

STATEMENT OF QUALIFICATIONS

City will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this Request for Competitive Sealed Proposals within 45 days of receipt of the proposals. City will appoint a selection committee to perform that evaluation. Each proposal will be analyzed to determine overall responsiveness and consideration will be given to a combination of price and other factors such that City may determine which firm's proposal will provide the best value to City. If City elects to conduct interviews of one or more Respondents in connection with this solicitation, those Respondents will be notified in writing and a meeting date will be scheduled. The following Evaluation Criteria will be used in recommending the award of this Contract:

Evaluation Criteria Summary:	Maximum Points
A. Experience and Qualifications of Prime Firm, Key Sub-Consultants and Key Personnel	25 Points
B. Project Understanding and Management Approach	20 Points
C. Team's Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts	10 Points
D. Price Proposal	30 Points
E. SEBDA - SBE Prime Contract Program	15 Points
Total Maximum	100 Points

The existing lease space available at the St. Mary's Garage is to be renovated and turned into additional office space for the expansion of the Downtown Operations Department, Parking Division Office. Some demolition will occur at the former Quiznos lease space. The interior work will include additional offices, conference rooms, an additional break room, work space for staff, secured space for monetary work. The ending result of construction will be to expand and unify the interior of the facility at the Downtown Operations Headquarters housed within the St. Mary's Garage.

Interior renovation finish upgrades are to include painted walls & accent walls; newly stained concrete floors; new carpet added to the conference rooms; upgrades to the electrical infrastructure; IT upgrades for the new offices areas; new lighting fixtures; restroom upgrades and fixtures; minor construction changes to the existing Downtown Operations offices.

The Evaluation Committee, when scoring, will take into consideration a firm's experience with the information outlined below:

A. Experience and Qualifications of Prime Firm, Key Sub-Consultants and Key Personnel (25 Points)

1. Experience (Indexed and Labeled as "Tab 7") – City will consider the relevance of past experience for all parties proposed as a part of the team. Provide a narrative in two (2) pages or less that describes the team's qualifications as they relate to the St. Mary's Garage Lease Space Renovation Project. Include how the proposed team has worked together on past similar projects and include the number of years working as a team. For any Sub-Consultants listed as part of the team, include information on how they shall function within the team's organization. In addition, provide a narrative description of the proposed roles of Respondent and each Sub-Consultant to include assignments, roles and responsibilities, lines of authority and communication among team members.

2. Project Sheets (Indexed and Labeled as "Tab 8") – Respondent's submittal shall include a maximum of three (3) project sheets, limited to one (1) page for each project included, which shall describe similar projects Respondent has completed within the last five (5) years. Each project sheet shall include the following:

- a. Name and Description of the project, including similarity to the St. Mary’s Garage Lease Space Renovation Project
- b. Year of project;
- c. Respondent’s role in the project;
- d. Project Manager;
- e. Superintendent;
- f. Project’s original and final construction contract amounts (explain inconsistencies);
- g Project’s proposed completion date and actual completion date achieved (explain inconsistencies);
- h. LEED status of the project (if any);
- i. Project owner’s name and the name of the representative (if different) who served as the day-to-day liaison for the project in the following format:

Name of Owner: _____

Name of Owner’s representative: _____

Representative’s Phone Number: _____

Representative’s E-mail: _____

3. Proposed Key Personnel/Organizational Chart (Indexed and Labeled as “Tab 9”) – Provide a detailed organizational chart of your firm identifying key personnel who will be committed to work on the various tasks for this contract. The Proposed Key Personnel shall include a Licensed Architect and/or Licensed Landscape Architect, and Licensed Engineer with demonstrated experience in San Antonio or the South Texas Region with the activities normally associated with the scope of work listed.

Label assignments as:

- Project Manager
- Superintendent
- Chief Estimator
- Project Engineer
- Safety Manager

4, Resumes (Indexed and Labeled as “Tab 10”) – Respondent shall submit one (1) page resumes for all 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.

Resumes also shall include:

- the license type (if applicable) and number of years licensed,
- Number of years employed with the Firm
- Number of years experience in proposed role corresponding to the assignments included in the organizational chart
- City of residence

B. Project Understanding and Management Approach (20 points)

Respondent shall describe its understanding of the project and specific issues and challenges likely to be involved, as well as the availability of labor resources (Respondent’s capacity to perform) in executing the scope of work. Respondent shall submit information in a brief narrative plan that clearly and concisely describes the challenges it foresees and its approach to managing the project.

1. **Project Understanding** – (Indexed and Labeled as “Tab 11”)

Limit your response to the following items to two (2) pages:

- Respondent shall provide a narrative describing the firm’s understanding of this Project’s challenges and the firm’s action plan to address all the challenges that may be encountered during construction of the facility.

2. **Management Approach** (Indexed and Labeled as “**Tab 12**”)

Limit your response to the following items to three (3) pages:

- Respondent shall discuss its construction management approach and ability to coordinate work with all stakeholders, City personnel, sub-contractors and suppliers;
- Respondent shall include and describe systems it will use in planning, scheduling, estimating and managing construction;
- Respondent shall provide a Quality Control Plan that outlines the process to be used to ensure the quality of work performed; and
- Respondent shall provide a plan for safety management on this Project site.

C. Team’s Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts (10 points)

City is interested in evaluating Respondent’s and key Sub-Consultant’s experience with San Antonio issues, as may be evidenced by work in San Antonio and the surrounding area, during the past five (5) years. In narrative form, using a maximum of two (2) pages, briefly describe Respondent’s experience in the following areas and reference projects relating to that experience. (Note: you may reference projects included in project sheets under **Criteria A** above or include other projects, but no additional project sheets shall be provided for this criteria.) This information shall be indexed and labeled as “**Tab 13**”:

- Local area construction costs and practices;
- Local environmental community, conditions and constraints;
- Involvement in project development, as it relates to public awareness in the local area;
- Respondent’s experience with public utilities within the San Antonio and/or surrounding area;
- Local site development; and
- Building code requirements.

Note that a portion of the scoring for these criteria may be based on City’s Consultants’ Scorecard, other documentation and experience with City projects, generated by City staff and previous City consultants. City will consider the history of the firm in complying with project programs, schedules and budgets on previous City projects. **No items shall be submitted by the respondent for this criterion.** Specific items that may be used for consideration may include, but are not limited to:

- Timely completion of City projects;
- Cooperative working relationship with City;
- Prompt payment of Subcontractors at all levels;
- Compliance with other City 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. Price Proposal (30 points) – Respondent shall complete the 020 Price Proposal Form.

The City will evaluate Respondent’s 020 Price Proposal form for the base proposal and all accepted alternate(s), if any. The proposal with the lowest price total, including the base proposal and all alternates that are planned to be accepted, will receive thirty (30) points. Refer to formula and example listed below:

Formula: Lowest price proposal/Firm’s price proposal X 30 points = Score

Example:

RESPONDENT:	PROPOSAL AMOUNT (INCLUDING ACCEPTED ALTERNATES):	CALCULATION:	POINTS EARNED:
A	\$650,000.00	595,000/650,000 x 30	27.46
B	\$625,000.00	595,000/625,000 x 30	28.56
C	\$600,000.00	595,000/600,000 x 30	29.75
D	\$595,000.00	595,000/595,000 x 30	30.00

E. SBEDA Ordinance Compliance Provisions

SBE Prime Contract Program – 15 pts.

Certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Contractors proposing at least 51% SBE participation (Prime and/or Subcontractor) will receive fifteen (15) evaluation criteria percentage points.

No evaluation criteria percentage Points will be awarded to non-SBE Prime Contractors through subcontracting to certified SBE firms.

Kindly refer to Solicitation Form 011, 050.01 and Subcontractor/Supplier Utilization Plan for SBEDA requirements.

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 the City’s Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA form. The point of contact is Shuchi Nagpal. Ms. Nagpal may be reached by telephone at (210) 207-0071 or by e-mail at Shuchi.Nagpal@sanantonio.gov. *This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.*