



CITY OF SAN ANTONIO
TRANSPORTATION & CAPITAL IMPROVEMENTS

REQUEST FOR QUALIFICATIONS:

**DESIGN-BUILD SERVICES
FOR
LESLIE ROAD AND SOUTHEAST SERVICE CENTERS
(RFQ – TCI08262015CG)**

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the tenth (10th) business day after a contract solicitation has been released until thirty (30) calendar days after the contract has been awarded:

1. Legal signatory of a high-profile contract;
2. Any individual seeking a high-profile contract;
3. Any owner or officer of an entity seeking a high-profile contract;
4. The spouse of any of these individuals;
5. Any attorney, lobbyist or consultant retained to assist in seeking contract.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution has been made by any of these above-listed individuals during the “black out” period.

RFQ ISSUE DATE:

August 26, 2015

SUBMITTAL DEADLINE:

September 25, 2015 AT 10:00 A.M LOCAL TIME

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REQUIRED FORMS, INSTRUCTIONS AND EXHIBITS

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Litigation Disclosure Form	FORM 4
Subcontractor/Supplier Utilization Commitment Form	FORM 5
Mentorship Incentive Commitment Form	FORM 6
General Conditions for City of San Antonio Building-Design Build Contracts	Exhibit A
*Shall be issued via Amendment at a later date City of San Antonio Design-Build Agreement Template	Exhibit B
*Shall be issued via Amendment at a later date	

I. BACKGROUND/OVERVIEW

City of San Antonio (hereafter referred to as “City” or “Owner”), Transportation and Capital Improvements Department (hereafter referred to as “TCI”) is soliciting for the selection of one or more Design-Build (hereafter referred to as “DB”) Firms for design and construction services for two DB projects: the Leslie Road Service Center Project and the Southeast Service Center Projects. This Request for Qualifications (hereafter referred to as “RFQ”) is the first of a two-phase solicitation process. City will qualify a maximum of up to five (5) DB firms which will be invited to participate in Phase II of the solicitation process, consisting of a request for additional information and potential interviews.

Through this single solicitation, it is City’s intent to select one or two DB firms to design and construct the two projects.

The new Leslie Road Service Center and the new Southeast Service Center each shall be modern facilities with the latest in technological advances in the areas of repair, fueling and washing of both heavy and light duty service vehicles and construction equipment. These two new facilities also shall house administrative personnel and associated supplies and equipment for the following identified user groups: Solid Waste Management Department, Fleet Maintenance and Operations Department and TCI Stormwater. The Leslie Road Service Center Project is intended to be substantially complete by November 2017 and the Southeast Service Center is intended to be substantially complete by April 2018. The DB budget for Leslie Road Service Center is \$27 million and the DB budget for the Southeast Service Center is \$29 million. These budgets are inclusive of design, construction, fees, bonds and insurance.

II. PROJECT DESCRIPTION/SCOPE OF WORK

The two Projects’ general scopes of work shall include, but not necessarily be limited to, multiple building structures, such as a crew quarters building and administration building to house offices, common areas, toilet rooms, IT and security rooms, technician’s area and storage, a new maintenance building to service heavy-duty vehicle and equipment, storage warehouses and materials storage yards. Site improvements for both projects shall include public and employee parking, tractor trailer parking, heavy-duty vehicle and equipment parking, fuel island and storage, wash islands, water filling stations, ice and water stations, retaining walls, concrete paving, pavement striping, sidewalks, utilities, fences and gates, landscaping, irrigation, detention basin, lighting, fire protection, electrical, mechanical, plumbing, signage and associated improvements. In addition, work on both projects shall include information technology and security infrastructure to provide a comprehensive data network to support the facility.

OWNER REQUIRED PROVISIONS:

ALL DB WORK SHALL BE IN ACCORDANCE WITH THE DB AGREEMENT AND THE GENERAL CONDITIONS FOR CITY OF SAN ANTONIO DB CONTRACTS (INCLUDED BY REFERENCE IN THIS RFQ).

III. TENTATIVE SCHEDULE FOR SELECTION PROCESS AND AWARD

Pre-Submittal Conference	September 7, 2015
Deadline for Submission of Written Questions	September 11, 2015
Phase I Qualifications Responses due	September 25, 2015

Phase II Interview Letter to Short-Listed Firms	TBD – October 2015
Phase II Proposed Costing Methodology due	TBD – October 2015
Interview Short-Listed Firms	TBD – October 2015
Anticipated City Council Consideration	TBD – December 2015

IV. PRE-SUBMISSION CONFERENCE

A Pre-Submission Conference for the two projects is scheduled to be held on **Friday, September 7, 2015 at 10:00 a.m. at the Municipal Plaza Building, B Room, located at 114 W. Commerce, San Antonio, Texas 78205**. Respondents are encouraged to prepare and submit their questions in writing to the staff contact person listed in **Article IX** of this RFQ at minimum three (3) calendar days in advance of the Pre-Submission Conference, in order to expedite the proceedings (such that staff may review the questions received and be able to respond verbally during the pre-submission conference). City’s responses to questions received by the due date may be distributed at the Pre-Submission Conference and posted on City’s website at <http://epay.sanantonio.gov/RFPListings/>. Attendance at the Pre-Submission Conference is optional, but strongly encouraged.

The meeting place is accessible to disabled persons. The Municipal Plaza is wheelchair accessible. Accessible parking spaces are available. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submission Conference shall contain official responses, if any. Any oral response given at the Pre-Submission Conference that is not confirmed in the written summary of the Pre-Submission Conference or by a subsequent addendum shall not be official or binding on City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of City shall not be binding on City .

V. SUBMITTAL DOCUMENT REQUIREMENTS FOR PHASE I OF SOLICITATION

This RFQ is part one of a two-part solicitation process for the two DB projects. City will appoint a selection committee to perform the submittal evaluations for the two projects and will conduct a comprehensive, fair and impartial evaluation of all Statements of Qualifications received in response to this RFQ. The selection committee shall rank each submittal received in response to this RFQ using the criteria set forth herein. Based on the evaluation process, the selection committee shall qualify a maximum of five (5) Respondents to participate in Phase II of the solicitation process.

Respondent’s Submittal should include the required items in the following sequence:

1. COVER LETTER – Respondent shall include a one-page Cover Letter with its SOQ. The Cover Letter shall include Respondent’s numbers of years in business, its number of years in business in its local office, its local office address and the number of employees employed in its local office.
2. SUBMITTAL COVER/SIGNATURE PAGE (FORM 1) – Respondent must complete, sign and include the Submittal Cover/Signature Page, as found in the RFQ Attachment 1, with its Submittal. The Submittal Cover/Signature Page must be signed by a person/persons authorized to

bind the entity/entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. Joint ventures require signatures from all firms participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture, such as a joint venture Agreement, as an attachment to their Submittal. The Cover Page/Signature Page shall be indexed and labeled as “**Tab 1**” in the submittal.

3. SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (FORM 2) – Respondent shall complete and utilize this form, as found in RFQ Attachment 2. Submittal Checklist and Table of Contents shall be indexed and labeled as “**Tab 2**” in the submittal.
4. DISCRETIONARY CONTRACTS DISCLOSURE FORM (FORM 3) – All Respondents seeking to contract with City shall complete and return this form online at: <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>. If Respondent is proposing as a team or joint venture, then each team member or joint venturer shall complete this form. A copy of this form shall be indexed and labeled as “**Tab 3**” in the submittal.
5. LITIGATION DISCLOSURE FORM (FORM 4) – Respondent shall complete the Litigation Disclosure form, as found in RFQ Attachment 4 and additional pages for explanation, if necessary. If a Respondent is proposing as a team or joint venture, then each team member or joint venturer shall complete this form. This form shall be indexed and labeled as “**Tab 4**” in the submittal.
6. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (FORM 5) – Respondent shall submit a completed and signed Subcontractor/Supplier Utilization Commitment Form, indicating Respondent commits to satisfy a twenty (20%) SBE subcontracting goal, a seventeen percent (17%) M/WBE subcontracting goal and a two percent (2%) AABE subcontracting goal for this Project. During the first phase of this solicitation, absent a waiver granted by the SBO, failure of Respondent to submit a completed Subcontractor/Supplier Utilization Commitment Form in its response shall render its response **NON-RESPONSIVE**. This form shall be indexed and labeled as “**Tab 5**” in the submittal.
7. MENTORSHIP INCENTIVE COMMITMENT FORM (FORM 6) – Respondent shall submit a completed and signed Mentorship Incentive Commitment Form certifying their commitment to serve as Mentors in City of San Antonio’s Mentor Protégé’ Program and shall receive five (5) evaluation criteria preference points. This form shall be indexed and labeled as “**Tab 6**” in the submittal.
8. PROOF OF INSURABILITY AND BONDABILITY – Respondent shall submit a letter from insurance provider stating provider’s commitment to insure Respondent for the types of coverage and at the levels specified in the attached General Conditions for City of San Antonio Design Build Contracts (attached hereto and labeled as RFQ **Exhibit “A”**) if awarded a contract in response to this solicitation. Respondent also shall submit a copy of its current insurance certificate and a letter of intent from its Surety stating, in specific terms, that the Surety is prepared to issue both payment and performance bonds to the full value of the proposal tendered for project awarded in response to this solicitation. All bonds required by the Contract shall be obtained from solvent surety companies that are duly licensed by the State of Texas and authorized to issue bond policies for the limits and coverage required by the Contract. The bonds shall be issued by a Surety which complies with the requirement of Article 7.19-1, Texas Insurance Code (1997). Proof of Insurability and Bondability shall be indexed and labeled as “**Tab 7**”.

8. LETTERS OF REFERENCE (required) – Respondent shall provide a maximum of five (5) letters of reference of similar projects completed. Letters of Reference shall be indexed and labeled as “**Tab 8**”.
9. DESIGN-BUILD AGREEMENT TEMPLATE AND GENERAL CONDITIONS – Respondent shall review the General Conditions for City of San Antonio Design/Build Contracts (attached hereto, incorporated by reference and labeled as **Exhibit “A”**) and Design-Build Contract template (attached hereto, incorporated by reference and labeled as **Exhibit “B”**) and provide written comments, objections and/or concerns regarding both the DB Contract and DB General Conditions with Respondent’s submission. If Respondent does not have any comments, objections and/or concerns with either document, Respondent must indicate that in this tab. If no comments, objections and/or concerns with either document are submitted by Respondent, City shall presume Respondent will sign the Design-Build Contract as presented, if selected for one or both of the Projects. Respondent shall index and label this information as “**Tab 9**”
11. STATEMENT OF QUALIFICATIONS – Respondent’s SOQ should be submitted in a concise format with a description of Respondent’s ability to meet the requirements of this RFQ. Emphasis should be on the completeness and clarity of the requested information below:

A. Experience and Qualifications of the DB Firm/Team, Key Personnel and Key Sub-Consultants (40 Points)

1. **Experience: (indexed and labeled as “Tab 10”)** – Provide a narrative, in three (3) pages or less, describing Respondent’s team’s qualifications as they relate to Leslie Road and Southeast Service Center projects. Include a history of how Respondent’s proposed team has worked together on past similar projects, include the number of years working as a team.
2. **Proposed Key Personnel/Organizational Chart (indexed and labeled as “Tab 11”** – Respondent’s key personnel included in this section are expected to be the same personnel that will be assigned to the Project, if awarded. Respondent shall provide a detailed organizational chart of its firm, identifying key personnel who will be committed to work on the various tasks for this Project. In addition, Respondent shall provide a narrative description of its organization chart, describing the proposed assignments, roles and responsibilities, lines of authority and communication for each team member to be directly involved with this Project. The Proposed Key Personnel must consist of, at minimum, a Licensed Professional Architect or Engineer with a minimum of five (5) years demonstrated experience with relevant service center projects and/or major addition to or/renovations of an existing large-scale operating facility.

Label key personnel assignments as:

- Proposed Project Architect;
- Proposed Project Engineers;
- Proposed Project Manager;
- Proposed Project Estimator;
- Proposed Construction Superintendent
- Coordination of the project design and requirements with regulatory agencies and authorities;
- Quality assurance/quality control (design);
- Quality assurance/quality control (construction);

- Quality Control Manager; and
 - Plan review coordination for securing all applicable permits.
3. **Resumes (indexed and labeled as “Tab 12”)** – Respondent shall submit one-page resumes for each of its key team members. Resumes should link to project sheets and also may include additional previously completed relevant projects not highlighted in the project sheets. Submitted resumes also shall include the license type (if applicable), number of years with his/her firm, number of years of experience in the proposed role and experience with use of BIM technology in delivery of previous construction projects.
4. **Project Sheets (indexed and labeled as “Tab 13”)** – Respondent shall provide 2-page project sheets for three (3) successfully completed projects of both similar size and scope, preferably with at least one project utilizing the DB delivery method, in the past seven (7) years. For each highlighted project, the project sheet shall include the following:
- a. Description of Respondent’s project, including level of LEED certification obtained, if any;
 - b. Photograph of the project;
 - c. If not DB Contract, identify type of contract.
 - d. Project’s proposed substantial completion date and actual substantial completion date (explain inconsistencies);
 - e. Project’s original construction contract amount and final construction contract amount (explain inconsistencies);
 - f. Name of the Licensed Professional Architect and Engineer, noting whether this individual will work on this Project and his/her role planned for this Project;
 - g. Project Manager and note whether this person will work on this Project and his/her role planned for this Project.
 - h. Project Superintendent and note whether this person will work on this Project and his/her role planned for this Project;
 - i. The owner’s name and the name of the representative (if different) who served as the day-to-day liaison for the construction phase of the project in the following format:
 Name of Owner: _____
 Name of Owner’s representative: _____
 Representative’s Phone Number: _____
 Representative’s E-mail: _____

B. Proposed Management Plan (35 Points) This information should include Respondent’s proposed organizational structure and availability of labor resources (capacity to perform) in executing Respondent’s effort. Respondent shall submit information in a brief narrative plan clearly and concisely describing Respondent’s approach to the following project information:

1. **Design Management** – Shall be indexed and labeled as “**Tab 14**”. Limit response to the following items to a maximum of two (2) pages:
- Describe Respondent’s management approach and team organization for the provisions outlined in this RFQ;
 - Describe your team’s Quality Control/Quality Assurance process, approach and capabilities to maintain quality control of the design; and
 - Describe your approach to assuring timely completion of designs, including methods for schedule recovery, if necessary.

2. **Construction Management-** – Shall be indexed and labeled as “**Tab 15**”. Limit response to the following items to a maximum of two (2) pages:
 - Describe Respondent’s construction observation approach and ability to coordinate with all stakeholders;
 - Describe your team’s Quality Control/Quality Assurance process, approach and capabilities to maintain quality control of the construction; and
 - Describe Respondent’s cost estimating methodology and approach to construction documents and bid phase management; and
 - Describe Respondent’s mechanism to track and respond to request for information, review of change orders, coordination construction progress meeting with the contractor, preparing and distributing meeting minutes, reviewing schedules, and other construction phase.

C. Team’s Experience with San Antonio Region Issues and Past Experience with City of San Antonio (15 Points)

1. City is interested in evaluating Respondent’s experience with San Antonio issues, as may be evidenced by work in the San Antonio and surrounding area during the past five (5) years. In narrative form, using a maximum of two (2) pages, briefly describe experience in the following areas and reference projects relating to that described experience. Note: Respondent may reference projects included in project sheets under Criteria A herein or include other projects, but no additional project sheets should be provided for this criteria. This information shall be indexed and labeled as “**Tab 16**”.
 - Local area construction costs and practices;
 - Environmental conditions and constraints;
 - Involvement in project development as it relates to public awareness in the local area;
 - Firm’s experience with public utilities within the San Antonio or surrounding area;
 - Local site development; and
 - Building code requirements.
2. A portion of the scoring for these criteria will be based on City’s Consultants/Contractor Scorecard, other documentation or experience with City projects. City shall consider the history of a firm in complying with project programs, schedules and budgets on previous City of San Antonio projects. **No items shall be submitted by Respondent for this criterion.** Specific items for consideration may include, but are not limited to:
 - Timely completion of projects;
 - Cooperative working relationship with City;
 - Prompt payment of subcontractors at all levels;
 - Compliance with other contract terms;
 - Compliance with City Ordinances on substitution/addition/deletion of subcontractors;
 - Provision of contracting opportunities for S/M/WBEs;
 - Compliance with City standards;
 - Conformance to City budget requirements.

D. Mentorship Incentive Commitment Program (5 Points) – Respondent shall submit completed and signed Mentorship Incentive Commitment (**FORM 6**). This form shall be indexed and labeled as “**Tab 6**”. Respondents certifying their commitment to serve as mentors in City of San Antonio’s Mentor Protégé Program will receive five (5) evaluation criteria percentage Points. Respondents document such commitment by initialing and signing the “Mentor Commitment Form” attached to this solicitation.

For joint venture respondents, each joint venture partner must initial, sign and submit a “Mentor Commitment Form” for the joint venture respondent to receive the five (5) evaluation preference Points.

No evaluation criteria percentage Points will be awarded to respondents currently serving as mentors through other mentor-protégé programs. A respondent committing to serve in City’s Mentor Protégé Program shall only receive points associated with a solicitation one time within a two-year period.

Phase I Evaluation Criteria Summary:	Maximum Points
A. Experience and Qualifications of the DB Firm, Key Personnel and Key Sub-Consultants	40 Points
B. Proposed Management Plan	35 Points
C. Local Experience with San Antonio Region Issues and Past Experience with City of San Antonio	20 Points
D. Mentorship Incentive Commitment Program Commitment Form	5 Points
Total Maximum	100 Points

Respondent is expected to examine this RFQ carefully, and understand the terms and conditions for providing the services listed herein and respond completely. Failure to complete and provide any of the above-referenced documents may result in the Respondent’s submittal being deemed non-responsive and, therefore, disqualified from consideration.

VI. PHASE II EVALUATION CRITERIA (INTERVIEWS), IF SELECTED

Based on the evaluation process of Phase I, the selection committee shall qualify a maximum of five (5) Respondents to participate in Phase II of the solicitation process for the two DB projects. Phase II of the solicitation process shall include requests for additional information from the short-listed firms and shall include an invitation for an interview. Additional information requested may include more detailed information from Respondent regarding demonstrated competence and qualifications, the ability of Respondent to meet a DB Project schedule and other information, as appropriate. During the Phase II of the solicitation process, the selection committee will evaluate and rank the short-listed firms based on the published evaluation criteria set forth below:

Phase II Evaluation Criteria Summary (Short-listed firms only):	Maximum Points
A. Composition of DB firm: Background, Experience and Qualifications of Key Personnel, Key Sub-Consultants and Key Subcontractors	30 Points
B. Project Understanding and Approach; Management Plan; Project Schedule	25 Points
C. DB Team’s Experience with City of San Antonio Issues	10 Points
D. Budget and Costing Methodology	10 Points
E. Proposed Fees for General Conditions/Overhead & Profit	20 Points
F. Mentorship Incentive Commitment Program Commitment	5 Points
Total Maximum	100 Points

VII. PHASE I SUBMISSION INSTRUCTIONS

When submitting a Statement of Qualifications in person to City Clerk’s Office, visitors to City Hall must allow time for security measures. Visitors to City Hall will be required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7:45 a.m. to 4:30 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor’s badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.

Respondent shall submit a total of nine (9) Qualification Statements which shall include one (1) original unbound Qualification Statement, signed in ink, and eight (8) printed copies, as well as one (1) copy of the entire submittal in an Adobe PDF format on a compact disk (CD) or flash-drive in a sealed package, clearly marked on the front of the package “RFQ: DESIGN-BUILD SERVICES FOR THE LESLIE ROAD SERVICE CENTER AND FOR THE SOUTHEAST SERVICE CENTER.” All submittals must be received in City Clerk’s Office at **NO LATER THAN 10:00 AM ON FRIDAY, SEPTEMBER 25, 2015** the address indicated below. Any submittal received after this time shall not be considered.

Physical Address:

City Clerk’s Office, Attn: Transportation and Capital Improvements Department
100 Military Plaza
City Hall, 2nd Floor,
San Antonio, Texas 78205

Submittals sent by facsimile or email will not be accepted.

Responses to the solicitation should be complete and well organized. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2” x 11”) with criteria information will be counted. Respondent shall adhere to the page limitations for each section as stated herein. Pages which have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. The use of recycled paper is encouraged. Three-ring binders are **NOT** permitted.

With regards to other types of binding, plastic (not metal) spiral or “comb” binding is highly recommended. Unnecessarily elaborate brochures, artwork, bindings, visual aides, expensive paper or other materials beyond which is sufficient to present a complete and effective submission are not required. All pages shall be numbered. Margins shall be no less than 1” around the perimeter of each page. Electronic files, websites or URLs shall not be included as part of the proposal, other than the CD specified above. Each submittal must include the sections and attachments in the sequence listed in the RFQ Section V, Submittal Document Requirements for Phase I of the Solicitation, and each section must be divided by tabs and indexed as indicated in this RFQ. Failure to meet the above conditions may result in disqualification of the proposal.

Respondents who submit responses to this RFQ shall correctly reveal, disclose and state the true and correct name of the individual, proprietorship, corporation and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nick-names, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal.

VIII. AMENDMENTS TO THE RFQ

Changes, amendments, or written responses to questions received in compliance with Section IX, Restrictions on Communication may be posted on City’s website at <http://epay.sanantonio.gov/RFPListings/>. It is Respondent’s responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal. A Respondent who does not have access to the Internet, must notify City in accordance with Section IX, Restrictions on Communication, that Respondent wishes to receive copies of changes, amendments, or written responses to questions by mail or facsimile.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ – if any – shall be made in writing only.

IX. RESTRICTION ON COMMUNICATION

Once this RFQ has been released, Respondents are prohibited from communicating with City staff regarding the RFQ or Submittals, with the following exceptions:

Respondents are prohibited from communicating with elected City officials and their staff regarding the RFQ or submittal from the time the RFQ has been released until the contract is posted as a City Council agenda item. Respondents are prohibited from communicating with City employees from the time the RFQ has been released until the contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or submittal submitted by Respondents. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s submittal from consideration. Exceptions to the restrictions on communication with City employees include:

1. Respondents may ask verbal questions concerning this RFQ at the Pre-Submittal Conference.
2. Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **4:00 PM on Friday, September 11, 2015**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail or by fax.

Questions sent by certified mail, return receipt requested, will also be accepted and should be addressed to:

Carisa Gamez, Contract Coordinator
City of San Antonio, Transportation and Capital Improvements Department
Contract Services Division
114 W. Commerce Street, 9th Floor, Room 909
San Antonio, TX 78205
Carisa.Gamez@sanantonio.gov
Fax: 210-207-4034

3. Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA forms. The point of contact is Irene Maldonado and she may be reached by telephone at (210) 207-8124 or by e-mail at Irene.Maldonado@sanantonio.gov. **This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office (SBO) regarding this solicitation, after the solicitation closing date.**
4. Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. City reserves the right to exclude any persons from such selection committee meetings as it deems in its best interests.

X. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

It is the intent of City of San Antonio to award a contract or contracts to the DB firm(s)/team(s) whose services provide the best value for City, based on the selection criteria set out in this RFQ, which is phase one of the solicitation process, and in the second phase of the solicitation, as determined when considering the relative importance of price, capability and other published evaluation criteria. City reserves the right to adopt the most advantageous interpretation of the SOQ, additional information presented and the subsequent Costing Methodology. City is not bound to accept the lowest priced Costing Methodology that is not in the best interest of City, as determined solely by City .

The SOQs submitted in response to this RFQ, together with the subsequent additional information and Costing Methodology submitted by qualified Respondents in Phase Two of the solicitation, will be analyzed based on the published criteria by City in determining which DB Firm(s) will provide the best value to City for each of the two DB projects being solicited.

1. The contract, if awarded, will be awarded to the DB Firm(s) whose submittal is deemed most qualified and of the best value to City, as determined by the selection committee and subject to approval of City Council.
2. City may accept any submittal in whole or in part. If subsequent negotiations are conducted, those negotiations shall not constitute a rejection or alternate solicitation on the part of City. However, final selection of DB Firm(s) is subject to City Council approval.
3. City reserves the right to accept one or more submittals or reject any or all submittals received, in response to this RFQ and the subsequent interview process, and to waive informalities and irregularities in the submittals received. City further reserves the right to terminate this solicitation for either or both of the Projects listed, reissue a subsequent solicitation or solicitations and/or remedy technical errors in the process.
4. City shall require the selected DB Firm(s) to execute a contract with City in substantially the form as the contract attached to this solicitation, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in the contract. Contract documents are not binding on City until approved by City Attorney.
5. In the event the parties cannot negotiate and execute a contract within the time specified by City, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
6. This solicitation does not commit City to enter into a contract, award any services related to this solicitation, nor does it obligate City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
7. The successful DB Firm(s) must be able to formally invoice City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by City. City administers its design and construction management through an Internet-based management system. All vendors are required to comply with Specification 700 of City of San Antonio Standard Construction Specifications.
8. Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a “prohibited financial interest” in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten percent or more of the voting stock or shares of the business entity, or ten percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.
9. Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of City, as defined in Section 2-42 of City’s Ethics Code. (Discretionary Contracts Disclosure – Form 3 in this RFQ).

10. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that City shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.
11. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons or their agents, who seek to contract for the sale or purchase of property, goods or services with City, shall file a completed Conflict of Interest Questionnaire (hereafter referred as "CIQ"), with City Clerk not later than the seventh (7th) business day after the date that the person: (1) begins contract discussions or negotiations with City; or (2) submits to City an application, response to a request for proposal, offers, correspondence or another writing related to a potential agreement with City. The CIQ form is available from the Texas Ethics Commission at:

<http://www.ethics.state.tx.us/forms/CIQ.pdf>.

In addition to the CIQ form, City requires individuals to submit a CIQ Addendum. The CIQ Addendum is available from City of San Antonio at:

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>.

Completed CIQ forms and CIQ addendum forms may be delivered by hand to the Office of the City Clerk at City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205 or may be mailed to the Office of City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. Respondent shall consult its own legal advisor if it has any questions regarding the statute, CIQ form or CIQ Addendum

12. All submittals and/or any portions thereof become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained. However, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a court order.
13. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, the Pre-Submission Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.
14. All provisions in Respondent's submittal including any estimated or projected costs, shall remain valid for one hundred twenty (120) days following the deadline date for submissions or, if a Proposal is accepted, throughout the entire term of the contract.
15. Subsequent to the issuance of this solicitation, the TCI Department of City reserves the right to amend it, waive any requirement or irregularity, request modifications to submittals, providing all teams are treated equally, and reject any and all submittals for any reason. The TCI Department further reserves the right to award one or more contracts for these projects as deemed in its best interest, and to request changes in the composition of any team.
16. Solicitation Review Process: Any respondent desiring a review of the solicitation process must deliver a written request to the Director of TCI within 7 calendar days from the date the notice of

non-selection was sent. When the TCI Director receives a timely written request, the TCI Director, or designee, shall review the respondents concerns and the solicitation process for legitimacy and procedural correctness. After performing a full review, the TCI Director will notify the respondent in writing of his determination.

17. Debriefings: In an effort to improve solicitation responses, TCI is making available on its web site a "Solicitation Response Tip List" that includes the top common items that "make or break" submissions. Providing this information prior to the due date of the submittal provides Respondents with an opportunity to develop a better response for each solicitation. As a result of this up-front effort, each Respondent is entitled to a one (1) debriefing per calendar year after the San Antonio City Council has made an award if:

- (a) they are not the selected respondent; and
- (b) they have not been debriefed since January 1, 2015.

Once a firm has been debriefed, it will not be eligible for future debriefings within that calendar year. Any Respondent meeting the above criteria that desires an individual submittal debriefing must deliver a written request to the TCI Contract Services Division within seven (7) calendar days from the date a notice of non-selection was sent.

XI. SBEDA ORDINANCE COMPLIANCE PROVISIONS

A. Solicitation Response and Contract Requirements and Commitment

Respondent understands and agrees that the following provisions shall be requirements of this solicitation and the resulting contract, if awarded, and by submitting its Response, Respondent commits to comply with these requirements. In the absence of a waiver granted by the SBO, failure of a Prime Contractor to commit in its response, through a fully-documented and signed SBO-promulgated Subcontractor/Supplier Utilization Plan form, to satisfying the S/M/WBE subcontracting goal shall render its response NON-RESPONSIVE.

Waiver Request - A Respondent may request, for good cause, a full or partial Waiver of a **specified subcontracting goal** included in this solicitation by submitting the *Respondent Subcontracting Waiver Request form* (available at <http://www.sanantonio.gov/SBO/Forms.aspx>) with its solicitation response. The Respondent's Waiver request must fully document subcontractor unavailability despite the Respondent's good faith efforts to comply with the goal. Such documentation shall include all good faith efforts made by Respondent including, but not limited to, which subcontractors were contacted (with phone numbers, e-mail addresses and mailing addresses, as applicable) and the method of contact. **Late Waiver requests will not be considered.**

Exception Request - A Respondent may, for good cause, request an Exception to the application of the SBEDA Program if the Respondent submits the *Exception to SBEDA Program Requirements Request form* (available at <http://www.sanantonio.gov/SBO/Forms.aspx>) with its solicitation response. The Respondent's Exception request must fully document why: (1) the value of the contract is below the \$50,000 threshold for application of the SBEDA Program; or (2) no commercially-useful subcontracting opportunities exist within the contract scope of work; or (3) the type of contract is outside of the scope of the SBEDA Ordinance. **Late Exception Requests will not be considered.**

B. SBEDA Program

City has adopted a Small Business Economic Development Advocacy Ordinance (Ordinance No. 2010-06-17-0531 and as amended, also referred to as “SBEDA” or “the SBEDA Program”), which is posted on City’s Economic Development (EDD) website page and is also available in hard copy form upon request to City. The SBEDA Ordinance Compliance Provisions contained in this section of the Agreement are governed by the terms of this Ordinance, as well as by the terms of the SBEDA Ordinance Policy & Procedure Manual established by City pursuant to this Ordinance, and any subsequent amendments to this referenced SBEDA Ordinance and SBEDA Policy & Procedure Manual that are effective as of the date of the execution of this Agreement. Unless defined in a contrary manner herein, terms used in this section of the Agreement shall be subject to the same expanded definitions and meanings as given those terms in the SBEDA Ordinance and as further interpreted in the SBEDA Policy & Procedure Manual.

C. Definitions

Affirmative Procurement Initiatives (API) – Refers to various Small Business Enterprise, Minority Business Enterprise, and/or Women Business Enterprise (“S/M/WBE”) Program tools and Solicitation Incentives that are used to encourage greater Prime and subcontract participation by S/M/WBE firms, including bonding assistance, evaluation preferences, subcontracting goals and joint venture incentives. (For full descriptions of these and other S/M/WBE program tools, see Section III. D. of Attachment A to the SBEDA Ordinance.)

Centralized Vendor Registration System (CVR) – a mandatory electronic system wherein City requires all prospective Respondents and Subcontractors that are ready, willing and able to sell goods or services to City to register. The CVR system assigns a unique identifier to each registrant that is then required for the purpose of submitting solicitation responses and invoices, and for receiving payments from City. The CVR-assigned identifiers are also used by the Goal Setting Committee for measuring relative availability and tracking utilization of SBE and M/WBE firms by Industry or commodity codes, and for establishing Annual Aspirational Goals and Contract-by-Contract Subcontracting Goals.

Certification or “Certified” – the process by which the Small Business Office (SBO) staff determines a firm to be a bona-fide small, minority-, women-owned, or emerging small business enterprise. Emerging Small Business Enterprises (ESBEs) are automatically eligible for Certification as SBEs. Any firm may apply for multiple Certifications that cover each and every status category (e.g., SBE, ESBE, MBE, or WBE) for which it is able to satisfy eligibility standards. The SBO staff may contract these services to a regional Certification agency or other entity. For purposes of Certification, City accepts any firm that is certified by local government entities and other organizations identified herein that have adopted Certification standards and procedures similar to those followed by the SBO, provided the prospective firm satisfies the eligibility requirements set forth in this Ordinance in Section III.E.6 of Attachment A.

Commercially Useful Function – an S/M/WBE firm performs a Commercially Useful Function when it is responsible for execution of a distinct element of the work of the contract and is carrying out its responsibilities by actually performing, staffing, managing and supervising the work involved. To perform a Commercially Useful Function, the S/M/WBE firm must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether an S/M/WBE firm is performing a Commercially Useful Function, an evaluation must be performed of the amount of work subcontracted, normal industry practices, whether the amount the S/M/WBE firm is to be paid under the contract is commensurate with the work it is actually performing

and the S/M/WBE credit claimed for its performance of the work, and other relevant factors. Specifically, an S/M/WBE firm does not perform a Commercially Useful Function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of meaningful and useful S/M/WBE participation, when in similar transactions in which S/M/WBE firms do not participate, there is no such role performed. The use of S/M/WBE firms by Contractor to perform such “pass-through” or “conduit” functions that are not commercially useful shall be viewed by City as fraudulent if Contractor attempts to obtain credit for such S/M/WBE participation towards the satisfaction of S/M/WBE participation goals or other API participation requirements. As such, under such circumstances where a commercially useful function is not actually performed by the S/M/WBE firm, the Contractor shall not be given credit for the participation of its S/M/WBE subcontractor or joint venture partner towards attainment of S/M/WBE utilization goals, and the Contractor and S/M/WBE firm may be subject to sanctions and penalties in accordance with the SBEDA Ordinance.

Good Faith Efforts – documentation of the Contractor’s or Respondent’s intent to comply with S/M/WBE Program Goals and procedures including, but not limited to, the following: (1) documentation within a solicitation response reflecting the Respondent’s commitment to comply with SBE or M/WBE Program Goals as established by the GSC for a particular contract; or (2) documentation of efforts made toward achieving the SBE or M/WBE Program Goals (e.g., timely advertisements in appropriate trade publications and publications of wide general circulation; timely posting of SBE or M/WBE subcontract opportunities on City of San Antonio website; solicitations of bids/proposals/qualification statements from all qualified SBE or M/WBE firms listed in the Small Business Office’s directory of certified SBE or M/WBE firms; correspondence from qualified SBE or M/WBE firms documenting their unavailability to perform SBE or M/WBE contracts; documentation of efforts to subdivide work into smaller quantities for subcontracting purposes to enhance opportunities for SBE or M/WBE firms; documentation of a Prime Contractor’s posting of a bond covering the work of SBE or M/WBE Subcontractors; documentation of efforts to assist SBE or M/WBE firms with obtaining financing, bonding or insurance required by the Respondent; and documentation of consultations with trade associations and consultants that represent the interests of SBE and/or M/WBEs in order to identify qualified and available SBE or M/WBE Subcontractors.) The appropriate form and content of Contractor’s Good Faith Efforts documentation shall be in accordance with the SBEDA Ordinance as interpreted in the SBEDA Policy & Procedure Manual.

HUBZone Firm – a business that has been certified by U.S. Small Business Administration for participation in the federal HUBZone Program, as established under the 1997 Small Business Reauthorization Act. To qualify as a HUBZone firm, a small business must meet the following criteria: (1) it must be owned and Controlled by U.S. citizens; (2) at least 35 percent of its employees must reside in a HUBZone; and (3) its Principal Place of Business must be located in a HUBZone within the San Antonio Metropolitan Statistical Area. [See 13 C.F.R. 126.200 (1999).]

Independently Owned and Operated – ownership of an SBE firm must be direct, independent and by Individuals only. Ownership of an M/WBE firm may be by Individuals and/or by other businesses provided the ownership interests in the M/WBE firm can satisfy the M/WBE eligibility requirements for ownership and Control as specified herein in Section III.E.6. The M/WBE firm must also be Independently Owned and Operated in the sense that it cannot be the subsidiary of another firm that does not itself (and in combination with the certified M/WBE firm) satisfy the eligibility requirements for M/WBE Certification.

Individual – an adult person that is of legal majority age.

Industry Categories – procurement groupings for City of San Antonio inclusive of Construction, Architectural & Engineering (A&E), Professional Services, Other Services, and Goods & Supplies (i.e., manufacturing, wholesale and retail distribution of commodities). This term may sometimes be referred to as “business categories.”

Minority/Women Business Enterprise (M/WBE) – firm that is certified as a Small Business Enterprise and also as either a Minority Business Enterprise or as a Women Business Enterprise, and which is at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members and/or women, and that is ready, willing and able to sell goods or services that are purchased by City of San Antonio.

M/WBE Directory – a listing of minority- and women-owned businesses that have been certified for participation in City’s M/WBE Program APIs.

Minority Business Enterprise (MBE) – any legal entity, except a joint venture, that is organized to engage in for-profit transactions, which is certified a Small Business Enterprise and also as being at least fifty-one percent (51%) owned, managed and controlled by one or more Minority Group Members, and that is ready, willing and able to sell goods or services that are purchased by City. To qualify as an MBE, the enterprise shall meet the Significant Business Presence requirement as defined herein. Unless otherwise stated, the term “MBE” as used in this Ordinance is not inclusive of women-owned business enterprises (WBEs).

Minority Group Members – African-Americans, Hispanic Americans, Asian Americans and Native Americans legally residing in, or that are citizens of, the United States or its territories, as defined below:

African-Americans: Persons having origins in any of the black racial groups of Africa as well as those identified as Jamaican, Trinidadian, or West Indian.

Hispanic-Americans: Persons of Mexican, Puerto Rican, Cuban, Spanish or Central and South American origin.

Asian-Americans: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

Native Americans: Persons having no less than 1/16th percentage origin in any of the Native American Tribes, as recognized by the U.S. Department of the Interior, Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

Originating Department – City department or authorized representative of City which issues solicitations or for which a solicitation is issued.

Payment – dollars actually paid to Contractors and/or Subcontractors and vendors for City contracted goods and/or services.

Prime Contractor – the vendor or contractor to whom a purchase order or contract is issued by City of San Antonio for purposes of providing goods or services for City. For purposes of this Agreement, this term refers to the Contractor.

Relevant Marketplace – the geographic market area affecting the S/M/WBE Program as determined for purposes of collecting data for the MGT Studies, and for determining eligibility for participation under

various programs established by the SBEDA Ordinance, is defined as the San Antonio Metropolitan Statistical Area (SAMSA), currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.

Respondent – a vendor submitting a bid, statement of qualifications, or proposal in response to a solicitation issued by City. For purposes of this Agreement, Contractor is the Respondent.

Responsible – a firm which is capable in all respects to fully perform the contract requirements and has the integrity and reliability which will assure good faith performance of contract specifications.

Responsive – a firm's submittal (bid, response or proposal) conforms in all material respects to the solicitation (Invitation for Bid, Request for Qualifications, or Request for Proposal) and shall include compliance with S/M/WBE Program requirements.

San Antonio Metropolitan Statistical Area (SAMSA) – also known as the Relevant Marketplace, the geographic market area from which City's MGT Studies analyzed contract utilization and availability data for disparity (currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson).

SBE Directory - a listing of small businesses that have been certified for participation in City's SBE Program APIs.

Significant Business Presence – to qualify for this Program, a S/M/WBE must be headquartered or have a *significant business presence* for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based, and from which a substantial role in the S/M/WBE's performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.

Small Business Enterprise (SBE) – a corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is Independently Owned and Operated by Individuals legally residing in, or that are citizens of, the United States or its territories, and which meets the U.S. Small Business Administration (SBA) size standard for a small business in its particular industry(ies) and meets the Significant Business Presence requirements as defined herein.

Small Business Office (SBO) – the office within the Economic Development Department (EDD) of City that is primarily responsible for general oversight and administration of the S/M/WBE Program.

Small Business Office Manager – the Assistant Director of the EDD of City that is responsible for the management of the SBO and ultimately responsible for oversight, tracking, monitoring, administration, implementation and reporting of the S/M/WBE Program. The SBO Manager is also responsible for enforcement of contractor and vendor compliance with contract participation requirements, and ensuring that overall Program goals and objectives are met.

Small Minority Women Business Enterprise Program (S/M/WBE Program) – the combination of SBE Program and M/WBE Program features contained in the SBEDA Ordinance.

Subcontractor – any vendor or contractor that is providing goods or services to a Prime Contractor or Contractor in furtherance of the Prime Contractor’s performance under a contract or purchase order with City. A copy of each binding agreement between the Contractor and its subcontractors shall be submitted to City prior to execution of this contract Agreement and any contract modification Agreement.

Suspension – the temporary stoppage of the SBE or M/WBE firm’s beneficial participation in City’s S/M/WBE Program for a finite period of time due to cumulative contract payments the S/M/WBE firm received during a fiscal year that exceed a certain dollar threshold as set forth in Section III.E.7 of Attachment A to the SBEDA Ordinance, or the temporary stoppage of Contractor’s and/or S/M/WBE firm’s performance and payment under City contracts due to City’s imposition of Penalties and Sanctions set forth in Section III.E.13 of Attachment A to the SBEDA Ordinance.

Subcontractor/Supplier Utilization Plan – a binding part of this contract Agreement which states the Contractor’s commitment for the use of Joint Venture Partners and / or Subcontractors/Suppliers in the performance of this contract Agreement, and states the name, scope of work, and dollar value of work to be performed by each of Contractor’s Joint Venture partners and Subcontractors/Suppliers in the course of the performance of this contract, specifying the S/M/WBE Certification category for each Joint Venture partner and Subcontractor/Supplier, as approved by the SBO Manager. Additions, deletions or modifications of the Joint Venture partner or Subcontractor/Supplier names, scopes of work, of dollar values of work to be performed requires an amendment to this Agreement to be approved by the EDD Director or designee.

Women Business Enterprises (WBEs) - any legal entity, except a joint venture, that is organized to engage in for-profit transactions, that is certified for purposes of the SBEDA Ordinance as being a Small Business Enterprise and that is at least fifty-one percent (51%) owned, managed and Controlled by one or more non-minority women Individuals that are lawfully residing in, or are citizens of, the United States or its territories, that is ready, willing and able to sell goods or services that are purchased by City and that meets the Significant Business Presence requirements as defined herein. Unless otherwise stated, the term “WBE” as used in this Agreement is not inclusive of MBEs.

D. SBEDA Program Compliance – General Provisions

As Contractor acknowledges that the terms of City’s SBEDA Ordinance, as amended, together with all requirements, guidelines, and procedures set forth in City’s SBEDA Policy & Procedure Manual are in furtherance of City’s efforts at economic inclusion and, moreover, that such terms are part of Contractor’s scope of work as referenced in City’s formal solicitation that formed the basis for contract award and subsequent execution of this Agreement, these SBEDA Ordinance requirements, guidelines and procedures are hereby incorporated by reference into this Agreement, and are considered by the Parties to this Agreement to be material terms. Contractor voluntarily agrees to fully comply with these SBEDA program terms as a condition for being awarded this contract by City. Without limitation, Contractor further agrees to the following terms as part of its contract compliance responsibilities under the SBEDA Program:

1. Contractor shall cooperate fully with the Small Business Office and other City departments in their data collection and monitoring efforts regarding Contractor’s utilization and payment of Subcontractors, S/M/WBE firms, and HUBZone firms, as applicable, for their performance of Commercially Useful Functions on this contract including, but not limited to, the timely submission of completed forms and/or documentation promulgated by SBO,

through the Originating Department, pursuant to the SBEDA Policy & Procedure Manual, timely entry of data into monitoring systems, and ensuring the timely compliance of its Subcontractors with this term;

2. Contractor shall cooperate fully with any City or SBO investigation (and shall also respond truthfully and promptly to any City or SBO inquiry) regarding possible non-compliance with SBEDA requirements on the part of Contractor or its Subcontractors or suppliers;
3. Contractor shall permit the SBO, upon reasonable notice, to undertake inspections as necessary including, but not limited to, contract-related correspondence, records, documents, payroll records, daily logs, invoices, bills, cancelled checks, and work product, and to interview Subcontractors and workers to determine whether there has been a violation of the terms of this Agreement;
4. Contractor shall immediately notify the SBO, in writing on the Change to Utilization Plan form, through the Originating Department, of any proposed changes to Contractor's Subcontractor / Supplier Utilization Plan for this contract, with an explanation of the necessity for such proposed changes, including documentation of Good Faith Efforts made by Contractor to replace the Subcontractor / Supplier in accordance with the applicable Affirmative Procurement Initiative. All proposed changes to the Subcontractor / Supplier Utilization Plan including, but not limited to, proposed self-performance of work by Contractor of work previously designated for performance by Subcontractor or supplier, substitutions of new Subcontractors, terminations of previously designated Subcontractors, or reductions in the scope of work and value of work awarded to Subcontractors or suppliers, shall be subject to advanced written approval by the Originating Department and the SBO.
5. Contractor shall immediately notify the Originating Department and SBO of any transfer or assignment of its contract with City, as well as any transfer or change in its ownership or business structure.
6. Contractor shall retain all records of its Subcontractor payments for this contract for a minimum of four years, or as required by state law, following the conclusion of this contract or, in the event of litigation concerning this contract, for a minimum of four years, or as required by state law, following the final determination of litigation, whichever is later.
7. In instances wherein the SBO determines that a Commercially Useful Function is not actually being performed by the applicable S/M/WBE or HUBZone firms listed in a Contractor's Subcontractor / Supplier Utilization Plan, the Contractor shall not be given credit for the participation of its S/M/WBE or HUBZone subcontractor(s) or joint venture partner(s) toward attainment of S/M/WBE or HUBZone firm utilization goals, and the Contractor and its listed S/M/WBE firms or HUBZone firms may be subject to sanctions and penalties in accordance with the SBEDA Ordinance.

8. Contractor acknowledges that City will not execute a contract or issue a Notice to Proceed for this project until the Contractor and each of its Subcontractors for this project have registered and/or maintained active status in City's Centralized Vendor Registration System, and Contractor has represented to City which primary commodity codes each registered Subcontractor will be performing under for this contract.

E. SBEDA Program Compliance – Affirmative Procurement Initiatives

City has applied the following contract-specific Affirmative Procurement Initiative (API) to this contract. Contractor hereby acknowledges and agrees that the selected API requirement shall also be extended to any change order or subsequent contract modification and, absent SBO's granting of a waiver, that its full compliance with the following API terms and conditions are material to its satisfactory performance under this Agreement:

SBE Subcontracting Program. In accordance with SBEDA Ordinance Section III. D. 1. (c), this contract is being awarded pursuant to the SBE Subcontracting Program. Contractor agrees to subcontract at least *twenty (20%)* of the contract value to certified SBE firms headquartered or having a significant business presence within the San Antonio Metropolitan Statistical Area (SAMSA); **and**

M/WBE Subcontracting Program. In accordance with SBEDA Ordinance Section III. D. 2. (b), this contract is being awarded pursuant to the M/WBE Subcontracting Program. Contractor agrees to subcontract at least **seventeen percent (17%)** of its prime contract value to certified M/WBE firms headquartered or having a significant business presence within the San Antonio Metropolitan Statistical Area (SAMSA); **and**

Segmented M/WBE Goal. In accordance with SBEDA Ordinance Section III. D. 2. (d), this contract is being awarded pursuant to Segmented M/WBE Goals. Contractor agrees to subcontract at least *two percent (2%)* of the contract value to a certified African American Business Enterprise (AABE) firm headquartered or having a significant business presence within the San Antonio Metropolitan Statistical Area (SAMSA). This two percent (2%) subcontracting goal will also count toward the aforementioned seventeen percent (17%) M/WBE subcontracting goal. In addition, the seventeen percent (17%) subcontracting goal will also count toward the aforementioned twenty percent (20%) SBE subcontracting goal; **and**

M/WBE Mentor Protégé Program. In accordance with the SBEDA Ordinance, Section III. D. 1. (g), this contract is being awarded pursuant to the SBE Mentor Protégé Program and, if included in the Contractor's proposal, Contractor shall comply with all requirements of the Program in accordance with Contractor's signed Mentorship Commitment Form.

The Subcontractor / Supplier Utilization Plan that Contractor submitted to City with its response for this contract (or, as appropriate, that it agrees to submit during the price proposal negotiation phase of this contract), and that contains the names of the certified SBE, M/WBE and AABE Subcontractors to be used by Contractor on this contract, the respective percentages of the total prime contract dollar value to be awarded and performed by each M/WBE and AABE Subcontractor, and documentation including a description of each M/WBE and AABE Subcontractor's scope of work and confirmation of each M/WBE

and AABE Subcontractor'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. In the absence of a waiver granted by the SBO, the failure of Contractor to attain this subcontracting goal for M/WBE and AABE firm participation in the performance of a Commercially Useful Function under the terms of its contract shall be a material breach and grounds for termination of the contract with City, and may result in debarment from performing future City contracts, withholding of payment for retainage equal to the dollar amount of the underutilization below the agreed upon M/WBE and AABE subcontracting goal, and/or shall be subject to any other remedies available under the terms of this Agreement for violations of the SBEDA Ordinance, or under any other law.

Subcontractor Diversity: City strongly encourages each bidder to be as inclusive as possible, and to reach out to all segments of the S/M/WBE community in its efforts to exercise good faith in achieving the SBE subcontracting goal of 20%, M/WBE subcontracting goal of 17% and AABE Subcontracting goal of 2% that have been established for this contract. While the relative availability of ready, willing, and able firms within various ethnic and gender categories will vary significantly from contract to contract based upon the particular trades that are involved, overall in the San Antonio Construction industry, as reflected in City's Centralized Vendor Registration system for the month of August 2015, African-American owned firms represent approximately 2.76% of available subcontractors, Hispanic-American firms represent approximately 15.51%, Asian-American firms represent approximately 1.19%, Native American firms represent approximately 0.19%, and Women-owned firms represent approximately 4.90% of available construction subcontractors.

F. Commercial Nondiscrimination Policy Compliance

As a condition of entering into this Agreement, the Contractor represents and warrants that it has complied with throughout the course of this solicitation and contract award process, and will continue to comply with, City's Commercial Nondiscrimination Policy, as described under Section III. C. 1. of the SBEDA Ordinance. As part of such compliance, Contractor shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or, on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of Subcontractors, vendors, suppliers, or commercial customers, nor shall the company retaliate against any person for reporting instances of such discrimination. The company shall provide equal opportunity for Subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in City's Relevant Marketplace. The company understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Contractor's certification of its compliance with this Commercial Nondiscrimination Policy as submitted to City pursuant to the solicitation for this contract is hereby incorporated into the material terms of this Agreement. Contractor shall incorporate this clause into each of its Subcontractor and supplier agreements entered into pursuant to City contracts.

G. Prompt Payment

Upon execution of this contract by Contractor, Contractor shall be required to submit to City accurate progress payment information with each invoice regarding each of its Subcontractors, including HUBZone Subcontractors, to ensure that the Contractor's reported subcontract participation is accurate.

Contractor shall pay its Subcontractors in compliance with Chapter 2251, Texas Government Code (the "Prompt Payment Act") within ten days of receipt of payment from City. In the event of Contractor's noncompliance with these prompt payment provisions, no final retainage on the Prime Contract shall be released to Contractor, and no new City contracts shall be issued to the Contractor until City's audit of previous subcontract payments is complete and payments are verified to be in accordance with the specifications of the contract.

H. Violations, Sanctions and Penalties

In addition to the above terms, Contractor acknowledges and agrees that it is a violation of the SBEDA Ordinance and a material breach of this Agreement to:

1. Fraudulently obtain, retain, or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain or retain Certification status as an SBE, MBE, WBE, M/WBE, HUBZone firm, Emerging M/WBE, or ESBE for purposes of benefitting from the SBEDA Ordinance;
2. Willfully falsify, conceal or cover up by a trick, scheme or device, a material fact or make any false, fictitious or fraudulent statements or representations, or make use of any false writing or document, knowing the same to contain any false, fictitious or fraudulent statement or entry pursuant to the terms of the SBEDA Ordinance;
3. Willfully obstruct, impede or attempt to obstruct or impede any authorized official or employee who is investigating the qualifications of a business entity which has requested Certification as an S/M/WBE or HUBZone firm;
4. Fraudulently obtain, attempt to obtain or aid another person fraudulently obtaining or attempting to obtain public monies to which the person is not entitled under the terms of the SBEDA Ordinance; and
5. Make false statements to any entity that any other entity is, or is not, certified as an S/M/WBE for purposes of the SBEDA Ordinance.

Any person who violates the provisions of this section shall be subject to the provisions of Section III. E. 13. of the SBEDA Ordinance and any other penalties, sanctions and remedies available under law including, but not limited to:

1. Suspension of contract;
2. Withholding of funds;
3. Rescission of contract based upon a material breach of contract pertaining to S/M/WBE Program compliance;
4. Refusal to accept a response or proposal; and
5. Disqualification of Contractor or other business firm from eligibility for providing goods or services to City for a period not to exceed two years (upon City Council approval).