



ADDENDUM NUMBER 3  
CSP for Building 470 Renovations  
Questions Deadline, CSP Requirements & Selection Process, &  
Telecommunications Plans & Voice & Data Cabling Special Notes  
Bid #02112015-007

To: All Attending Bidders

From: Lucynda Massey, Accounting, Procurement, & Contracts Coordinator

Date: March 3, 2015



1. Additional written questions may be submitted, but will not be answered individually. A comprehensive list of all inquiries received by 10:00 am March 13, 2015 will be answered and posted on the BDA website on March 17, 2015. **Under no circumstances will questions be taken after this time and date.**
2. Section 1 of the CSP requirements & Selection process has been revised and is attached.
3. The Voice & Data Cabling Special Notes and Plans are posted to the BDA website ([www.brookscity-base.com](http://www.brookscity-base.com)).

## VI. CSP REQUIREMENTS AND SELECTION PROCESS:

### 1. GENERAL REQUIREMENTS

**A.** There are five (5) criteria for this bid. **It is important that the proposals contain enough information to allow the evaluation team to address the scoring criteria(s).**

a. Relevant Experience/Past Performance	25 points
b. Price	35 points
c. Schedule	10 points
d. Key Personnel	10 points
e. Small Business Economic Advocacy	20 points

**B. The Evaluation Committee will utilize the information provided in response to the questions listed below to evaluate proposals. Proposals submitted in response to this CSP shall specifically address the information listed below. The information requested must be presented in the order indicated. Please ensure that the proposal clearly reflects the Criteria and the Scope of Work as identified within:**

1. **Table of contents**

2. **Executive Summary:**

Respondent must provide an executive summary of its CSP and a representation that the consultant addresses all of the requirements of the CSP to include the following:

1. Respondent Name: Business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number and e-mail address.
  - i. All other names by which your firm has been known and length of time known by each name; and
  - ii. The address of your firm's website (if applicable).
2. Provide a narrative addressing why your firm has the expertise to provide the services outlined in the Scope of Work.
3. Where joint ventures will be utilized provide a copy of the legal documentation establishing the joint venture. **A joint venture is defined as a business undertaking by two or more parties in which profits, losses, and control is shared.**

**Joint Ventures:** To submit as a joint venture, it must be a **legally** formed entity. Please provide the following information regarding the joint venture:

- i. The legal documentation establishing the **Joint Venture**;
  - ii. Experience and Qualifications of the **Joint Venture**;
  - iii. **Joint Venture** Information (i.e. address, phone number, email address, and etc.); and
  - iv. Point of Contact.
4. Where sub-consultants will be utilized for a substantial (over 20%) portion of the contract, indicate whether the sub-consultant(s) have worked with Respondent on comparable projects in the past. **A sub-consultant is defined as an individual or in many cases a business that signs a contract to perform part or all of the obligations of another's contract. Clarify any subcontractor relationships in detail.**

Sub-consultants: If available please provide the following information regarding any key sub-consultants:

- i. Experience and Qualifications;
- ii. Company Information; and
- iii. Point of Contact.

**Criteria 1 - Relevant Experience/Past Performance (25 points)**

- a. Demonstrate firm's experience with the interior and exterior renovation of office space/building.
- b. Provide a table of the firm's past experience as general contractor for the last 60 months to including project cost, schedule, total change orders, and change order amount per project.
- c. Include a list of verifiable references on similar or related contracts, including company or client's name, address, telephone number, and contact person.

**Criteria 2 – Price (35 Points)**

Submit a price quote that breaks down total cost by divisions outlined in the project manual. **Please note, contractor hold bid for 90 days or until approved by the BDA Board of Directors.**

**Criteria 3 – Schedule (10 points)**

Submit a detailed Gantt chart schedule identifying critical path relationships and duration of each phase of work with key milestones.

**Criteria 4 – Key Personnel (10 points)**

- a. Identify key personnel and team hierarchy.

- b. Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:
- Identify general contracting firm’s project manager and superintendent with their length of time with firm and level of experience; and
  - Identify the percent of a 40 hour work week that personnel assigned to the project will dedicate to it each week through project completion.

**Criteria 5 - SBEDA**

**(20 Points)**

- a. SBE (Small Business Enterprise)—1 point
- b. AABE (African American Business Enterprise)—1 point
- c. MBE (Minority Business Enterprise)—1 point
- d. LBE (Local Business Enterprise)—10 points
- e. DBE/HUE (Disadvantaged Business Enterprise/ Historically Underused Enterprise) – 5 points
- f. WBE (Woman-Owned Business Enterprise)—1 point
- g. GFE (Good Faith Effort)—1 point

**Goals for this contract are as follows:**

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|--|-------------|
| <b>a. MBE (Minority Owned Business)</b>          | <b>24%</b>  |
| <b>b. WBE (Women-Owned Business)</b>             | <b>11%</b>  |
| <b>c. AABE (African-American Owned Business)</b> | <b>1.5%</b> |
| <b>d. SBE (Small Business Enterprise)</b>        | <b>50%</b>  |

\*An LBE is defined as a the firm headquartered or having a significant presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based. The SAMSA includes the following counties: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina & Wilson.