified firms at: <http://www.sanantonio.gov/purchasing/vendorlisting.aspx>

# SBEDA PROGRAM CONTACTS

- For additional information contact:
  - Lisa Brice at 210-207-3505 [lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov)
  - Barbara Trevino at 210-207-3592 [barbara.trevino@sanantonio.gov](mailto:barbara.trevino@sanantonio.gov)
  - Catherine Olukotun at 210-207-3472 [catherine.olukotun@sanantonio.gov](mailto:catherine.olukotun@sanantonio.gov)

# QUESTIONS & ANSWERS





# CITY OF SAN ANTONIO AVIATION DEPARTMENT

AIRPORT GENERAL ENGINEERING CONSULTANT  
(GEC) ON-CALL SERVICES / SBEDA

\*\*\*\*\* END OF PRESENTATION \*\*\*\*\*