

Pre-Submission Conference Agenda
Request for Qualifications for On-Call Construction Inspection Services
Friday, January 14, 2010 at 3:00 P.M.

I. Welcome, Introductions and General Information

- a) Please sign-in
- b) Go around room and introduce yourself, please give company name and if on Project Team, your role
- c) COSA – Brenda Navarro, SBEDA, (210)-207-5442, brenda.navarro@sanantonio.gov
- d) COSA – Jeff Kauffmann, Capital Programs Manager, jeff.kauffmann@sanantonio.gov.
- e) COSA - LeAnn Lindquist-Thome, Contract Coordinator, (210) 207-1688, leann.lindquist-thome@sanantonio.gov

II. Overview of Construction Inspection Services – Jeff

- A. Majority of Inspection Services for Vertical Capital Improvement Management Services Division.
- B. Tasks will be assigned for the services. Reporting will be to PM on particular project.
- C. Examples of required services: inspection of activity related to HVAC, utilities, structural steel, electrical and date and architectural finishes, to name a few.
- D. *At the meeting* – This RFQ is not for construction administration. On the job site inspectors are needed to supplement the City's project team efforts. This RFQ is not meant to replace current inspectors or the work they perform.

III. Highlight RFQ Document - LeAnn

- A. **Restrictions on Communication** (Section VII of the RFQ)
 - 1. Questions (outside of this meeting) must be submitted in writing according to the Restrictions on Communication requirements of the RFQ.
 - 2. Deadline for submission of questions in connection with the solicitation is **January 21, 2011 at 4:00 P.M.**
- B. **Submission of Responses** (Sections VI of the RFQ)
 - 1. Due Date/Time: Submittals are due **3:00 P.M., February 2, 2011** (Wednesday).
Hand Delivery Location: City Clerk's Office, 2nd Floor of City Hall at 100 Military Plaza (SW corner of Commerce and Flores).
 - 2. May be delivered by mail to address in RFQ; however, must be received by the due dates/time as indicated in the solicitation.
- C. **Review Website** (<http://epay.sanantonio.gov/RFPListings/>) for:
 - a. Summary of Pre-Submission Conference including questions/responses and a list of attendees;
 - b. Amendments to the RFQ (in accordance with Section V. of the RFQ);
- D. **Questions/Responses** (if any)

IV. SBEDA - Brenda Navarro or Representative

- A. Requirements
- B. Questions/Responses (if any)

VI. Call for Final Comments

NOTE: Changes to the solicitation and responses to questions may be posted to the City of San Antonio's website, <http://epay.sanantonio.gov/RFPListings/>. It is Respondent's responsibility to review this site and ascertain whether amendments or revisions have been made prior to submission of a response. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the solicitation. Changes, if any, shall be made in writing only.