



Transportation and Capital Improvements Contract Services Division Solicitation Response Tip List



CITY OF SAN ANTONIO
TRANSPORTATION & CAPITAL IMPROVEMENTS

SOLICITATION TIPS

ALL Solicitations

- ◆ Review the solicitation document carefully and fully understand the solicitation requirements;
- ◆ Request clarification or ask questions regarding the solicitation, if needed, during the permitted timeframe for questions;
- ◆ Respond to the posed solicitation questions honestly and directly;
- ◆ Ensure that the submittal is well organized and includes all the requested information listed in the solicitation document;
- ◆ The use of bullet points, tables and/or photographs within a response is encouraged;
- ◆ Ensure consistency in the format of your firm's submittal;
- ◆ Ensure all documents requiring a *signature* are signed.
- ◆ Ensure the submittal is delivered to and accepted by the City Clerk's Office by the designated deadline.

Request for Qualifications (RFQ) and Competitive Sealed Proposals (CSP)

- ◆ Follow the solicitation format provided in the submittal checklist and/or table of contents;
- ◆ Adhere to the page limits, as outlined in the solicitation;
- ◆ Tailor the *entire* submittal to the specific project being solicited;
- ◆ Provide *comprehensive and detailed* descriptions of highlighted projects, as requested in the solicitation document;
- ◆ For Project Sheets, highlight various City projects, but *do not limit it only to City projects*. Provide a wide variety of applicable projects' histories;
- ◆ Ensure the projects highlighted are *similar in scope or services* as those outlined in the solicitation document. The use of direct correlations and relevancy to other projects highly are encouraged;
- ◆ Include complete references, including a prior project's owner, and accurate owner contact information, including email and phone numbers, as requested in the solicitation;
- ◆ Provide detailed resumes and organizational charts of your proposed team members, as outlined in the solicitation.
- ◆ *Tailor the Project Approach* responses to the specified project;
- ◆ Provide a *detailed* quality control and quality assurance plan for the project, as applicable;
- ◆ Confirm all required SBEDA forms are included in submittal, if applicable.

RFQ Specific

- ◆ *Tailor the introduction* of the firm's proposed team members in a manner clearly identifying which team members directly will be working on the specified project;
- ◆ *Follow the format outlined* in the RFQ submittal checklist and the table of contents;
- ◆ Ensure that the required *narratives* are included in a submittal, as requested in the RFQ.

CSP Specific

- ◆ Provide *ALL required documents* listed in 011;
- ◆ Ensure the 020 Bid Form and other bid forms such as the 025 or 024 Bid Form are included in submittal with all of the *correct dollar figures*.

SBEDA TIPS

- ◆ Pay close attention to each solicitation's SBEDA details when providing submittals;
- ◆ Sign and submit required Commitment Form, when applicable;
- ◆ Accurately complete and submit required *Subcontractor/Supplier Utilization Plan form*, when applicable (failure to submit the form and fully satisfy an applied SBEDA Program requirement will be cause for rejection of a bid as non-responsive);
- ◆ Be sure that every Small Business Enterprise included on the Utilization Plan is *certified* by the South Central Texas Regional Certification Agency and located within the San Antonio Metropolitan Statistical Area (failure to comply will result in the dollar amounts listed for ineligible subcontractors being deducted from a bidder's overall utilization goal);
- ◆ Be sure that the dollar amount listed for a particular subcontractor on the Utilization Plan is *the actual amount* of the contract with the subcontractor.
- ◆ There is no restriction on communication with SBEDA staff during the solicitation period for *SBEDA-specific* questions. Respondents may contact the Small Business Office for assistance or clarification with SBEDA issues for the specified project.

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