



# CITY OF SAN ANTONIO

P.O. Box 839966  
San Antonio, Texas 78283-3966

## ADDENDUM I

**SUBJECT:** Request for Proposals for Comprehensive Plan Initial Studies, (RFP 13-032, 6100002552), Scheduled to Open: April 8, 2013; Date of Issue: March 5, 2013

**FROM:** Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator

**DATE:** March 29, 2013

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS**

### THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. The submission deadline has been changed from: April 8, 2013, 2:00 p.m., local time to; **April 15, 2013, 2:00 p.m., local time.**
2. Add: Exhibit 4, City of San Antonio SBEDA Program Presentation – M/WBE Prime Contractor Program & ESBE Prime Contractor Program. Exhibit is posted as a separate document.
3. Delete: Attachment B, Price Schedule requirement.
4. Change: Section 012, Evaluation of Criteria, to the following:

Experience, Background, Qualifications (35 points)

Proposed Plan (45 points)

ESBE Prime Contract Program – (10 points)

Certified ESBE (Emerging Small Business Enterprise) 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% ESBE participation (prime and/or subcontractor) will receive ten (10) evaluation criteria percentage points.

M/WBE Prime Contract Program – (10 points)

Certified M/WBE firms (see *Minority/Women Business Enterprise* definition) 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% M/WBE participation (Prime and/or Sub-Consultant) will receive ten (10) evaluation criteria percentage points.

No evaluation criteria percentage Points will be awarded to non-ESBE or non M/WBE Prime Contractors through subcontracting to certified ESBE or M/WBE firms.

5. Change: Section 004, Scope of Service, paragraph 2 to the following:  
"The City has established a maximum budget of \$200,000.00 for the completion of this project."
6. Delete: Section 008, Proposal Requirements, Price Schedule.

### QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

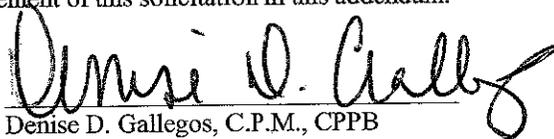
On March 20, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for Comprehensive Plan Initial Studies Request for Proposals. Below is a list of questions that were asked at the pre-submittal conference and the Small Business Economic Development Advocacy (SBEDA) presentation. The City's official response to questions asked is as follows:

Question 1: Is this a high profile contract?  
Response: No, this solicitation was released as non-high profile.

- Question 2: Will the sign in sheet from the pre-submittal conference be released?  
 Response: The pre-submittal conference sign in sheet, dated March 20, 2013, is posted as a separate document.
- Question 3: As this RFP is regarding the initial studies, is there going to be a follow-up studies or an addition RFP for these follow-up studies?  
 Response: The City has not made a determination at this time.
- Question 4: How will other major planning efforts, recently completed or currently ongoing efforts like SA2020, the City's Economic Development Strategic Plan, City South plans, regional transportation plans, etc., feed into this effort?  
 Response: These three studies are separate and apart from the studies mentioned. However, data from these planning policies, if current and relevant, may be used to inform these studies.
- Question 5: What is the geographic scope for this project (City, City and ETJ, Bexar County, San Antonio MSA) and will this scope vary by project phase?  
 Response: The geographic scope is within the City limits and the Extra Territorial Jurisdiction Line (ETJ).
- Question 6: Can any detail be provided on how the region is currently utilizing the DRAM/EMPLAN modeling system?  
 Response: The DRAM/EMPAL model is used to provide an analysis of the demographic distribution of housing and employment within Bexar County given the control totals determined by the Texas State Demographer and accepted by the MPO. The information collected in this study will be used to assess the modeling results of DRAM/EMPAL for both the "business as usual" scenario as well as two alternative scenarios to be developed.
- Question 7: What will be the level of involvement anticipated in this effort from key organizational partners (SAEDF, VIA, area K-12 school districts, area colleges/universities, Joint Base San Antonio, etc.)?  
 Response: The level of involvement will be with agencies that hold data needed for the study.
- Question 8: Regarding the 3<sup>rd</sup> phase of the studies would the MPO be involved? Will the MPO be involved with the three scenarios?  
 Response: Yes, the MPO will be creating the three scenarios. The MPO will not be providing fiscal impact information to the operations of the City of San Antonio based on the three scenarios.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:**

- Question 9: Phase one will require engineering analysis to properly complete, our engineers are saying, by law, we cannot provide a cost estimate for these type services at this time. Will we be able to not provide these estimates in our proposal and not be penalized for non-responsiveness?  
 Response: Please see changes and deletions to the pricing requirement of this solicitation in this addendum.



Denise D. Gallegos, C.P.M., CPPB  
 Procurement Administrator  
 Finance Department – Purchasing Division

Date \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

Project Name: Comprehensive Planning Initial Studies

Pre-Submittal Date: March 20, 2013

SBEDA Affirmative Procurement Initiatives: M/WBE Prime Contract: 10 points; ESBE Prime Contract: 10 points

I. M/WBE Prime Contract Program

- Minority and/or Women-owned prime respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area proposing at least **51% M/WBE utilization (prime and/or subcontractor)** are eligible to receive ten **(10)** SBEDA evaluation preference points.
- *No evaluation criteria percentage points will be awarded by subcontracting to certified M/WBE firms*
- ***In addition, respondent has to be certified as a Small Business Enterprise (SBE) with the South Central Texas Regional Certification Agency***

II. Emerging Small Business Enterprise (ESBE) Prime Contract Program

- ESBE prime respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area proposing at least **51% ESBE utilization (prime and/or subcontractor)** are eligible to receive ten (10) SBEDA evaluation preference points.
- ***No evaluation criteria percentage points will be awarded by subcontracting to certified ESBE firms***

III. Definition of Emerging SBE

- **Emerging SBE (ESBE)** – a certified SBE corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is independently owned and operated by Individuals legally residing in, or that are citizens of, the United States or its territories, that is no more than five years old at the time of its original certification as an ESBE or whose annual revenues and number of employees are no greater than 25% of the small business size standards for its Industry as established by the U.S. Small Business Administration.

IV. Eligibility Criteria

- Eligibility Certification:
  - **SBE/ M/WBE/ ESBE**
  - Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform a commercially-useful function
- Be considered (emerging) small under SBA size standards for specific industry category of work being proposed per the definition above
- 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 but this does not guarantee certification by solicitation close date
- For additional information, contact Shuchi Nagpal at 210.207.0071 or [Shuchi.Nagpal@sanantonio.gov](mailto:Shuchi.Nagpal@sanantonio.gov)
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V. 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

For questions regarding SBEDA requirements, contact Shuchi Nagpal at 210.207.0071 or [Shuchi.Nagpal@sanantonio.gov](mailto:Shuchi.Nagpal@sanantonio.gov)

City of San Antonio - Planning and Community Development

RFP - Comprehensive Plan Initial Studies

Pre-Submittal Conference

March 20, 2013; 10:00 a.m. Central Time

Name (Print Legibly)

Company

Linda Huff	Freese & Nichols, Inc
Shruti Nojwal	COSA - EDD
Rob Clark	WBE/SBE Vickrey Associates
Kristen Ray	Vickrey Associates
Mia Nixon-Mendez	COSA - PCID
Tasha Wallace	COSA - PCID
Laura Sambreno	COSA - Finance

City of San Antonio - Planning and Community Development

RFP - Comprehensive Plan Initial Studies

Pre-Submittal Conference

March 20, 2013; 10:00 a.m. Central Time

Name (Print Legibly)

Company

KEPPI COLLINS	PARE-DAWSON ENGINEERS
Matt Prosser (conference call)	EPS Economic Planning Systems
John Karras	Angelou Economics

