



Request for Qualifications

Construction Manager at Risk Services for the River Walk Capital Improvements Phase IV Project (Project No. 40-00170)

Pre-Submittal Conference Agenda

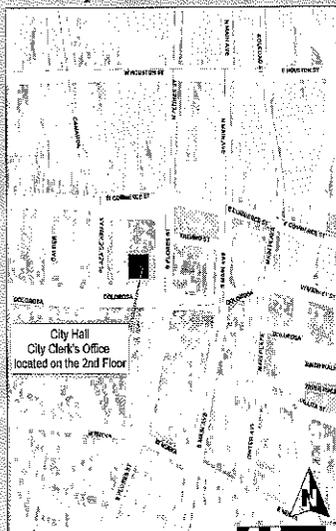
April 5, 2013

2:30 PM

Downtown Operations
Office, Conference

400 N. St. Mary's

City Clerks Office:



Send All Questions To:
Carisa.Gamez@sanantonio.gov



- Call to Order (Welcome)
- Discussion of Background & Project Scope- Section I & II
- Review of RFQ:
 - III, Tentative Schedule
 - Deadline for written questions, Friday, April 5, 2013 at 4:00 PM
 - SOQ Submittal Deadline, April 16, 2013 at 3:00 PM
 - Interviews, May 2013 (TBD)
 - Anticipated Council Date, August 2013
 - IV, PreSubmittal Conference
 - V, Submittal Document Requirements and Evaluation Criteria
 - A. Experience and qualifications of Prime Firm and Key Sub-Consultants and Key Personnel – 40%
 - B. Team's Experience with San Antonio Region Issues and past experience with CoSA – 20%
 - D. Understanding of the Project and Proposed Management Plan – 30%
 - E. Proposed Costing Methodology – 10%
 - VI, Phase II Evaluation Criteria (Interviews), if selected will be sent to short-listed firms
 - VII, Submission Instructions, Submittals due no later than April 16, 2013 at 3:00 PM – **No late submittals will be accepted**
 - VIII, Amendments to RFQ
 - Amendment #1 issued on 4/3/13
 - IX, Restriction on Communication
 - POC for RFQ questions, Carisa Gamez, 210-207-8325
 - POC for SBEDA questions, Brenda Navarro, 210-207-5442
 - X, Award of Contract and Reservation of Rights
 - XI, SBEDA Ordinance Compliance Provisions
 - Questions and/or Information
 - Adjournment

Project Name: CMR Riverwalk Improvements Phase IV

Pre-Submittal Date: April 5, 2013

SBEDA Requirements: 30% SBE Subcontracting & 17% M/WBE Subcontracting

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

I. SBE & M/WBE Subcontracting Programs

- **30% SBE subcontracting** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **17% M/WBE subcontracting** must be subcontracted to certified M/WBE(s) designated within SAMSA
- Respondents must demonstrate their commitment to meeting the subcontracting requirements by submitting a signed **Subconsultant/Supplier Utilization Commitment Form** with their response
 - Failure of a Respondent to demonstrate their commitment by submitting a signed Subconsultant/Supplier Utilization Commitment Form will deem its response nonresponsive
 - Awardee will be required to submit a Subcontractor/Supplier Utilization Plan prior to Council award
- All M/WBE's must also be certified as SBEs; therefore participation by M/WBEs automatically count towards the SBE goal
- **SBE Prime participation does NOT count towards SBE Subcontracting goal**
- **M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal**

II. Eligibility Criteria

- Eligibility Certification:
 - SBE
 - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
 - Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform commercially-useful function
- Be considered small under SBA size standards for specific industry category of work being proposed
- 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
- For additional information, contact Ruben Flores at 210.207.3923 ruben.a.flores@sanantonio.gov or Brenda Navarro at 210.207.5442 brenda.navarro@sanantonio.gov

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 www.sanantonio.gov/edd/SmallBusiness/
 - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the SBEDA requirements
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
 - Form available at www.sanantonio.gov/edd/SmallBusiness/
 - Exception request must fully document why:
 - ◆ Value of contract is below \$50,000;
 - ◆ No commercially-useful subcontracting opportunities exist; or
 - ◆ Type of contract is outside scope of the SBEDA Ordinance
- For assistance with Waivers or Exceptions, you may contact Ruben Flores at 210.207.3923 ruben.a.flores@sanantonio.gov or Brenda Navarro at 210.207.5442 brenda.navarro@sanantonio.gov

IV. Central Vendor Registry (CVR)

- All contractors/consultants wishing to do business with the City must register in the City's CVR
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call 210.207.0118 or 210.207.5896