

Request for Qualifications

THE HOWARD W. PEAK GREENWAY TRAILS SYSTEM PROGRAM
TCI#09262016RR

Pre-Submittal Conference Agenda

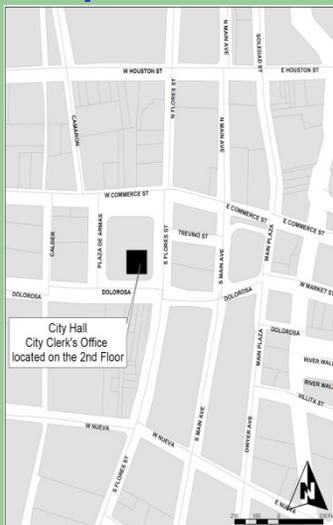
October 4, 2016

10:30 A.M.

Municipal Plaza
Conference Room B

- Introductions/Welcome
- Section I, Background
- Section II, Project Scope
- Section III, Tentative Schedule
 - Deadline for written questions, October 14, 2016 at 4:00 PM
 - Submittal Deadline, October 26, 2016 at 10:00 AM
 - Interviews (If Necessary), November 2016 (TBD)
 - Anticipated Council Date, December 2016
- Section IV, Pre-Submittal Conference
- Section V, Submittal Document Requirements and Evaluation Criteria
 - A. Experience & Qualifications of Prime Firm & Key Sub-Consultants – **35%**
 - B. Team's Experience with Texas Regional Issues and Past Experience with City of San Antonio Contracts on Similar Projects – **20%**
 - C. Understanding of the Project and Proposed Management Plan – **25%**
 - D. SBEDA SBE and M/WBE Prime Contract Program – **10%**
- Section VI, Submission Instructions
 - Total of seven (7) Qualification Statements, which shall include one (1) original unbound Qualification Statement (to include Respondent's DISCRETIONARY CONTRACTS DISCLOSURE FORM
 - One (1) copy of the entire submittal in an Adobe PDF format on a compact disk (CD) in a sealed package or on a flash drive
 - No later than October 26, 2016 at 10:00 AM – **No late submittals will be accepted.**
- Section VII, Amendments
- Section VIII, Restriction on Communication
 - POC for RFQ questions, Ron Ramirez, 210-207-8063
- Section IX, Award of Contract and Reservation of Rights
- Section X, SBEDA Ordinance Compliance Provisions
- Questions and/or Information
- Adjournment

City Clerks Office:



Send All Questions To:
Ronald.Ramirez@sanantonio.gov



Pre-Submittal Meeting Sign-In

Location: Municipal Plaza Conference Room B
 October 4, 2016, 10:30 A.M.



CITY OF SAN ANTONIO
 TRANSPORTATION & CAPITAL IMPROVEMENTS

NAME	ORGANIZATION	PHONE	EMAIL
Steve GONZALES	Vickrey & Assoc	210 349 3271	Sgonzales@vickreyinc.com
Fernando Camarillo	Poznecki-Camarillo, Inc	210 349-3273	fcamarillo@poz.com.com
Ty Berry	RESPEC	210-265-7533	ty.berry@respec.com
Stephanie Silva	IES	210 349 9098	ssilva@ie-services.com
K.W. Chan	Unintech	210-328-9538	kchan@unintech.com
Kerri DeSilva	SWA GROUP	832-499-5740	kdsilva@swagroup.com
Deana Seaty	LeS Eng	820-570-3220	lseaty@gmail.com
Jess Swaim	IDS	210-775-8003	jswaim@idseg.com
Michelle Cruz	Debra Ducky Architects	210-225-6130	michelle@debraduckyarchitects.com
Mark Maldonado	STANTEC	210.525.9090	MARK.MALDONADO@STANTEC.COM
FERNANDO CANTERO	GARZA EMC	214-334-2245	fcantero@garzaemc.com
Brittany Chambers	TERRACON	210-641-2112	brittany.chambers@terracon.com
Becky Schenker	LGA/Weave	210-823-1270	rebecca@weavearci.com
Terry Palmer	Becky Palmer Architects	212-8022	tpalmer@beckypalmer.com
Sarah Watson	Becky Palmer Architects	212-8022	swatson@beckypalmer.com

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DESIGN SERVICES FOR THE HOWARD W. PEAK GREENWAY TRAILS SYSTEM PROGRAM (TCI #09262016RR)



Pre-Submittal Meeting Sign-In

Location: Municipal Plaza Conference Room B
 October 4, 2016, 10:30 A.M.

CITY OF SAN ANTONIO

TRANSPORTATION & CAPITAL IMPROVEMENTS

NAME	ORGANIZATION	PHONE	EMAIL
Albert B. Fernandez Jr	CFZ Group	210-205-1911	afernandez@cfzgroup.com
MICHAEL GUARINO	FPC	210.226.1246	M.GUARINO@FPAARCH.COM
MATTHEW MACZYGEMBA	OPEN AIR STUDIOS	210 908 6736	mattm@goopenair.com
Larry Clark	BWC Design	210 748 0556	lclark@bwcdesign.com
E. Violet Mak	VERDANT	(714) 455-7260	violet@VAearth.com
ACIDILY RIVERA	CASA-PARKS	207-4073	cedel.rivera@sanantonio.gov
Brandon Ross	POSA PARKS	207-6101	brandon.ross@sanantonio.gov
Alice Fresnillo	SEA SBE/DBE	735-9202	afresnillo@seath.com
Sable Kitchen <small>ESBE/SBE/WBE</small>	Adams Environmental	858-6873	sable.kitchen@adamsenv.com
Dan. Hennessey	BIG RED DOG	512 667 5560	dan.hennessey@bigreddog.com
Shuchi Nagpal	SBO - ED D	210-207-1001	Shuchi.Nagpal@SanAntonio.gov
Ron Ramirez	TCI - CONTRACT SERVICES	210-207-8063	Ronald.Ramirez@SanAntonio.gov

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CITY OF SAN ANTONIO

TRANSPORTATION & CAPITAL IMPROVEMENTS

NAME	ORGANIZATION	PHONE	EMAIL
HERNAN JARAMILLO	BAIN MEDINA BAIN	494-7223	HERNANJ@BMBI.COM
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KRISTEN CARROLL	TERRA DESIGN GROUP	220-1400	KCARROLL@TERRADESIGNSA.COM
WALTER HEARD	"	"	WTHEARD@TERRADESIGNSA.COM
MP STUDIO LA. ^{MARK} PADILLA	MP STUDIO ^{SBE}	240-0622	MARK.PADILLA@MPS-LA.COM
KERRY NIESTER	MP STUDIO	838-3948	kerry.niester@mps-la.com
Sascha Vander da	GKW-INC. ^{SBE} _{MDE}	582-5870	saschav@gkw-inc.com
Veronica Barefield	COASA TCI	207-8345	Veronica.barefield@sanantonio.gov
Kelly Schenk	SEA ^{SBE/DBE} _{MDE}	735-9202	kschenk@seatek.com
MARIA HERNANDEZ	PAPE-DAWSON ENGINEERS	210-375-9000	mhernandez@pape-dawson.com

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HOWARD W. PEAK GREENWAY TRAILS SYSTEM PROGRAM

SBEDA PRESENTATION

SBEDA Eligibility



CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT
DEPARTMENT



Certified
by SCTRCA
as a SBE



HQ or
Significant
Business
Presence in
SAMSA



Registered
in CVR

SBEDA Affirmative Procurement Initiatives (APIs)



M/WBE Prime Contract Program



SBEDA Affirmative Procurement Initiatives (APIs)



ESBE Prime Contract Program

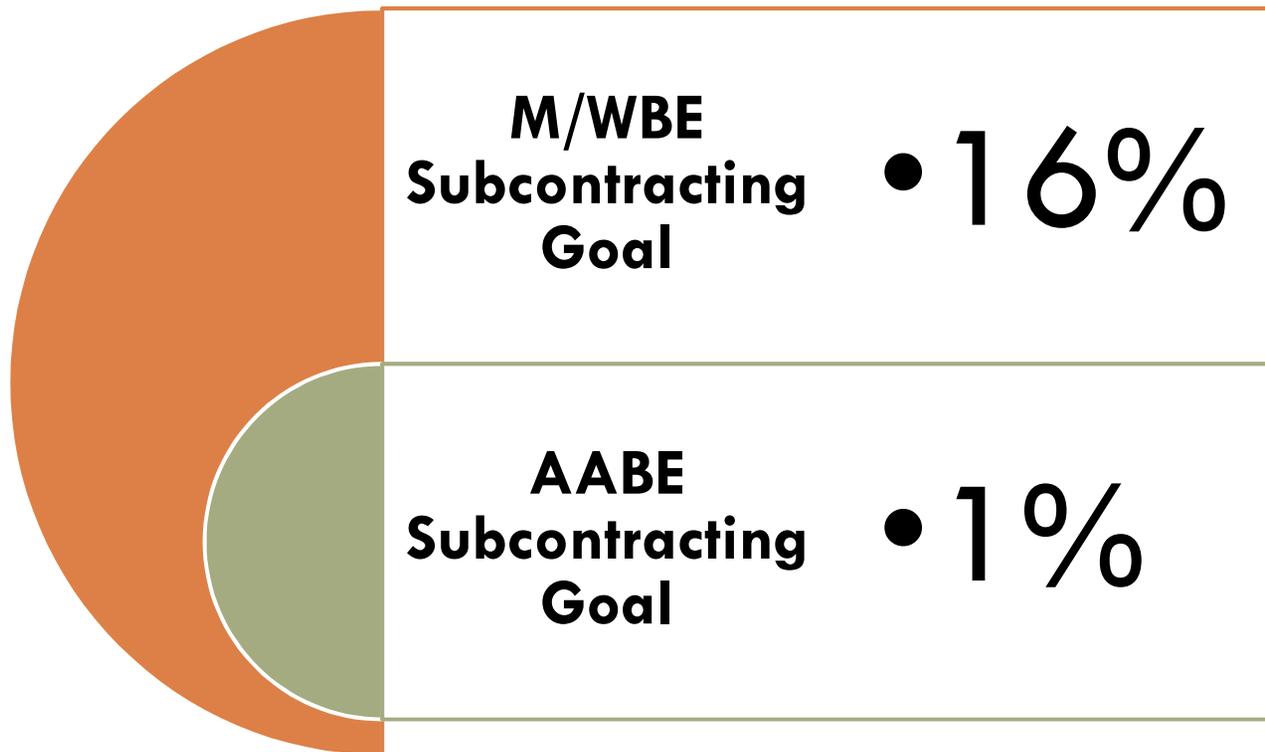


SBEDA Affirmative Procurement Initiatives (APIs)

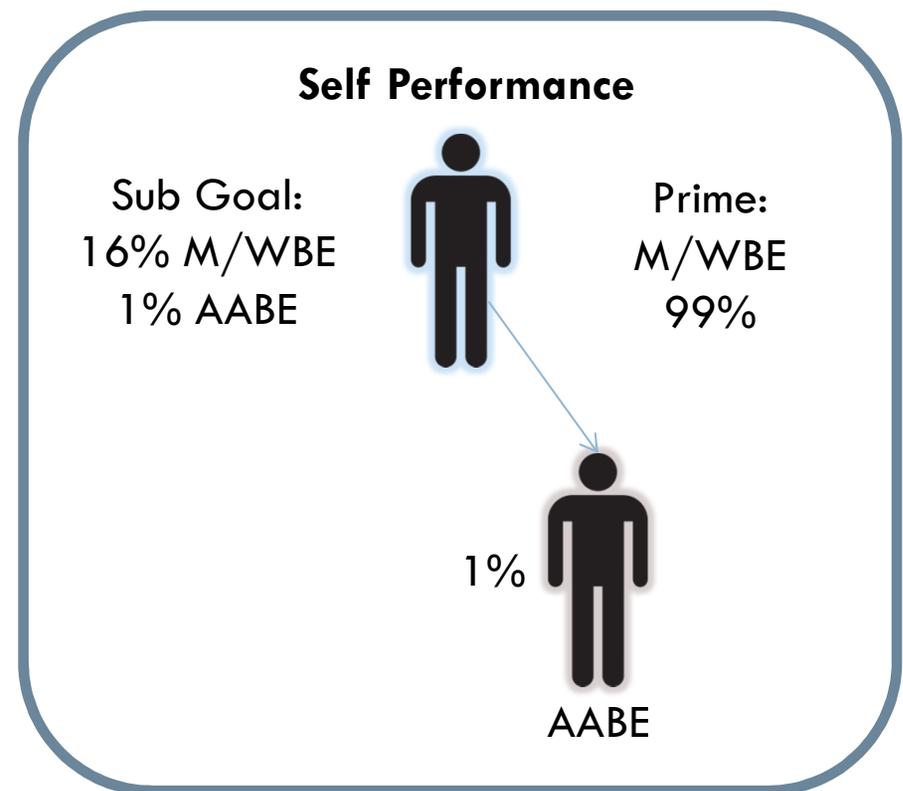
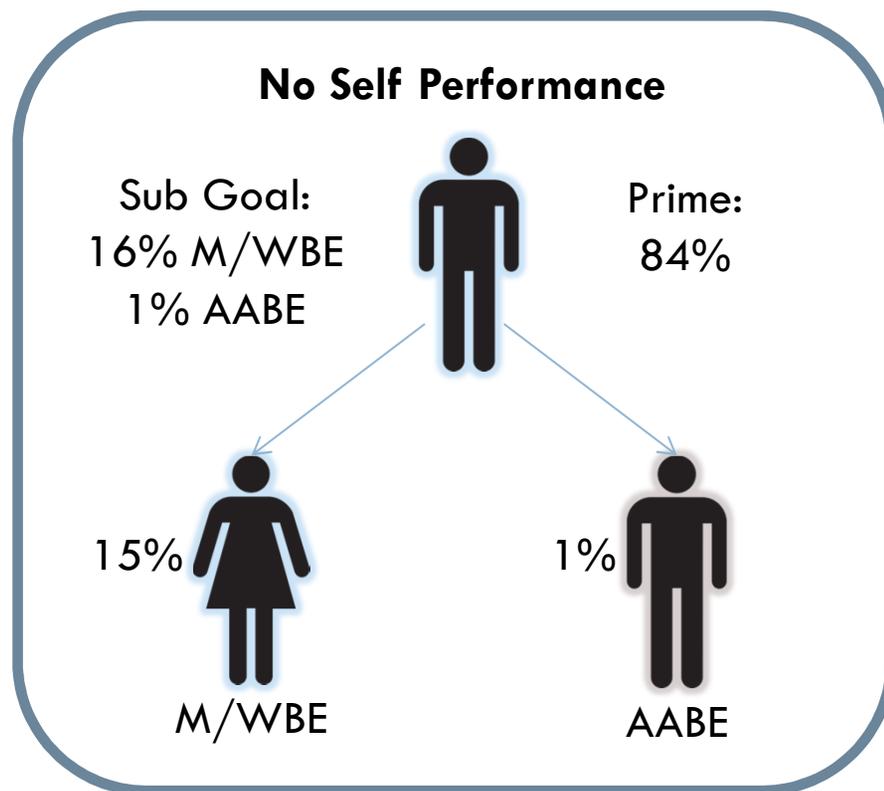


Subcontracting Program

For a Prime Contractor or Subcontractor to count toward a City required subcontracting goal(s), the Prime Contractor or Subcontractor must be SBEDA eligible and have the same certification(s) as the City required goal(s).



Prime Self-Performance of sub goals





CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **Howard W. Peak Greenway Trails System (Greenway Trail) Program**

PRIME CONTRACTOR NAME:

Please review the following information before completing the form:

1. Prime contractor must list **ALL** certified and non-certified Subcontractors/Suppliers that will be utilized for the entire contract period (see page 2).
2. A Subcontractor/Supplier Utilization Plan that does not satisfy City subcontracting goal(s) placed on this solicitation and absent an approved Subcontracting Goal- Waiver (at the time of bid submission) by the Small Business Office will be deemed **NON-RESPONSIVE**.
3. For a Prime contractor or Subcontractor to count toward a City required subcontracting goal(s), the Prime contractor or Subcontractor must be SBEDA eligible and have the same certification(s) as the City required subcontracting goal(s).
4. To be SBEDA eligible, a Prime contractor or Subcontractor must be certified as a Small Business Enterprise (SBE) through the South Central Texas Regional Certification Agency (www.SCTRCA.org) AND must be headquartered or have a significant business presence in the San Antonio Metropolitan Statistical Area.

For further clarification, please contact Small Business Office at (210) 207-3922 or refer to the SBEDA language within the solicitation document(s).

To be Completed by City Staff			To be Completed by Prime Contractor		
SOLICITATION API's	EVALUATION POINTS APPLIED	CITY REQUIRED SUBCONTRACTING GOAL	PERCENT SBEDA ELIGIBLE PARTICIPATION	MEETING THE GOAL? (Y/N)	WAIVER SUBMITTED? (Y/N)
Emerging Small Business Enterprise (ESBE) Prime Contract Program	10				
Minority and/or Women-Owned Small Business Enterprise Prime Contract Program	10				
Minority and/or Women-Owned Small Business Enterprise (M/WBE) Subcontracting Program		16%			
African American Small Business Enterprise (AABE) Subcontracting Program		1%			

I hereby affirm that the information on this form is true and complete to the best of my knowledge and belief. I possess internal documentation from all proposed Subcontractors/Suppliers confirming their intent to perform the scope of work for the price or percentage indicated. I understand and agree that if approved, this document shall be attached thereto and become a binding part of the contract.

Prime Contractor's Authorized Agent:	Sign and Date <input style="width: 150px; height: 25px;" type="text"/>	Name <input style="width: 150px; height: 25px;" type="text"/>	Title <input style="width: 150px; height: 25px;" type="text"/>
Director or Designee of Economic Development:	Sign and Date <input style="width: 150px; height: 25px;" type="text"/>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	

All sections of the following table must be completed for all firms listed. List all *certified or non-certified* Subcontractors/Suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.

ROLE	NAME OF FIRM	SBEDA ELIGIBLE (YES/NO)	DOLLAR AMOUNT BY FIRM	% OF TOTAL CONTRACT VALUE BY FIRM	WORK TO BE PERFORMED (5 DIGIT NIGP CODE)
PRIME CONTRACTOR					
SUB					

Subcontracting Goal - Waiver Request Form

(Attach Subcontractor/Supplier Utilization Plan Form at the time of bid submission with this waiver)

SECTION D: Attendance at Pre-Submittal Conference

5

City staff maintains documentation regarding attendance at the pre-submittal conference:

- Below, list the individuals from your firm that attended the pre-submittal conference

SECTION E: Other Criteria (Bonding / Insurance /Supplier Credit Assistance)

15

Please provide documentation and supporting evidence to show how the criteria was fulfilled. To receive all 15 points, three (3) additional good faith efforts must be completed. Note the items below are recommendations of 'other criteria'.

The vendor may identify other good faith efforts in the area provided below (subject to approval):

- Participate in a mentoring program in the San Antonio Metropolitan Statistical Area (SAMSA)
- Provide easy access to plans and specifications for S/M/WBEs
- Host outreach events for S/M/WBEs in SAMSA
- Offer joint check services or bonding assistance or lines of credit to S/M/WBEs
- Advertise and utilize member listings from multiple trade organizations and Chambers of Commerce
- Other (If Other Please List Below)

Respondents must obtain a total of 70 or more points to receive a waiver approval. No partial points will be awarded to respondents in sections (A-D) for not meeting the criteria. Respondents will be considered Non-Responsive upon denial of the Subcontracting Waiver Request and Subcontractor/Supplier Utilization Plan. For more information on the Subcontracting Waiver Criteria or for assistance on completing the Subcontracting Waiver Request Form, please contact the Small Business Office at (210) 207-3922.

AFFIRMATION

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS ACCURATE AND COMPLETE, AND UNDERSTAND THAT IF THIS REQUEST FOR WAIVER IS DENIED AND I FAIL TO MEET THE REQUIREMENTS OF THIS SOLICITATION, MY RESPONSE TO THIS SOLICITATION WILL BE DEEMED NON-RESPONSIVE.

SIGNATURE

PRINT NAME/ TITLE

DIRECTOR ECONOMIC DEVELOPMENT
DEPARTMENT

Approved

Denied

TOTAL SCORE: _____/100

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Subcontracting Goal-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 SBEDA Subcontracting Goal-Waiver Request guide for additional information on how to complete a *Subcontracting Goal – Waiver Request Form*:

Subcontracting Goal – Waiver Request Evaluation Criteria

Section		Points
A	Identification of Sufficient Subcontracting Work to Meet Goal	25
B	Initial Communications to Potential S/M/WBE Subcontractors	20
C	Follow-up Communications & Bid Negotiations with Potential Subcontractors	35
D	Attendance at Pre-Submittal Conference	5
E	Other Criteria	15

Passing Score – 70

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



Shuchi Nagpal, Economic Development Manager

- David.Rodriguez3@SanAntonio.gov
- (210) 207- 0071

UTSA PTAC is available to provide assistance to SMWBEs

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