

*City of Shavano Park  
900 Saddletree Ct  
Shavano Park, TX 78231  
City Hall 210.493.3478*

**ADDENDUM NO. 1**

April 27, 2023

**PROJECT: CITY OF SHAVANO PARK  
CONSTRUCTION INSPECTION SERVICES FOR SHAVANO PARK STREET  
MAINTENACE PHASE 1  
RESPONSE TO QUESTIONS.**

RFQ and Plans available at <https://www.shavanopark.org/bids>

**BIDS ARE DUE: 3:00 P.M., on Thursday, May 4, 2023, CST**

Proposals may be emailed to [citysecretary@shavanopark.org](mailto:citysecretary@shavanopark.org); see RFQ for full instructions.

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Prospective bidders are hereby notified of the following questions & answers regarding to project:

1. ***Can the respondent include subcontractor projects as-well as 'Prime Firm projects' in the past performance section?***
  - a. Yes.
2. ***Is the Form CIQ the only form required? (is a 1295 required as well?)***
  - a. Form CIQ is only Conflict of Interest disclosure requirement.
3. ***Is there a maximum page limit on any section or the entire response?***
  - a. No maximum page limit for any section or entire response. Straight to the point is always appreciated though.
4. ***Our proposed construction management and inspection staff includes licensed professional engineers, and as such, we are prohibited from providing hourly billing rates at this stage of professional services solicitation. Would the City consider striking this requirement from the RFP?***
  - a. The requirement to include pricing in firm submissions has been struck. The RFP has essentially become an RFQ with scoring based solely upon qualifications. New scoring criteria:

Firm Experience & Qualifications	- 30%
Project Approach	- 30%
Management Plan	- 30%
Cost Management Approach	- 10%

CHANGES TO RFQ
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*All changes are highlighted in Amended RFQ posted to <https://www.shavanopark.org/bids>.  
Below is a brief changelog:*

1. RFP converted to RFQ, bid pricing and cost scoring criteria removed
2. Due day of RFQ moved from Tuesday, May 2 to Thursday, May 4.
3. Anticipated interview and City Council approval schedule updated as well.

**END OF ADDENDUM NO. 1**



**CITY OF SHAVANO PARK**

**REQUEST FOR QUALIFICATIONS  
FOR  
CONSTRUCTION INSPECTION SERVICES  
FOR  
SHAVANO PARK STREET MAINTENACE PHASE 1**

**Submission Deadline:**

**May 4, 2023 before 3:00PM CST**

City of Shavano Park  
900 Saddletree Court  
Shavano Park, TX 78231  
(210) 493.3478  
[www.shavanopark.org](http://www.shavanopark.org)

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**CITY OF SHAVANO PARK  
CONSTRUCTION INSPECTION SERVICES  
REQUEST FOR **QUALIFICATIONS (RFQ)****

**I. INTRODUCTION**

The City of Shavano Park, Texas (hereinafter called the “City”) is inviting qualified firms to submit Bid Proposals for professional Construction Inspection Services for the Shavano Park Street Maintenance Phase 1 project (the “Project”). The required professional services are providing inspection services for the reconstruction of residential streets as described in the project description (Section II) and the plan set under Exhibit A.

After considering information provided during the application process, the City will select the firm or individual (collectively referred to as ‘firm’) who is the most qualified and who will provide the best services for the City, on the basis of the selection criteria stated, the results of subsequent responder interviews, if any, and for any other reason deemed by the City Council to be in the best interest of the City.

To be considered, one (1) electronic copy (on USB flash drive) or by email of the Bid Proposal must be received by the Office of the City Secretary by 3 p.m. on **Thursday, May 4, 2023**. Proposals may be emailed to [citysecretary@shavanopark.org](mailto:citysecretary@shavanopark.org). Proposals submitted after 3 p.m. will not be accepted.

Basis of payment will be a flat hourly rate for construction inspector services based upon a negotiated scope of services and level of effort anticipated for the services to be provided. NOTE: The Project’s service requirements are not expected to require continuous presence; see Section III – Scope of Services.

Any inquiries concerning this request for proposal should be addressed to Curtis Leeth, Assistant City Manager at (210) 477-0950 or [cleeth@shavanopark.org](mailto:cleeth@shavanopark.org).

The City reserves the right to retain all bid proposals submitted. The City operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible. The city reserves the right to reject any or all proposals submitted, including for technicalities and irregularities, and accept any proposal if such action is believed to be in the best interest of the city.

Submission of a bid proposal indicates acceptance by the individual of the conditions contained in the RFQ, unless clearly and specifically noted in the bid proposal submitted and confirmed in the contract between the City and the respondent.

## II. PROJECT DESCRIPTION

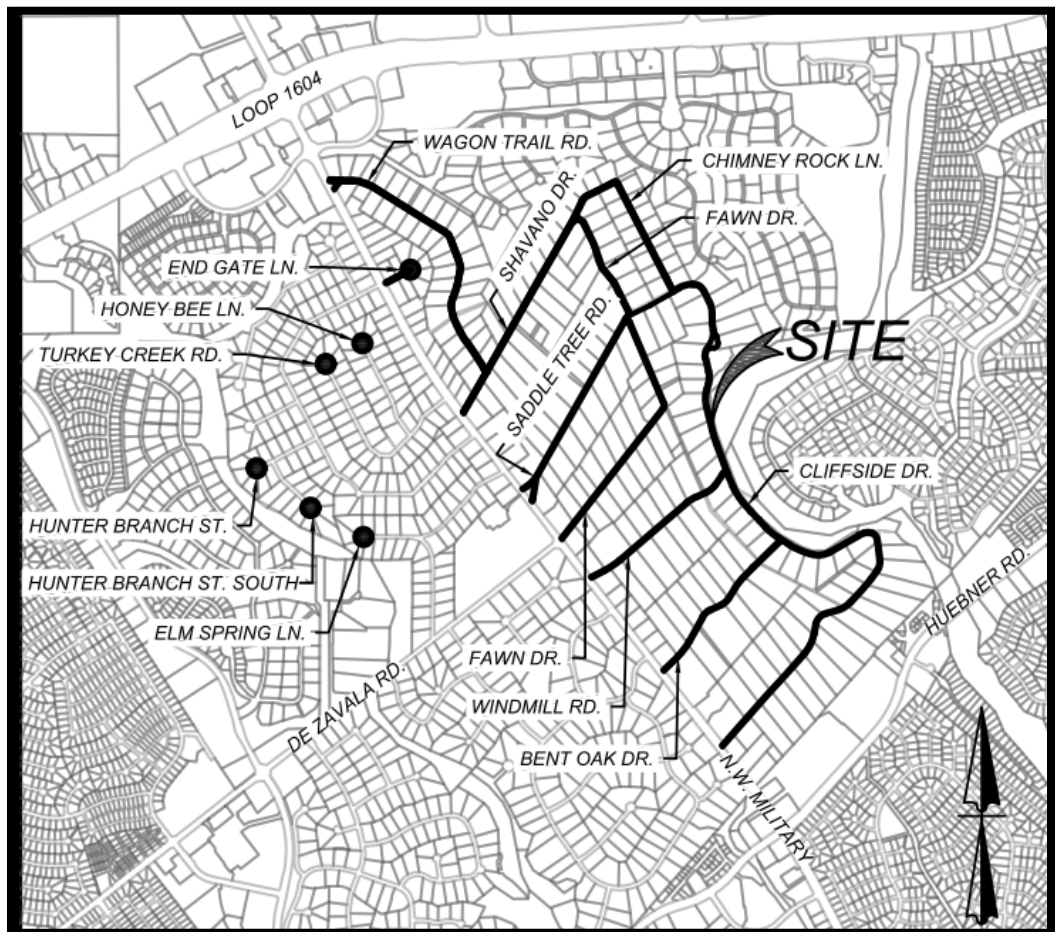
This Shavano Park Street Maintenance Phase 1 project is an approximate 30,000 LF reconstruction project of residential streets within Shavano Park, Texas (see Figure 1. for map of project area). The project will include full depth reconstruction of the paving system to include concrete curbs, subgrade treatment, HMAC base, HMAC wear surface, clearing, demolition, utilities (minor surface drainage improvements, paving, concrete, signage, pavement markings and erosion control construction). The project is estimated to begin in June 2023 and last for approximately 14 months (not more than 550 days (18 months)). The contractor for this project is D&D Contractors, Inc.

The D&D Contractors, Inc is responsible for quality control testing. Terracon will be performing Quality Assurance Testing for the project on behalf of the City.

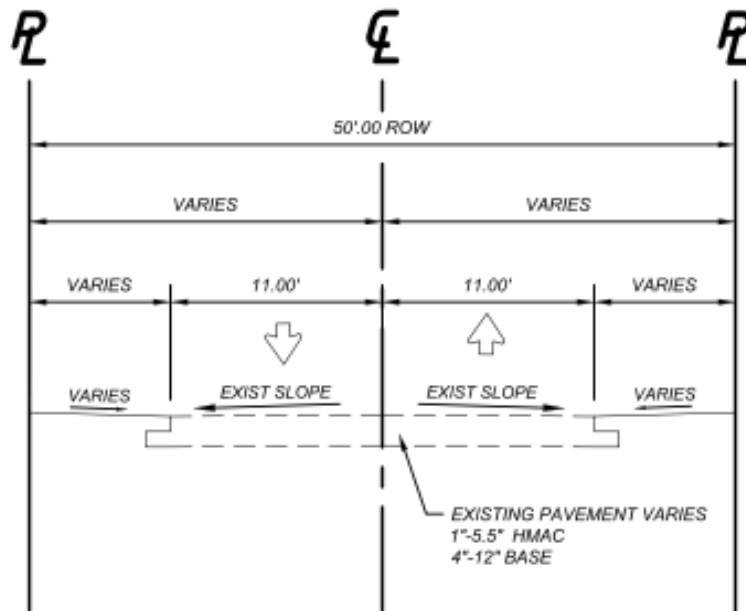
The project will utilize San Antonio Standards Specifications for Public Works Construction as well as TxDOT Standard Specifications for erosion control.

All water utilities in project area are property of the Shavano Park Water Utility.

See **Figure 1.**  
**Map of**  
**Project** – note  
see Exhibit A  
entire plan set.



See **Figure 2. Typical Section** – note see Exhibit A entire plan set.

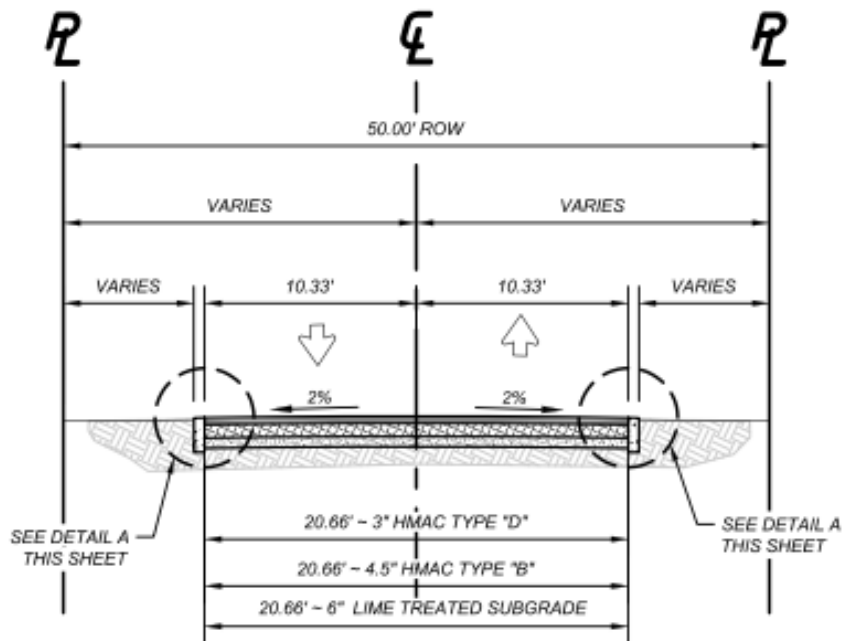


**EXISTING TYPICAL SECTION**

NOT TO SCALE

END GATE LN  
 FAWN DR 300 BLK  
 SHAVANO DR  
 CHIMNEY ROCK LN  
 FAWN DR 100-200 BLK

WINDMILL RD  
 BENT OAK DR  
 SADDLETREE RD (RT)  
 SADDLETREE RD  
 CLIFFSIDE DR



**PROPOSED TYPICAL SECTION**

NOT TO SCALE

### III. SCOPE OF SERVICES REQUIRED

The City intends to select a qualified firm or individual that will operate as an extension of, and in complete cooperation with, the City's staff and the Engineer of Record (KFW Engineers and Surveying) to provide Construction Inspection services for the Project. The services required of the selected firm include, but are not limited to:

- City staff at this time anticipates 10 – 20 work hours per week for this project; continuous work site presence is not required.
- Provide all services related to inspection and coordination of testing for soils, hot mix asphaltic concrete (HMAC), concrete and other materials typically used in street reconstruction projects;
- Provide field inspections for the reconstruction of streets, including reconstruction of residential driveways, drainage channels along street, installation of mailboxes and culverts, and other engineered facilities in the City's public Right-of-Way ("ROW"), as requested by City and as shown on the plans/specifications for the project;
- Assist City staff with addressing questions and concerns from residents during the project.
- The City expects that the construction inspectors utilized will be experienced in the following:
  - a. Hot Mix Asphaltic Concrete (HMAC) construction methods including proper lay down and compaction procedures and equipment;
  - b. Structural concrete and concrete pavement construction methods and equipment including curing and placement procedures;
  - c. Traffic control procedures and methods;
  - d. Underground utility construction methods and procedures;
  - e. Storm water pollution prevention plan best management practices and tree preservation methods;
  - f. Familiarity and knowledge of City of San Antonio, Texas Department of Transportation standards and specifications;
  - g. Read and understand all plans and specifications with the ability to bring to the City's attention any discrepancies, errors or omissions.
- The inspectors utilized will be expected to:
  - a. Provide in the field construction observation;
  - b. Maintain records;
  - c. Develop reports (daily, weekly, and monthly);
  - d. Review Contractor pay estimates;
  - e. Attend project meetings;
  - f. Coordinate, receive, and review material testing reports;
  - g. Review construction schedule to help keep the contractor on track (Keep up with rain days and any other items that may impact the construction schedule).
  - h. Obtain all project closeout documentation.



- i. Provide a redlines for as-built records at the end of the project.
- j. Engage with the contractor to correct deficiencies during construction in an of the areas noted in the paragraph above, when observed, involving the City staff and Engineer of Record in the process.
- The City expects the above referenced services to be provided concurrent with the construction schedule of the Project which may include evening, night, weekend, and holiday hours.

#### IV. SUBMITTAL REQUIREMENTS

All bid proposals must be received no later than **3:00 P.M., on Thursday, May 4, 2023** by the Office of the City Secretary at 900 Saddletree Court, Shavano Park, TX 78231. To be considered, one (1) electronic copy on USB flash drive or by email of the bid proposals must be received by the Office of the City Secretary by 3 p.m. on May 4, 2023. Proposals must be emailed to [citysecretary@shavanopark.org](mailto:citysecretary@shavanopark.org).

All bid proposals become the property of City of Shavano Park upon receipt and will not be returned to the submitter. Any cost or expense incurred by the submitting individual that is associated with the preparation or selection process of the bid proposals shall be borne solely by said individual.

All bid proposals shall be submitted to and all other correspondence shall be directed to the following point of contact:

City of Shavano Park  
Attention: City Secretary  
900 Saddletree Court  
Shavano Park, TX 78231

Phone: (210) 581-1116

Fax: (210) 492.3816

Email: [citysecretary@shavanopark.org](mailto:citysecretary@shavanopark.org)

Respondents or their agents are prohibited from lobbying members of the Shavano Park City Council or City staff or City consultants. Failure to comply with this clause shall be grounds for rejection of their Bid Proposal as non-responsive.

## V. BID PROPOSAL REQUIREMENTS

All bid proposals must include:

1. **LETTER OF TRANSMITTAL.** The letter of transmittal must include:
  - a. Brief overview of the consultant and all proposed sub-consultant firms (collectively, the “Team”);
  - b. Brief statement of understanding of the work to be performed and a positive commitment to perform the work; and
  - c. Name of the contact person or representative for the firm, their title, address and phone number. State whether the contact person is authorized to sign on behalf of the firm. If not, state who is authorized to sign on behalf of the firm
2. **SERVICE PROVIDER INFORMATION.** Bid Proposals must provide the following information about the firm and the personnel to be assigned to the project:
  - a. The name and business address of the firm and principal who would be responsible for the work;
  - b. Current resumes of the proposed project manager (if any) and inspector(s) to be committed to the Project. Resume experience should specifically reference what tasks were performed by the individual on various projects that may be listed. It is not required that the proposed project manager or inspector(s) be a Professional Engineer.
  - c. A list of relevant existing residential street projects completed within the last eight (8) years by the firm of similar scope to the proposed project with approximate construction costs and dates completed. State what task the firm was assigned and responsible for on each project. Provide a client reference with name, address, and phone number.
  - d. A list of three (3) references complete with names, addresses, and phone numbers. This information should be provided for the Project Manager (if any) and the inspector(s).
3. **PROJECT APPROACH.** Bid Proposals must describe the firm’s approach to performing the specific services required for the Project. Present a discussion of the firm’s understanding of the necessary services and its approach and methodology to providing those services. The work plan should include at a minimum: itemized tasks, resource requirements, specialized skills needed, special considerations, and possible challenges in completing the Project. Provide a thorough understanding of construction of projects in residential areas. Also identify the extent to which City staff will be involved in the firm’s proposed project approach.
4. **MANAGEMENT PLAN.** Bid Proposals must describe how the firm proposes to manage the services required for the project. Provide general information on the organization and management processes of the firm, as well as a more specific outline of the structure of the proposed project team (if any). This section should answer questions such as: Who will have overall responsibility? What will the lines of authority be? Discuss how the coordination

and exchange of information will be assured between the City, Engineer of Record, the firm, and other parties such as CPS Energy, contractor (D&D Contractors, Inc.) and Terracon.

5. **COST MANAGEMENT APPROACH** – Bid Proposals should describe the extent to which the firm has demonstrated the ability to assist in construction cost control by monitoring change orders, reviewing payment requests, providing cost analysis on claims and/or any other cost saving measures implemented.

## VI. CRITERIA EVALUATION AND SELECTION

The City Manager with the assistance of the City’s staff will evaluate proposals based on requirements described in Section V. All proposals will be evaluated with the highest qualified Respondents being selected to attend a formal interview. The interview will allow the invited Respondents to further discuss their proposals with City Staff and to respond to questions from the staff. The City Manager shall make a selection recommendation to City Council in a public meeting. If accepted by City Council the City Manager will negotiate a contract and may return to City Council for award of a contract. The City of Shavano Park reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.

- Firm Experience & Qualifications - 30%
- Project Approach - 30%
- Management Plan - 30%
- Cost Management Approach - 10%

## VII. AWARD SCHEDULE

Award schedule milestones are:

Date	Activity
April 10, 2023	Issue Request for Qualifications
April 26, 2023, 3:00PM CST	Deadline for Questions
April 28, 2023	Answers to posted questions
May 4, 2023, 3:00PM CST	Bid Proposal Submittal Deadline
May 8 – May 12, 2023	Possible interviews scheduled
May 22, 2023	City Manager presents recommendations to City Council who selects firm and authorizes City Manager to negotiate contract

The City will require the selected firm or individual to execute a contract to be negotiated with the City, no more than thirty (30) calendar days after the City gives notice of award. Contract documents are not binding on the City until reviewed by legal counsel. In the event the parties cannot negotiate and execute a contract within the time specified, the City reserves the right to terminate negotiations with the selected individual and commence negotiations with another individual.

Basis of payment for the contract will be a negotiated scope of services and level of effort anticipated for the services to be provided.

## VIII. RESERVATION OF RIGHTS

The City reserves the right to select one or no firm in response to this RFQ. The firm, if selected, will be the firm whose proposal is deemed most advantageous to the City, as determined by City Council. This RFQ or does not commit the City to enter into a Contract, award any services related to this RFQ.

### A. Firm will be required to execute a Conflict-of-Interest Disclosure:

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Shavano Park not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

B. **Independent Contractor:** Firm agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is and shall be deemed to be an independent contractor(s), responsible for its respective acts or omissions, and that the City shall in no way be responsible for firm's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

C. **Insurance:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences:

1. Worker's Compensation – Statutory requirements and benefits.
2. Employers Liability - \$100,000.
3. Broad form Comprehensive General Liability - \$1,000,000 Combined Single Limit coverage,
4. Automobile Liability - \$500,000 Combined Single Limit.
5. Professional Liability/Errors and Omissions Coverage

**D. State Law Contract Prohibitions.**

**BOYCOTT ISRAEL.** The City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas Government Code Chapter 2270) By entering this agreement, Professional verifies that it does not Boycott Israel, and agrees that during the term of this agreement will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.

**BOYCOTT ENERGY COMPANIES.** The City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that; (i) it does not Boycott energy companies; and (ii) it will not Boycott energy companies during the term of the contract (Texas Government Code Chapter 2274). By entering this agreement, Professional verifies that it does not Boycott energy companies, and agrees that during the term of the agreement Professional will continue to not Boycott energy companies as that term is defined in the Texas Government Code Section 809.001, as amended.

**BOYCOTT FIREARM AND AMMUNITION INDUSTRIES.** The City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that; (i) it does not Boycott firearm and ammunition industries; and (ii) it will not Boycott firearm and ammunition industries during the term of the contract (Texas Government Code Chapter 2274). By entering this agreement, Professional verifies that it does not Boycott firearm and ammunition industries and agrees that during the term of this agreement Professional will continue to not Boycott firearm and ammunition industries as that term is defined in the Texas Government Code Section 2274.001, as amended.

**PROHIBITION ON AGREEMENTS WITH CERTAIN FOREIGN-OWNED COMPANIES.** The City may not enter into a contract relating to the City's critical infrastructure if the company is owned by, or the majority of its stock, or any other ownership interest of the company is held by, controlled by, or headquartered in China, Iran, North Korea, Russia, or a designated country by the Governor under Texas Government Code Chapter 2274. Professional verifies that it neither has critical infrastructure of its company, the majority of its company's stock, or any other ownership interest of its company held by, controlled by, or headquartered in China, Iran, North Korea, Russia, or any other so designated country by the Governor under Texas Government Code Chapter 2274 and that it will continue to not have the critical infrastructure of its company, the majority of its company's stock, or any other ownership interest of its company held by, controlled by or headquartered in the aforementioned countries designated by the Governor under Texas Government Code Chapter 2274 during the term of this agreement with the City.