

# CITY OF SAN ANTONIO AVIATION DEPARTMENT

## AIRPORT GENERAL ENGINEERING CONSULTANT (GEC) ON-CALL SERVICES / SBEDA

Pre-Submittal Conference  
March 7, 2014

# BACKGROUND

- **RFQ Driven by:**
  - Airport Master Plans
    - ❖ SAT - 2011
    - ❖ SSF - 2012
  - Pavement Management and Maintenance Program (PMMP)
  - Airport Capital Improvement Plan (ACIP)
- **Funding eligibility requirements**
- **Need for timely access to highly qualified consultants on an as needed basis**

# OBJECTIVES

- **Develop Long-term Engineering Partners**
- **Obtain Consultant Team:**
  - Highly Experienced in Aviation
  - Is Multi-disciplined
  - Follows Best Management Practices
  - Is FAA knowledgeable
  - TxDOT Aviation experience

# SCOPE OF WORK



- **Planning Services**

- Terminal Area Forecasts (TAFs)
- Airport Geographical Information System (AGIS)
- Electronic-Airport Layout Plan Updates
- Environmental Assessments (EAs)
- Part 150 Noise Compatibility Updates and/or Noise Exposure Map (NEM) Updates
- Site Selections
- Airfield Analysis
- National Environmental Policy Act (NEPA) studies
- TxDOT Aviation experience

# SCOPE OF WORK (Cont'd)



- **A/E Design Services**
  - Design and Bid Phase Services
  - Site Investigations
  - Feasibility and Traffic Analysis
  - Prepare Project Cost Estimates & Schedules

# SCOPE OF WORK (Cont'd)



- **Construction Management (CM) Services**
  - Traditional CM Services
  - Provide Resident Project Representative
  - Provide Resident Inspection Services

# SCOPE OF WORK (Cont'd)



- **Project Management (PM) Services**
  - Traditional PM Services
  - Participate in Budget & Cost Exercises
  - Develop various Standards

# PRIME QUALIFICATIONS



- **Minimum Qualifications**

- Demonstrated experience with FAA and Passenger Facility Charge (PFC)-funded multi-year airport projects
- Demonstrated experience managing large multi-disciplinary teams
- Propose a Project Manager who shall be assigned to manage all work under the IDIQ agreement for the duration of the term of the contract

- **Preferred Qualifications**

- Considerable Aviation Expertise
- Strong Lead and Management Capabilities

# TEAM QUALIFICATIONS

- **Minimum Qualifications**

- Strong Airport Planning, engineering, architectural, construction management, construction administration
- Experience working with current FAA Advisory (AC) and other guidance and regulatory documents

- **Preferred Qualifications**

- Multi-disciplined
- Adequate depth to manage multiple projects
- Redundancy to staff simultaneous projects
- Demonstrated TxDOT Aviation experience

# **SUBMITTAL REQUIREMENTS**

**DIANE COOK**



# SUBMITTAL INSTRUCTIONS



- **Restrictions on Communications (RFQ Section VI)**
  - Diane Cook @ [diane.cook@sanantonio.gov](mailto:diane.cook@sanantonio.gov)
  - Lisa Brice @ [lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov)
- **What's New?**
  - Experience Matrix
  - Review Contract Template and General Conditions
- **Submittals Due: 3:00 p.m. - Tuesday, March 25, 2014  
at Office of the City Clerk , 100 Military Plaza, City  
Hall 2<sup>nd</sup> Floor**

# REQUIRED DOCUMENTS



- **Submittal Cover / Signature Page** Tab 1
- **Submittal Checklist/ Table of Contents** Tab 2
- **Litigation Disclosure Form** Tab 3
- **Proof of Insurability & Insurance Certificate** Tab 4
- **Executive Summary** Tab 5
- **Statement of Qualifications** Tab 6
  - Minimum Qualifications Tab 6-1
  - Team Profile Tab 6-2
  - Key Personnel / Organization Chart Tab 6-3
  - Experience Matrix Tab 6-4
  - Project Sheets Tab 6-5
  - Resumes Tab 6-6

# REQUIRED DOCUMENTS (Cont'd)



- **Project Approach/ Management Plan** **Tab 7**
- **Sub-Contractor/ Supplier Utilization Commitment Form** **Tab 8**
- **References** **Tab 9**
- **Contracts Disclosure Form** **Tab 10**
- **GEC Contract Template and General Conditions (Comments / Concerns)** **Tab 11**

# AWARD OF CONTRACT AND RESERVATION OF RIGHTS



- **Conflicts of Interest.** Respondent acknowledges that it is informed that the Charter of The City of San Antonio and its Ethics Codes, from having a financial Interest in any contract with City or any City agency, such as City-owned utilities
- Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of City, as defined in Section 2-42 of City Ethics Code (Contracts Disclosure Form [Tab 10] in the RFQ)

# ADDENDA

- **Addendum 1**
  - RFQ Section III - Schedule of Events issued February 20, 2014
- **Addendum 2**
  - Scheduled to post on Monday, March 10th

# **SBEDA PROGRAM**

**LISA BRICE**

# SBEDA PROGRAM



- Lisa Brice, Small Business Manager
- SBEDA Program Overview & Requirements
- SBEDA Program Waivers & Exceptions
- Program Eligibility Criteria
- Sub-Contractor/ Supplier Utilization Commitment Form
- Sub-Contractor/ Supplier Utilization Plan
- COSA Vendor Listing

# SBEDA PROGRAM OVERVIEW & REQUIREMENTS



- **SBE Prime Contract Program - 10 pts.**
  - Certified Small Business Enterprises (SBE) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultants proposing at least 51% SBE participation (Prime and/or Sub-Consultant) will receive ten (10) evaluation criteria percentage points, and
- **M/WBE Prime Contract Program -10 pts.**
  - Certified Minority/Woman-owned Business Enterprises (M/WBE) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultants proposing at least 51% M/WBE participation (Prime and/or Sub-Consultant) will receive ten (10) evaluation criteria percentage points.

# SBEDA PROGRAM OVERVIEW & REQUIREMENTS

(Cont'd)



- No evaluation criteria percentage Points will be awarded to non-SBE or non-M/WBE Prime Consultants through subcontracting to certified SBE or M/WBE firms.
- Respondents shall submit a completed and signed Sub-Contractor/Supplier Utilization Commitment Form (RFQ Form#5). Index and label as “Tab 8” in the submittal.
- **SBE Subcontracting Program**
  - 25% must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA).

# SBEDA PROGRAM OVERVIEW & REQUIREMENTS

(Cont'd)



- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (signed Sub-Contractor/Supplier Utilization Commitment Form).
- Failure of a Respondent to demonstrate their commitment to meet the subcontracting requirement (signed Sub-Contractor/Supplier Utilization Commitment Form) will deem its submittal non-responsive.
- **SBE or M/WBE Prime participation does NOT count towards Subcontracting goals.**

# SBEDA PROGRAM OVERVIEW & REQUIREMENTS

(Cont'd)



- At the appropriate time, the selected Respondent shall submit the Subcontractor/Supplier Utilization Plan. This typically occurs after the price proposal negotiation phase of this contract). The Subcontractor/Supplier Utilization Plan contains the names of the certified SBE Sub-consultants to be used by CONSULTANT on this contract, the respective percentages of the total prime contract dollar value to be awarded and performed by each SBE Sub-consultant, and documentation including a description of each SBE Sub-Consultant's scope of work and confirmation of each SBE Sub-consultant's commitment to perform such scope of work for an agreed upon dollar amount is hereby attached and incorporated by reference into the material terms of this Agreement. See Page 25 of 39.

# SBEDA PROGRAM WAIVERS & EXCEPTIONS

- **SBEDA Program Waiver**

- 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.
- For assistance filling out the Respondent/Vendor Subcontracting Waiver Request Form, please refer to the Good Faith Efforts Tips for SBEDA Waivers located at <http://www.sanantonio.gov/SBO/Forms.aspx>

# SBEDA PROGRAM WAIVERS & EXCEPTIONS

(Cont'd)



- **SBEDA Program Exception**

- 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 <http://www.sanantonio.gov/SBO/Forms.aspx>
- 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 Waivers or Exceptions, contact Lisa Brice at 210-207-3505 or [lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov)

# PROGRAM 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 a 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.
- Aviation SBO staff can assist with SCTRCA priority certification while solicitation is open.

# SUBCONTRACTOR / SUPPLIER UTILIZATION COMMITMENT FORM



## City of San Antonio Subcontractor/Supplier Utilization Commitment Form

Solicitation Name: **Aviation General Engineering Consultant for SBEDA Projects**

Respondent Name:

Initial each statement and sign below.

- In responding to this solicitation for which proposals are not initially evaluated based upon price, I hereby affirm my firm's commitment to meet the subconsulting requirements indicated in the solicitation.
- I understand a Small Business Enterprise (SBE) sub-consulting goal of ~~twenty-five~~ percent (25%) applies to this solicitation.
- I understand that self-performance by S/M/WBE prime respondents does not count toward this subconsulting goal.
- I understand SBE prime respondents proposing at least 51% SBE utilization (prime and/or subconsultant) will receive ten (10) evaluation preference points.
- I understand M/WBE prime respondents proposing at least 51% M/WBE utilization (prime and/or subconsultant) will receive ten (10) evaluation preference points.
- I understand that absent a waiver approved by the Small Business Office, failure to include a completed, signed copy of this Commitment form to satisfy the subconsulting goal for this solicitation will render this response NON-RESPONSIVE.
- I understand and affirm that absent a waiver approved by the Small Business Office, if asked to submit a price proposal response, I will be required to submit a Subcontractor/Supplier Utilization Plan with the price proposal response.
- I understand that my firm's failure to submit the Subcontractor/Supplier Utilization Plan satisfying subconsulting goals during the price proposal response will be grounds for termination of negotiations and will allow the City to enter into negotiations with another Respondent.

Signature

Date

Printed Name & Title

# SUBCONTRACTOR / SUPPLIER UTILIZATION PLAN



CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT

## CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **\*\*Name of the Solicitation\*\*\*\***

RESPONDENT NAME:

SOLICITATION API:

API REQUIREMENTS: **\*\*Differs for each contract per the review of the Goal Setting Committee\*\***

Enter Respondent's (Prime) proposed contract participation level. Leave blank for revenue generating contracts.

	PARTICIPATION DOLLAR AMOUNT	% LEVEL OF PARTICIPATION	CERTIFICATION TYPE AND NUMBER	TYPE OF WORK TO BE PERFORMED (BY NIGP CODE)
Prime:	\$			
SAePS Vendor #:			SCTRCA #:	

List ALL subcontractors/suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.

Sub:	\$			
SAePS Vendor #:			SCTRCA #:	
Sub:	\$			
SAePS Vendor #:			SCTRCA #:	
Sub:	\$			
SAePS Vendor #:			SCTRCA #:	
Sub:	\$			
SAePS Vendor #:			SCTRCA #:	
Sub:	\$			
SAePS Vendor #:			SCTRCA #:	

**\*\* Prime respondent and all subcontractors/suppliers must be registered in the City of San Antonio Electronic Procurement System (SAePS). To learn more about how to register, please call (210) 207-0118 or visit <http://www.sanantonio.gov/purchasing/saeps.aspx>.**

# COSA VENDOR LISTING



- **Central Vendor Registry (CVR)**

- All contractors/consultants to include sub contractors/sub 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
- Please visit the City of San Antonio's Vendor Listing to search for SBEDA eligible certified firms at: <http://www.sanantonio.gov/purchasing/vendorlisting.aspx>

# SBEDA PROGRAM CONTACTS



- For additional information contact:
  - Lisa Brice at 210-207-3505 [lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov)
  - Barbara Trevino at 210-207-3592 [barbara.trevino@sanantonio.gov](mailto:barbara.trevino@sanantonio.gov)
  - Catherine Olukotun at 210-207-3472 [catherine.olukotun@sanantonio.gov](mailto:catherine.olukotun@sanantonio.gov)

# QUESTIONS & ANSWERS

# EXPERIENCE MATRIX



Use one box below for each key personnel as shown on Organizational Chart. Enter first and last name, name of firm, and assigned task in blue box. See Example.

Enter the number of years of experience by individual for each category shown on the left. If that individual has no experience in that category, leave blank.

EXPERIENCE		John Doe, ABC, Inc. Airport Planner							
1	FAA AIP-Grant Funded Projects	8							
2	PFC Funded Projects	8							
3	Large, Multi-Disciplined Team								
4	Multi-Year Airport Projects	2							
5	Aviation/Airport Planning	8							
6	Engineering/Architectural								
7	Construction Management /								
8	Resident Project Representative (RPR)								
9	Resident Inspection Services (RIS)								
10	Project Management	3							