

# Pre-bid Meeting Talking Points – January 7<sup>th</sup>, 2015 2:00-3:00pm

**Project Name: District 2 Park Improvements**

## **A. Review of Contract Requirements/Expectations**

- Type of Contract: Low Bid
- Calendar Days: 130
- Estimated Construction Cost: \$371,000
- Required Forms
  - Please ensure to sign and date the 010, 025, and any/all
  - Addendum acknowledgment forms.
  - Bid Bond or Cashier's Check is required
  - SBEDA Requirements: Subcontractor/Supplier Utilization Plan/14% M/WBE
- Insurance & Bonds (Must be submitted within 10 days of contract award)
  - Certificate of Insurance (Article 11: General Conditions)
  - Waiver of Subrogation
  - Additional Insured
  - Payment and Performance Bonds

## **B. Submission of Questions**

- Written questions are due January 9<sup>th</sup>, 2015 by 4:00pm.
- Responses to questions presented subsequent to Pre-bid Meeting, if any, and received prior to the deadline for questions will be answered via addendum.

## **C. Post Meeting Information –**

- **Review Website** (<http://epay.sanantonio.gov/RFPListings/>)
- Summary of Pre-bid Meeting including questions/responses and a list of attendees;

## **D. Restriction on Communication (040 Form, Section 12)**

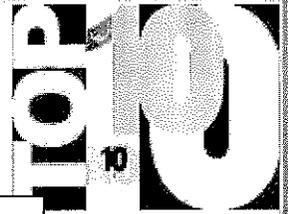
- Respondents are prohibited from communication with the city staff and city officials regarding this solicitation with the following exceptions.
  - SBEDA Staff may be contacted for assistance.
  - Written questions and comments concerning the solicitation shall be sent to the pm and directed to the consultant. These questions must be received no later than the deadline date and time.

## **E. Submission of Responses**

- All bids submissions are due January 20<sup>th</sup>, 2015 by 2:00pm.
- 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), see map on reverse.
- Contractor shall create and maintain the Project Schedule using project management scheduling software compatible with Owner's project management scheduling software.

**Are there any questions at this time?**

# 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.



CITY OF SAN ANTONIO  
**TRANSPORTATION & CAPITAL IMPROVEMENTS**

August 11, 2014

Dear Contractor;

For all current and future projects awarded by the City of San Antonio, kindly be aware that you are required to adhere to the terms and conditions of the General Conditions for City of San Antonio Construction Contracts (hereafter referred to as the "General Conditions"). It is through those General Conditions that the City is able to ensure projects are built correctly and the project proceeds as required by the City.

Schedule Requirement

One of the key provisions of those General Conditions is **Section 3.10**, titled Contractor's Project Schedules. Under the City's General Conditions, among other obligations, a Contractor is obligated to create and maintain a Critical Path Method (hereafter referred to as "CPM") Project Schedule, showing the manner of execution of Work by which the Contractor intends to follow, in order to complete the Project within the allotted time. This CPM Schedule is required to be in Primavera 5.0 or Contractor 4.1 or greater submitted electronically to the CIMS Schedule and Project Manager.

Schedule Updates

After acceptance of the Contractor's CPM Project Schedule the City, pursuant to **Section 3.10.9** of the General Conditions, Contractor is required to submit a thorough schedule update, to reflect progress to date on the Project and to reflect the current plans of Contractor to complete the Project on a monthly basis.

If Contractor has failed to submit an updated Project schedule, the City reserves the right to withhold payment until the Contractor complies with the schedule update requirement.

Time Impact Analysis

Under **Section 3.10 et al.** of the General Conditions, if a Contractor knows of an event that has occurred or will occur that will impact Contractor's submitted and approved schedule, the Contractor is required to notify the City of the occurrence of the event causing the impact to the schedule within twenty (20) calendar days of the event. Failure to file such notification of an impact to the schedule with the City, results in the forfeiture of the Contractor's right to request a time extension or time suspension, based on the occurrence of that event.

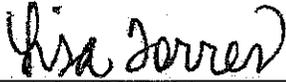
Additionally, when changes are initiated or impacts are experienced, the Contractor electronically shall submit to the City a written Time Impact Analysis describing the influence of each change or impact. A Time Impact Analysis will be required as justification for making time adjustments to the Contract's completion date.

Recovery / Acceleration Schedule

Finally, under **Section 3.10.2** of the General Conditions, upon submission of the schedule update by the Contractor and review by the City, if the City concludes that the Contractor rate of Work is inadequate such that the Contractor will be unable to meet the contract Milestones or the contract's Substantial Completion date, the City then "may give written notice to the Contractor and direct the Contractor, at Contractor's sole expense, to propose and adopt a plan to accelerate the Work so that the Work conforms to the Project Schedule and Project Milestones previously agreed upon" by the City and the Contractor.

If you have any questions about any of the information contained in this letter, or if you wish to discuss any of the items addressed herein, do not hesitate to contact Thomas Gonzalez at (210) 207-1328 or [CIMS.Schedules@sanantonio.gov](mailto:CIMS.Schedules@sanantonio.gov).

Sincerely,



---

Lisa Torres  
CIMS Scheduler  
Transportation & Capital Improvements

CC: Razi Hosseini, P.E.  
Ruben Guerrero, P.E.