

Request for Competitive Sealed Proposals

DISTRICT 2 NEW BRANCH LIBRARY

Project No. 40-00407

Pre-Submission Conference Agenda

Pre-submittal Conference
Wednesday, October 29, 2014
11:00 a.m.
Municipal Plaza Building
Plaza Room B
114 W. Commerce St.
San Antonio, Texas 78205

■ Welcome, Introduction & General Information

■ Project Background & Scope

■ Schedule of Events

- Deadline for submission of written questions:
 - **Thursday, November 6, 2014 at 4:00 pm**
- Last addendum to be posted on:
 - **Monday, November 10, 2014**
- Responses due and read aloud on:
 - **Tuesday, November 18, 2014 at 2:00 pm**
- Anticipated Council Consideration Date:
 - **January, 2015**

■ Review of Contract Requirements & Processes

● Required Forms & Submittal Format & Other Forms

- Reference Checklist and Table of Content for list of all required forms & documents
- Other forms
- Solicitation Response Tip List

● Evaluation Criteria

● Restriction on Communications

● SBEDA Ordinance Compliance Provisions

● Labor Compliance & Wage Decision

● Addendum to the RFCSP

- Reference City's website: <http://www.sanantonio.gov/RFPListings/>
 - Pre-submission Conference documents including questions/responses and pre-submission sign-in sheet
 - Changes to RFCSP document and associated documents
 - Responses to questions presented subsequent to Pre-submission Conference, if any, and received prior to the deadline for questions

● Submission Instructions

- Due Date/Time: Submittals are due on **Tuesday, November 18, 2014 at 2:00 pm.**
- Bids will be publicly read aloud in the City Council Chamber, 114 W. Commerce St.
- Hand Delivery Location: City Clerk's Office, 2nd Floor of City Hall at 100 Military Plaza (SW corner of Commerce and Flores)
- Submittals must be received by the due date/time as indicated in the solicitation

■ Questions

■ Adjournment



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

Project Name: District 2 New Branch Library

Pre-Submittal Date: October 29, 2013

SBEDA Requirements: SBE Prime Contractor Program – 15 Evaluation Points;
M/WBE Subcontracting Program – 22%; AABE Subcontracting Program – 3%



CITY OF SAN ANTONIO
TRANSPORTATION & CAPITAL IMPROVEMENTS

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

- **SBE Prime Contractor Program** - certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA) responding to this solicitation as the Prime Contractor proposing at least 51% SBE utilization (Prime and/or Sub) will receive 15 evaluation points
- **M/WBE Subcontracting Program** - **22%** must be subcontracted to certified M/WBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
- **AABE Subcontracting Program** - **3%** out of the 22% M/WBE subcontracting requirement must be subcontracted to certified AABE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
 - ◆ All M/WBEs and AABE(s) must also be certified as SBE
- Respondents eligible for the SBE evaluation preference points must submit 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 and submitted proposal will not be evaluated
- **SBE or M/WBE Prime participation does NOT count towards 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)

III. **Waivers**

- 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