



**CITY OF SAN ANTONIO
REQUEST FOR PROPOSAL (RFP)
FOR
CONSTRUCTION MANAGER AT RISK FOR
TERMINAL A RENOVATIONS AT THE SAN ANTONIO INTERNATIONAL AIRPORT**

AMENDMENT #4, October 13, 2011

Amendment #4 includes the responses to questions received in writing, questions at the Pre-submittal conference, revisions to RFP, solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFP

1. Is there priority registration of the Central Vendor Registration (CVR) during the solicitation period?
Response: No, however registration is a simple two-step process. We highly encourage all respondents and firms wanting to do business with the City of San Antonio to register at <http://www.sanantonio.gov/Purchasing/saeps.aspx>.
2. Will the contractor be non-responsive if they are not registered through the (CVR)?
Response: No. At this time, it is not a requirement of the solicitation for the Prime respondent to be registered in the Centralized Vendor Registry (CVR) by the solicitation closing date. However, we highly encourage all respondents and firms wanting to do business with the City of San Antonio to register at <http://www.sanantonio.gov/Purchasing/saeps.aspx>.
3. Does the SBEDA goal pertain to the entire contract? How do the SBEDA goals pertain to the pre-construction phase?
Response: The 29% SBE Subcontracting goal pertains to the total negotiated cost of the contract for the entire term of the contract and includes both pre-construction phase and the construction phase. At the time of submission, the Subcontractor/Supplier Utilization Commitment Form must be completed, signed and submitted in order to be deemed responsive. Once a firm has been selected and the contract price has been negotiated, the selected firm will then be required to complete and submit a Subcontractor/Supplier Utilization Plan Form which will capture the SBE eligible firms that must count towards the 29% SBE Subcontracting goal. Initially the Subcontractor/Supplier Utilization Plan Form will capture the pre-construction phase and subsequently the Change to Utilization Plan form will capture the construction phase subcontractors. An SBE eligible firm must be currently certified through the South Central Texas Regional Certification Agency and headquartered within the San Antonio Metropolitan Statistical Area or maintain an office within the San Antonio Metropolitan Statistical Area for at least one year from which 20% of its total employees are regularly based. Counties within the San Antonio Metropolitan Statistical Area include: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson. An eligible SBE, as described, counts towards the 29% SBE Subcontracting goal.
4. At what level will the GMP be developed?
Response: The GMP will be developed at Construction Documents (CD's). RS&H will get the first package defined at CD level.
5. The Cost Methodology table on page 11 of the RFP is asking for CM@Risk fee which shall include subcontractor markup. Because the subcontractor work is not defined please clarify how this markup should be calculated?
Response: The City is seeking the percentage markup the CM@Risk will be placing on the subcontractor work.

6. In regards to the General Conditions, Amendment 3 (specifically questions 2 and 18), question 2 states the CM@Risk includes the GC fees and question 18 states the GC's will be negotiated during the CM@Risk fees. How are we supposed to give these fees if the work has not been defined?
Response: The anticipated scope of work has been defined on page 4 of the RFP. The City is clarifying through this amendment #4 that GC's are not part of the CM@Risk fee. The CM@Risk fee includes overhead, profit, markups and cost of managing the work. Both GC's and CM@Risk fees are subject to negotiation prior to contract award.
7. Per questions 2 and 17 of Amendment 3, "The CM@Risk fee is the cost of the work, managing the work, GC's and overall project costs". This would yield a percentage at or around 100%. Additionally, General Conditions are also covered in another line item. Additionally, the cost of the work cannot be confirmed because the scope has not fully been defined yet. Additionally, it is stated that the CM@Risk Fee shall include subcontractor markup, which would be included within Cost of Work. Please redefine CM@Risk Fee.
Response: The anticipated scope of work has been defined on page 4 of the RFP. The City is clarifying through this amendment #4 that GC's are not part of the CM@Risk Fee. The CM@Risk fee includes overhead, profit, markups and cost of managing the work. Both GC's and CM@Risk fees are subject to negotiation prior to contract award.
8. When does project need to be completed?
Response: The City would like this work completed as soon as possible. We are looking for completion in 18 months or less depending on getting CD's completed by RS&H. The contractor is expected to hit the ground running as soon as award is made.
9. Is there a projected start date?
Response: The contract is expected to get awarded early January and get started quickly after award. Start date is dependent on getting the architects on board.
10. Amendment 3, question 2, is asking for percentage of CM@Risk fee when the work is not yet defined. How can we give the percentage when the work is not fully defined?
Response: The anticipated scope of work is defined on page 4 of the RFP. The City is asking for a CM@Risk fee to implement this work.
11. On page 8-9 of the RFP, it states the criteria may be evaluated based upon the evaluation criteria and General Questionnaire. There is no General Questionnaire listed?
Response: The sentence which states "Criteria to be evaluated may include any information listed in the General Questionnaire and the items listed below." has been deleted. Kindly refer to Section II of this amendment #4 for revision to the RFP.
12. Please confirm if the CIQ listed on page 20 of the RFP (Section XI, Award of Contract and Reservation of Rights, paragraph J) is required only for the contractor or if the subcontractors are required to submit the CIQ.
Response: Only the prime contractor.
13. How will the pricing be evaluated?
Response: The pricing will be evaluated objectively by using a City determined score methodology.
14. The following forms are indicated as being attached to the City's RFP:
SUBMITTAL COVER / SIGNATURE PAGE (Form #1)
SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #2)
LITIGATION DISCLOSURE FORM (Form #4)
They are not attached to the digital copy I downloaded from the City's website; please offer direction.
Response: The forms are listed and labeled as Required Forms on the City's website.

15. What is the approximate square footage of the work to be performed?
Response: Work to be performed will be broken down into several packages to be determined at the pre-construction services phase of the contract. Square footage will be determined at that time.
16. The RFP states a 13 page limit but by my count, breaking down the required information and forms and following sectional page limits – the total is 24 not including resumes at 1 page each. Please clarify?
Response: The page limitation is 13. Proposed Key Personnel (Organization Chart and Resumes); SBEDA Subcontractor/Supplier Commitment Form; Contracts Disclosure Form; and Litigation Disclosure Form are not included in this limitation.
17. Please provide anticipated milestone dates for preconstruction, including: Schematic Design Completion, Design Development Completion, Bid Package 1 Completion, Bid Package 2 Completion, etc., Construction Documents Completion, and Notice to Proceed for Construction.
Response: The construction timeline and associated packages of construction will be decided during the pre-construction services phase of the contract.
18. Regarding the SBEDA Program, please confirm that if we are agreeing to meet or exceed the 29% SBE subcontracting goal, that the only information required in response to the RFP is a completed “Subcontractor/Supplier Utilization Form”, and that a “Subcontractor/Supplier Utilization Plan” is not required.
Response: At the time of submission, the Subcontractor/Supplier Utilization Commitment Form must be completed, signed and submitted in order to be deemed responsive. Once a firm has been selected and the contract price has been negotiated, the selected firm will then be required to complete and submit a Subcontractor/Supplier Utilization Plan Form which will capture the SBE eligible firms that must count towards the 29% SBE Subcontracting goal. Initially the Subcontractor/Supplier Utilization Plan Form will capture the pre-construction phase and subsequently the Change to Utilization Plan form will capture the construction phase subcontractors. An SBE eligible firm must be currently certified through the South Central Texas Regional Certification Agency and headquartered within the San Antonio Metropolitan Statistical Area or maintain an office within the San Antonio Metropolitan Statistical Area for at least one year from which 20% of its total employees are regularly based. Counties within the San Antonio Metropolitan Statistical Area include: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson. An eligible SBE, as described, counts towards the 29% SBE Subcontracting goal.
19. Per IX, Evaluation Criteria, A-1, Project Sheets (page 9): Each project sheet is to be one-page. Along with other requirements, it appears all of the project sheets must fall within the 13 page count for the Statement of Qualifications. Can the one page limit for project sheets be removed or extended?
Response: The page limitation is 13. Proposed Key Personnel (Organization Chart and Resumes); SBEDA Subcontractor/Supplier Commitment Form; Contracts Disclosure Form; and Litigation Disclosure Form are not included in this limitation.
20. Regarding IX, Evaluation Criteria, B (page 10): A 3 maximum 3 page narrative is required for Project Management Approach. Is the 3 page narrative to address the 7 points under this section, or is there a 3 page narrative in addition to addressing the 7 points under this section?
Response: The 3 page narrative should address the 7 points under this section.
21. Regarding V, Submittal Document Requirements, E - Litigation Disclosure Form (page 5): "Respondent shall complete the Litigation Disclosure form, as found in RFP Attachment 5,...." please confirm this should read "Attachment 4".
Response: The Litigation Disclosure form should be listed as attachment 4. Kindly refer to Section II of this Amendment #4 for revision.
22. Per IX, Evaluation Criteria, A-1, Project Sheets (page 9): Referenced projects are to have been completed within the last 5 years. Please advise if this length of time may be increased.
Response: The City has taken this into consideration and is revising this section to projects completed within the last ten (10) years. Kindly refer to Section II of this Amendment #4 for revision.

23. Does the city have minimum staffing requirements that they expect the CM@R will provide? If so, please specify the minimum expectations for both pre-construction and construction.
Response: Minimum staffing requirement will be determined during the pre-construction services.
24. Regarding IX, Evaluation Criteria, A-2, Proposed Key Personnel (page 10), implies that certain staff are viewed as “Key”. Please clearly define all Key Positions and the minimum qualifications for each of these positions.
Response: Supervisors and above who will be directly working on this project are deemed key personnel. Kindly refer to section IX, Evaluation Criteria, A2, on page 10 of the RFP for minimum qualification.
25. If no minimum staffing requirements exist, how will the City evaluate Section A– Key Personnel and Section D – Cost between different bidders? Is there a trade off process in place between the level and quality of the staff provided and the cost of this staff? If yes, what is this trade- off process?
Response: Key personnel to be assigned to this project will be determined by the respondent. The City will evaluate each respondent’s submission based on information provided in the submittal.
26. Do we need to turn in the Conflict of Interest Form before or after RFQ submission?
Response: As per RFP (REVISED 101311), page 20, Section XI, letter J, respondent shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with City; or (2) submits to City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with City.
27. **Page Limitations:** Amendment #3, Question 3, states Tab 6 has a 13 page limit. If *Project Sheets* (Which are a maximum of 3 pages), *Project Management Approach* (Which is a maximum of 3 pages), and *Team’s Experience in San Antonio* (Which is a maximum of 3 pages), and *Cost Methodology* (Approximately ½ page), what fills in the remaining pages? That total appears to be 9 ½ pages vs. 13, please explain the delta.
Response: Cost Methodology is 1 page and Executive Summary is 1-2 pages. See Question 19 on pages that are not included in the page count.
28. In the General Conditions provided with Amendment 3, there are unfinished sentences at the bottom of many pages (examples – pages 7-8; 8-9; 9-10, etc.). Please advise.
Response: A complete version has been placed on the City’s website via Section II of this Amendment #4.
29. We acknowledge the understanding that the Conflict of interest information per Page 20, Item J is not required with the RFP response. Please confirm the Conflict of Interest information per Page 20, Item J is to be provided only after notification of award of the Contract.
Response: As per RFP (REVISED 101311), page 20, Section XI, letter J, respondent shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with City; or (2) submits to City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with City.
30. For figuring purposes, please confirm the Cost of Work is equal to the \$24,300,000 budget less the CM@Risk Fee, less Bonds and Insurance, less General Conditions, less the Pre-Construction Services Amount. Also, please confirm that the percentages to be submitted for General Conditions, Bonds and Insurance, and CM@Risk Fee are related to Cost of Work, and not the \$24,300,000 Budget.
Response: The \$24,300,000 is the total budget including CM@Risk fee, bonds, insurance, GC’s and pre-construction fees.
31. Please advise if the General Conditions, Bonds and Insurance, and CM@Risk Fee would be better expressed as lump sums rather than percentages.
Response: The City is requesting a percentage.

II. REVISIONS TO THE RFP AND REQUIRED FORMS

1. Section IX, Evaluation Criteria, A-1, Project Sheets (page 9) which states:
 “**Project Sheets:** Utilizing a one-page project sheet for each, identify three (3) airport projects completed within the last five (5) years by your firm”
 Has been revised to read:
 “**Project Sheets:** Utilizing a one-page project sheet for each, identify three (3) airport projects completed within the last ten (10) years by your firm”
2. Section V, Submittal Document Requirements, paragraph E on page 5 of the RFP which states:
 “Respondents shall complete the Litigation Disclosure form, as found in RFP **Attachment 5**, using additional pages for explanation, if necessary, and the form shall be indexed or labeled as Tab “4” of the submittal.”
 Has been revised to read:
 “Respondents shall complete the Litigation Disclosure form, as found in RFP **Attachment 4**, using additional pages for explanation, if necessary, and the form shall be indexed or labeled as Tab “4” of the submittal.”
3. Section V, Submittal Document Requirements, paragraph F on page 5 of the RFP which states:
 “Respondents shall complete the SBEDA SBE Prime Contract Program Commitment form, as found in the RFP Required Forms **attachment**, and shall be indexed or labeled as Tab “5” of the submittal.
 Has been revised to read:
 “Respondents shall complete the SBEDA SBE Prime Contract Program Commitment form, as found in the RFP Required Forms **attachment 5**, and shall be indexed or labeled as Tab “5” of the submittal
4. Section IX, Evaluation Criteria, page 8-9 of the RFP which states:
 “Criteria to be evaluated may include any information listed in the General Questionnaire and the items listed below.”
 Has been deleted.
5. A revised version of the General Conditions (exhibit 2) & RFP (REVISED 101311) has been posted to the City’s website.
6. The Submittal deadline on page 1 of the RFP which reads:
 “Tuesday, October 18, 2011 at 2:00 PM Local Time”
 Has been amended to read:
 “Tuesday, October 25, 2011 at 2:00 PM Local Time”
7. Schedule of Events, Section III of the RFP on page 4 which reads:
 “Responses due October 18, 2011”
 Has been amended to read:
 “Responses due October 25, 2011”
8. Section VII., Submission Instructions, page 7 of the RFP which states:
 “All submittals must be received in the City Clerk’s Office **NO LATER THAN 2:00 PM ON TUESDAY, OCTOBER 18, 2011** at the address indicated below.”
 Has been amended to read:
 “All submittals must be received in the City Clerk’s Office **NO LATER THAN 2:00 PM ON TUESDAY, OCTOBER 25, 2011** at the address indicated below.”
9. Submittal Cover/Signature Sheet (Form 1) of the Required Forms which reads:
 “Date of Closing October 18, 2011”
 Has been amended to read:
 “Date of Closing October 25, 2011”

No other items, dates, or deadlines for this RFP are changed.