

## ADDENDUM NO. 02

**PROJECT NAME:** Central Library Renovations  
Teen Center Package

**PROJECT NO.:** 13033

**DATE:** September 9, 2014

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TO: All Prime Contract Bidders and all others to whom Drawings and Specifications have been issued by the Architect/Engineer.

This Addendum forms a part of the Contract Documents. This addendum modifies and supplements the Contract Documents as follows for the above-mentioned project and includes one (1) page and two (2) attachments. All other provisions of the Documents remain the same.

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### **CLARIFICATIONS**

#### **ITEM NO. 1. QUESTIONS:**

- A. Q: If we meet the 29% M/WBE subcontracting goals but cannot meet the 4% AABE subcontracting goal, can we submit a waiver for the 4% AABE goal?  
A: Yes.
- B. Q: Can we visit the site at any time or do we need to schedule our visits?  
A: Yes.

#### **ITEM NO. 2. PRE-BID MEETING:**

- A. Agenda with corrected number of Calendar Days and Sign-In Sheet attached.

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# Formal Invitation for Bids

## CENTRAL LIBRARY TEEN CENTER RENOVATIONS

Project No. 40-00405

### *Pre-Bid Meeting Agenda*

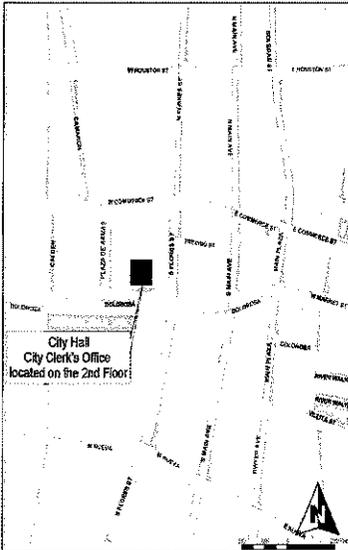
#### Pre-Bid Meeting

Thursday, August 28, 2014  
10:30 a.m.  
600 Soledad,  
San Antonio, Texas 78205



CITY OF SAN ANTONIO  
TRANSPORTATION & CAPITAL IMPROVEMENTS

#### City Clerks Office



Office of the City Clerk  
City Hall  
100 Military Plaza, 2nd floor  
San Antonio, TX 78205

- **Welcome, Introduction & General Information**
- **Project Background & Scope**
- **Schedule of Events**
  - Deadline for submission of written questions:
    - **Friday, September 5, 2014 at 4:00 pm**
  - Responses due and read aloud on:
    - **Tuesday, September 16, 2014 at 2:00 pm**
  - Anticipated Council Consideration Date:
    - **October 30 2014**
- **Review of Contract Requirements & Processes**
  - **Contract Value & Duration**
    - ~~123~~<sup>119</sup> Calendar Day Contract
    - Estimated Construction Cost is **\$500,000**
  - **Required Forms & Submittal Format & Other Forms**
    - Reference the tables listed on the 010 IFB form for the list of all required forms & documents
    - Solicitation Response Tip List
    - Other forms
  - **Restriction on Communications**
  - **SBEDA Ordinance Compliance Provisions**
  - **Labor Compliance & Wage Decision**
  - **Addenda to the IFB**
    - Reference City's website: <http://www.sanantonio.gov/RFPListings/>
    - Pre-Bid Meeting documents including questions/responses and Pre-Bid sign-in sheet
    - Responses to questions presented subsequent to Pre-Bid Meeting, if any, and received prior to the deadline for questions
  - **Submission Instructions**
    - Bids are due on **Tuesday, September 16, 2014 at 2:00 pm**
    - Hand Delivery Location: City Clerk's Office, 2<sup>nd</sup> Floor of City Hall at 100 Military Plaza (SW corner of Commerce and Flores)
    - May be delivered by mail to address in shown below; however, **must be received, opened and time stamped** by the due dates/time as indicated in the solicitation
- **Questions**
- **Adjournment**

**Project Name:** Central Library Teen Center Renovations

**Pre-Submittal Date:** August 28, 2014

**SBEDA Requirements:** 29% M/WBE Subcontracting Program; 4% ABE Subcontracting Program



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**I. Small Business Economic Development Advocacy (SBEDA) Program API's Applied:**

- **M/WBE Subcontracting Program - 29%** must be subcontracted to certified M/WBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
- **AABE Subcontracting Program - 4%** out of the 29% M/WBE subcontracting requirement must be subcontracted to certified AABE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
  - ◆ All M/WBE(s) and AABE(s) must also be certified as SBE
- Respondents must demonstrate their commitment to meeting the subcontracting requirements by submitting a signed **Subcontractor/Supplier Utilization Plan** form with their response
  - ◆ Failure to submit the **Subcontractor/Supplier Utilization Plan** form or meet the subcontracting requirements will deem the response NON-RESPONSIVE
- Only first tier certified M/WBE(s) and AABE(s) will count toward the subcontracting requirements
- **SBE or M/WBE Prime participation does NOT count toward the Subcontracting requirements**

**II. Eligibility Criteria**

- Certified through the South Central Texas Regional Certification Agency (SCTRCA) as: **SBE** and **MBE/WBE** (AABE/ABE/HABE/NABE/WBE)
- Headquartered in the SAMSA or demonstrate "significant business presence" in the SAMSA (20% of total company employees regularly based in the SAMSA for at least one year) (SAMSA counties are: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson)
- SBEDA staff can assist with priority certification while solicitation is open

**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: <http://www.sanantonio.gov/SBO/Forms.aspx>
  - ◆ Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
  - ◆ Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a *Respondent/Vendor Subcontracting Waiver* :  
<http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf>

**IV. Central Vendor Registry (CVR) / San Antonio eProcurement System (SAePS)**

- All contractors/consultants (Prime or Sub) wishing to do business with the City must first register in the CVR / SAePS
- To begin the registration process, please go to: <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118

**V. COSA Vendor Listing**

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx> to view or to download a listing of certified and non-certified vendors registered with the City.

**For questions regarding SBEDA requirements, contact Ruben A. Flores at (210) 207-3923 or the Economic Development Department at 207-0071**

# Good Faith Effort Tips for SBEDA Waivers

- 1. Attend Pre-Submittal Conference:** Respondent should indicate whether they attended the relevant pre-submittal conference.

*Tip: To receive credit for attending a pre-submittal conference, the attendee must be a person who will be directly involved with the project (i.e., owner, project manager, estimator, etc.). The Economic Development Department's (EDD) Small Business Office (SBO) will obtain a copy of the sign-in sheet to confirm attendance.*
- 2. Subdivide the Work:** Respondent should demonstrate subdivision of the work into commercially useful disciplines or work elements that can be economically performed by certified small, minority and/or women-owned business enterprises (S/M/WBEs), when feasible. It is the respondent's responsibility to demonstrate that sufficient work was made available to S/M/WBEs to meet specified SBEDA requirements.

*Tip: The work should be subdivided into categories or disciplines to allow for maximum SBE and M/WBE participation. For example:*

*Project Name: Annual Contract for Various Departments Lawn Maintenance*

*Work Elements: Grounds Maintenance – 50%*

*Landscaping – 20%*

*Irrigation System Maintenance and Repair – 10%*

*Litter/Removal Services – 10%*

*Weed and Vegetation Control – 10%*
- 3. Advertise:** Respondent should advertise in general circulation, trade publications, or minority/women's business focused media for S/M/WBE subcontractors at a reasonable time prior to the bid due date. A copy of the advertisement, showing the advertisement date(s), name of publication(s), type of work and amount of work being solicited, must be provided.

*Tip: A copy of the advertisement should be submitted, including the date(s) of advertisement and name of publication.*
- 4. Use Public Databases and Minority/Women's Business Focused Organizations/Services:** Respondent should provide evidence of using the City's NIGP Search website, the South Central Texas Regional Certification Agency (SCTRCA), and other organizations' vendor directories/listings to solicit S/M/WBE subcontractors.

*Tips: a.) Respondents may acquire a list of potential S/M/WBE subcontractors from the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> through NIGP code search engine ; b.) SCTRCA's online listing of S/M/WBEs is available at <http://sctrca.org/>; c.) Respondents may use the services and assistance of the SBA, local chambers of commerce, S/M/WBE business associations, and other local outreach programs for locating and contacting S/M/WBEs; d.) To confirm if a potential S/M/WBE subcontractor meets the City's SBEDA program eligibility, the respondent may contact EDD's SBO; e) Contact the Small Business Office*
- 5. Provide Relevant Information to Small Businesses:** Provide documentation that respondent provided S/M/WBEs with information regarding contract requirements, solicitation timing, and how to obtain plans and specifications, at a reasonable time (7-10 days) prior to the bid due date.

*Tip: This documentation can include ad copies, emails, faxes or any other correspondence between respondent and S/M/WBEs indicating outreach efforts.*
- 6. Directly Solicit Small Businesses:** Respondent must provide documentation of directly soliciting S/M/WBE subcontractors. Copies of emails and fax notices sent directly to SBEs and M/WBEs should be submitted. A direct solicitation may include the type of work, amount of work, and a brief specific description of the work being solicited.

*Tip: Send emails or faxes to S/M/WBEs detailing the specific scope of work determined would lend to a subcontracting opportunity. Follow-up with a call to the S/M/WBEs to make sure they received your email or fax (some emails go directly to spam boxes). Document the S/M/WBE company name, contact person, phone number/email address, certifications, result of contact (left message, no answer, etc.) bid received and reason for rejection.*
- 7. Offer Assistance:** Respondent must provide documentation of efforts to assist S/M/WBEs in obtaining bonding, insurance or equipment.

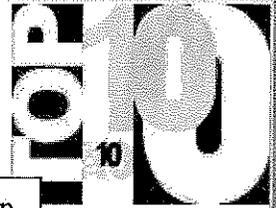
*Tip: Submitting the offer to assist with bonding/insurance/equipment included in the ad copy, emails and/or fax correspondences during S/M/WBE outreach efforts satisfies this requirement.*
- 8. Document bid and negotiation results:** Respondent should negotiate in good faith with interested S/M/WBEs. The respondent should provide documentation of all the negotiations with S/M/WBEs, unsuccessful and/or bids received but not accepted, and provide the following contact information: company name, telephone number, contact person, price bid (if applicable) and the reasoning for rejecting the bid for each unsuccessful bid.

*Tip: If price was the reason for rejecting the bid, the respondent should document the price bid by both the rejected S/M/WBE and the accepted low bidder for that particular scope of work.*
- 9. Follow-Up with Vendors:** Respondents must show evidence that they conducted a strong effort to include S/M/WBEs in their response.

*Tip: Provide evidence that respondent attempted to reach S/M/WBEs multiple times and provide documentation of response from S/M/WBEs contacted.*
- 10. Fill out SBEDA Respondent/Vendor Subcontractor Waiver Request located at <http://www.sanantonio.gov/SBO/Forms.aspx> and attach all Good Faith Effort documentation.**

*Tip: Respondents **must** submit this form with documentation or the waiver request will not be processed by the EDD SBO. As a reminder, respondents **must also** submit the Subcontractor/Supplier Utilization Plan with their response.*

# COMPLIANCE - TOP 10



- 1 Post the appropriate Wage Determination for the project in a conspicuous location.
- 2 Pay time-and-a-half to workers who work on any of the 7 listed City Holidays.
- 3 Pay time-and-a-half to workers who work in excess of 40 hours in a given week.
- 4 Workers must be classified for the work performed, in accordance to the Wage Determination.
- 5 Prime Contractor is accountable and responsible for ensuring that all workers are paid the prevailing wage rates, including subcontractors.
- 6 Certified payrolls must be submitted through the LCP Tracker System, weekly.
- 7 Apprentices must be registered in an Apprenticeship Training Program which is approved by the US Department of Labor.
- 8 All workers must be paid on an hourly rate basis. No piece work or day labor rates.
- 9 Site Visits may be conducted to ensure proper work classification and wage rates.
- 10 If workers are underpaid, restitution to the worker is required and the City will impose penalties in accordance to the contract.

Should you have any questions during the project, contact the LCO assigned to the project or e-mail [laborcomplianceoffice-lco@sanantonio.gov](mailto:laborcomplianceoffice-lco@sanantonio.gov).

# Pre-Bid Meeting Sign-In



## CITY OF SAN ANTONIO TRANSPORTATION & CAPITAL IMPROVEMENTS

NAME	ORGANIZATION	PHONE	EMAIL
Emilio Rivera	Harmon Mok	223-9492	erivera@marmomok.com
Bastien Herrera	bastidot	810 410 5584	bastien.herrera@citymail.com
STEVE ANDERSON	COMBS	698-7987	STEVE.ANDERSON@COMBSGROUP.COM
STEVE F. GONZALES	TCI Vertical	207 2160	STEVE.GONZALES@sanantonio.gov
DANIEL SALAS	TCI - VERTICAL	207 2115	daniel.salas@sanantonio.gov
MARK LOISELLE	COSA - LIMEAKY	207 2593	MARK.LOISELLE@SANANTONIO.GOV
Marcela Licon	MGB Group	464-3290	marcelicon@constructionmgb.com
SCOTT MOORE	CMG Eng.	210.224.8841	scott.moore@cmgengineering.com

THIS FORM WILL BE POSTED TO THE CITY WEBSITE, SIGNING THIS FORM GIVES CITY PERMISSION TO RELEASE YOUR INFORMATION

August 28, 2014  
CENTRAL LIBRARY TEEN CENTER RENOVATIONS #40-00405

# Pre-Bid Meeting Sign-In



## CITY OF SAN ANTONIO TRANSPORTATION & CAPITAL IMPROVEMENTS

NAME	ORGANIZATION	PHONE	EMAIL
Ron Ramirez	TEI-CONTRACTS	210-207-8063	ronald.ramirez@sanantonio.gov
PATRICK MABRY	OPENTECH	210 336 3177	pmabry@climatec.com
STEVENS CHANDLER	VALVA CONST.	210 641-0258	STEVENS@VALVA-INC.COM
ROBERT MOXLEY	CON-COR INC.	210-304-0051	ROBERTMOXLEY@CON-CORINC.COM
CY JARY	" "	210-375-8484	CYSARY@CON-CORINC.COM
Carlos Gonzalez	Crown Hill Builders	210-344-0297	kenee@chinae.net
Jan Parsons	Allbritt Const	210 490 6495	Jan@ALLBRITTCONSTRUCTION.COM
Randy Guzman	Daivla Const	210 889 0439	sandy@daivlaconstruction.com
Michael Perez	Alpha Building	210 800 5428	MichaelPerez@AlphaBuilding.com
Atanacio Carrisal	" "	210-767-0955	acarrisal@alphabuilding.com
Mike Jarvis	Alpha Building Corp	210-767-0955	MOJAVISH@alphabuilding.com
Thomas Gonzalez	TGI - COST	207-1328	Tci.schedules@sanantonio.gov
NEVILLE BLAIR	CLEANOLOGY CONST.	389-4787	NEVILLE@SATX.RR.COM
TIM MUSEGARD	F.A. NUNNELLY	895-0984	timcfamelly.com
Kathy Donnellan	Cosa - soap	207 2572	Kathy.donnellan@sanantonio.gov
Joanna Arch	Straight Line Mgt	2242107	straightline@gmail.com

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City of San Antonio

## TRANSPORTATION AND CAPITAL IMPROVEMENTS

RECEIPT OF ADDENDUM NUMBER(S) 2 IS HEREBY ACKNOWLEDGED FOR THE PROJECT:  
FOR WHICH BIDS WILL BE OPENED AND READ ALOUD ON: **September 16, 2014**

**\*\*\*THIS ACKNOWLEDGEMENT MUST BE SIGNED AND RETURNED WITH  
THE BID PACKAGE.\*\*\***

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title