



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

ADDENDUM I

SUBJECT: City of San Antonio Non-Consent Towing Fee Study Professional Evaluation, (RFP 12-069),
Scheduled to Open: September 14, 2012; Date of Issue: August 29, 2012

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: September 7, 2012

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST
FOR PROPOSALS**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION IX, RESTRICTIONS ON COMMUNICATION:

- Question 1: As I understand the Scope of Services – Part A (pages 3-4), the City already has a method by which it determines tow fees, but would like the Consultant to analyze that method and recommend changes/updates to that method or recommend an alternative method. Is my understanding correct?
- Response: Yes.
- Question 2: Continuing with the Scope of Services – Part A, it is not clear to me whether the City also wants the Consultant to actually calculate new tow rates/fees or just recommend a method/formula to conduct such calculations.
- Response: The City is requesting the consultant to recommend a method/formula to conduct the calculations
- Question 3: Also, regarding the Scope of Services – Part A, am I correct in understanding that the Consultant will not be analyzing financial statements and other accounting information for tow companies operating in San Antonio (or elsewhere)? If, instead, the Consultant will be required to analyze such information, has the City already collected and compiled this information?
- Response: Correct. Regarding the collection of information the City is in the process of collecting and compiling this information. Requests for information have been sent to various tow truck companies. To date, only one firm has responded and the response did not contain all of the data that we requested.
- Question 4: Regarding Deliverables under Scope of Services (page 4), are both Parts A and B due October 31, 2012? Or is Part A due on that date and Part B at a later date? If Parts A and B are due October 31, at what date will it be determined whether the Consultant assigned Part A will also be assigned Part B?
- Response: Only Part A is due October 31, 2012, the City will work with the awarded consultant on an appropriate deadline for Part B, if Part B will be required.

Question 5: If both Parts A and B are due October 31, I am concerned that a draft report is due so soon after the RFP is due. Assuming the City makes a decision within one week of September 14, there is effectively only about 5 weeks to conduct and essentially complete a project that depends in large part on how quickly other persons and cities respond to requests for information. Is there any possibility that this deadline could be extended?

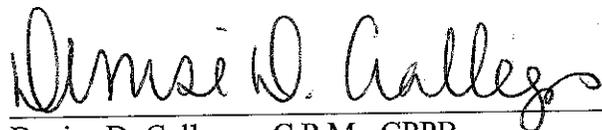
Response: The City will receive a separate draft report for Part A on October 31, 2012 and we will work with the awarded consultant on an appropriate deadline for Part B's draft report, if Part B will be required.

Question 6: Regarding RFP Attachment D – Insurance Requirements, my company is a sole proprietorship; I do not have employees. Must I have Worker's Compensation and Employers' Liability insurance?

Response: If a company has no employees, Worker's Compensation and Employers' Liability would not be applicable, a brief explanation as to why no evidence of such coverage such as what is stated in your question would suffice.

Question 7: Continuing with RFP Attachment D – Insurance Requirements, given that the projects described by this RFP are relatively "small dollar," are all types of insurance outlined in Attachment D absolutely required by the City?

Response: Yes, this is the recommendation by the City's Risk Management Division.



Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division