

MINUTES OF PRE-BID CONFERENCE

PROJECT: LORD ROAD (SEMLINGER TO LOOP 410) AND COPERNICUS PARK
PARKING LOT EXPANSION

DATE OF PRE-BID: TUESDAY, FEBRUARY 26, 2013 at 9:00 a.m.

LOCATION: 114 W. Commerce, 9th Floor Conference Room

Meeting opened with an Introduction by attendees (See attached Sign-In Sheet).

Topics of Discussion

Lord Road & Copernicus Park Contract Information:

- Contract Documents found in the City Website. Discussion on the documents available on website. Original signature required on certain forms that are to be submitted.
- Deadline to submit bid is the Bid Opening date scheduled for March 12, 2013 @ 2:00 PM.
- Low-bid project.
- Estimated Construction Cost for project is \$506,000.
- Total Construction Duration is 150 calendar days.
- Anticipated Construction Start Date is in May/June.

Any questions on bid should be asked in writing either to the City or to the Consultant on or before Friday, March 1st. Respondents are prohibited from communication with the city staff and city officials regarding solicitations with the exception of contacting David Rios with any questions regarding eligibility requirements.

Last addendum is to be issued on or before March 5th. All Addendums will be posted on City website.

Presentations by:

- David Rios (COSA/CIMS) – SBEDA
See Attachment: SBEDA Affirmative Procurement Initiative Handout.
- David Palacios (COSA/CIMS) Labor Compliance. The following must be met to be in compliance:
 - The Prevailing Wage Rates to use for this contract dated January 4, 2013.

- Must use classifications listed in this Wage Rate for workers, and pay Hourly Rate designated for classification the worker falls under. If unclear as to what classification to use, should contact (David Palacios) to assist in classifying worker.
 - Must observe (7) City designated Holidays, and if working during these holidays, workers must get paid time and a half.
 - Must pay workers time and a half for hours exceeding the normal 40 hours per week.
 - Apprentices must be under US Apprentice program. Contractor must submit receipts, registration forms, and Department of Labor letter as proof.
 - General Contractor responsible for submitting certified payrolls for all subs. Field audits are conducted to make sure workers are getting paid accordingly to classification. If workers are under paid according to classification, there is \$60.00 penalty.
- Thomas Gonzalez (COSA/CIMS) – Project Scheduling
The Contractor should use only one of the following software for project scheduling during construction.
- 6.1 Primavera
 - 5.1 Enterprise (or higher)
 - 4.1 Contractor (or higher)
- The following lower versions are not acceptable: excel, project, suretrak
Version to use can be purchased for \$1600 on oracle.com.
CIMS will provide the construction schedule Template to use. Contractor should update every month. Recovery plans and any delays will be incorporated into the monthly update.
- Jennifer L. DiCocco (COSA/CIMS EMD)
No cultural resources.
Natural resources - There are trees to be preserved within the ROW of new road or outside ROW. Notify if changes during construction to allow for TxDOT coordination.
- Robert Espinoza (COSA/ENV)
No hazmat issues. Other than AC Pipe to take into account there are no other contamination/environmental issues. Work Plan to be authorized and approved by the City.

PROJECT SCOPE AND BACKGROUND:

Anibal Gutierrez City Portion is:
Construction of Lord Road from Semlinger to Loop 410 Access Road. The Lord Road project consists of a 30'wide road with curbs, sidewalks & driveway approach.

Pat Schneider CoSA Parks portion is:
Copernicus Park Parking Lot Expansion. Copernicus Park improvements consists of an existing parking lot expansion parallel to Lord Road, leaving access to Lord Road. An existing irrigation line is to be moved. Tree Ordinance and Landscape Ordinance will apply. Will require fencing around the project.
Addendum #1 will address a construction yard to be used by Contractor to work.

Dan Lanctot SAWS portion is joint bid:

Sewer consists of (2) manholes, 70-feet of sewer and stub-out. Water is full length of the road, with an 8" PVC tie at Semlinger and at 410 (TxDOT area), and a 24" main.

There will be no shutdown of 24" main.

TxDOT permit approved on January 11th and is good for 90 days. May need to extend.

John Offer CPS

Electric - O/H complete with 1 pole left to be pulled. Should be done before construction.

Gas line construction is a joint bid. Work consists of installation of a 4-inch line on south side the length of the road.

Anibal Gutierrez further added that the City is building a new street and project is not a reconstruction.

Claudia Valles-Tovar (COSA/CIMS Construction) indicated that Arnold Ramirez (COSA/CIMS Construction) will be managing the project during construction.

Open for Questions. No questions from Contractors.

Addendum No. 1 will be issued to include Meeting Minutes and Sign-In Sheet, Construction Yard to be used by Contractor, specification item to the List of Governing Specifications and any questions and answers on the project.

END OF PRE-BID CONFERENCE

Project Name: Lord Road and Copernicus Park

Pre-Submittal Date: February 26, 2013

SBEDA Affirmative Procurement Initiative: 20% SBE Subcontracting Goal; 14% M/WBE Subcontracting Goal

I. Subcontracting Program

- **20%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **14%** must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- Certified M/WBE's must also be certified SBE's
- Respondents must demonstrate their intent to accomplish this requirement by submitting the **Subcontractor/Supplier Utilization Plan** form with their response
- Failure of a respondent to submit the **Subcontractor/Supplier Utilization Plan** form or meet the subcontracting requirements will deem its response nonresponsive
- First tier certified SBE(s) and M/WBE(s) will count toward the percentage goal
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- ***M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal***

II. 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 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
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, contact David Rios at 210.207.1339 or david.rios@sanantonio.gov

III. Waivers & Exceptions

- 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 www.sanantonio.gov/edd/SmallBusiness/
 - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- 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 www.sanantonio.gov/edd/SmallBusiness/
 - 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 Ruben Flores at 210.207.3923 or ruben.a.flores@sanantonio.gov

IV. Central Vendor Registry (CVR)

- All contractors/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