



**CITY OF SAN ANTONIO  
REQUEST FOR QUALIFICATIONS (RFQ) FOR  
TERMINAL A RENOVATIONS PROJECT  
RFQ: CIMS-013011**

**ADDENDUM #1, February 4, 2011**

Addendum #1 includes the responses to questions received prior to the Pre-Submission Conference, **CANCELS** the Site Visit and includes revisions to the original RFQ.

<b>I. QUESTIONS AND CLARIFICATIONS TO RFQ</b>
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The following questions were received regarding the clarification of work required under the RFQ:

1. **Question:** Can you give us a cost estimate for the Terminal A Renovations project?

**Response:** Currently, the estimated cost for the Terminal A Renovations Project at the San Antonio International Airport is undetermined. The overall scope and costs for the Renovations Project will be determined as part of the facilities assessment portion of this contract.

2. **Question:** I did not see FF& E included in the scope of work for the Terminal A project. Please answer the following:
  - a) Are the furnishings to duplicate those in Terminal B?
  - b) If not, will there be a separate RFQ/P?
  - c) What date would you anticipate this RFQ/P?

**Response:** An assessment of Terminal A will be done to identify all areas of opportunity and options for the renovation process. Once that information is identified, reviewed and phased, a separate project(s) will identify the construction needs and process going forward.

3. **Question:** Will there be any baggage handling system changes?

**Response:** The baggage handling system for Terminal A already was addressed when Terminal B was built and a consolidated system, including both terminals, is now in use. Modifications to the baggage handling system in Terminal A are not anticipated at this time.

4. **Question:** Are any modifications to the radio system anticipated?

**Response:** Data, telecommunications, security and fire protection / alarms are listed among the many items outlined in the scope. The need for modifications to any particular system will not be known until after the assessment has been completed.

## II. REVISIONS TO THE RFQ

1. **Section III PRE-SUBMITTAL CONFERENCE:** The **Site Visit** portion of the Pre-Submittal Conference, originally scheduled for February 11, 2011, has been **CANCELLED**. Replace Section III with the following:

### III. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on **Friday, February 11, 2011 at 10:00 A.M.** at the **Mezzanine Conference room in Terminal A, located at San Antonio Airport**. Map attached. Respondents are encouraged to prepare and submit their questions in writing to the contact person listed below at least three (3) calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings (such that the City may be prepared to respond verbally or with written responses to questions received prior to the conference date).

City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>. **Attendance at the Pre-Submittal Conference is optional, but strongly encouraged.**

This meeting place is accessible to disabled persons. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain official responses, if any. Any oral response given at the Pre-Submittal Conference that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City.

2. **Section XI SCHEDULE OF EVENTS:** The **Site Visit**, originally scheduled for February 11, 2011, has been **CANCELLED**. Replace Section XI with the following:

### XI. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this project.

Pre-Submittal Conference	February 11, 2011, 10:00 A.M.
Deadline for Submission of Written Questions:	February 17, 2011, 4:00 P.M.
Responses Due:	Tuesday, March 1, 2011, 3:00 P.M.
Interviews, if necessary:	March 17 and/or 18, 2011
Anticipated City Council Consideration:	April, 2011

Final approval of a selected firm or firms is subject to the action of the San Antonio City Council.

3. **SBEDA Subcontractor Utilization Commitment Form added** to required forms. Replace Form 2 SUBMITTAL CHECKLIST AND TABLE OF CONTENTS with:

Page No.	Form No.	Form Title
	No Form	Executive Summary
	Form 1	Submittal Cover Sheet / Signature Page – Indexed as Tab “1”
	Form 2	Submittal Checklist (Table of Contents) – Indexed as Tab “2”

	Form 3	General Questionnaire – Indexed as Tab “3”
	Form 4	Discretionary Contracts Disclosure Form – Indexed as Tab “4”.
	Form 5	Litigation Disclosure Form – Indexed as Tab “5”
	Form 6	SBEDA Subcontractor Utilization Commitment Form labeled as Tab “6” to the submittal
	No Form	Statement of Qualifications in narrative form that addresses items in Section VIII of the RFQ. This portion is limited to 10 pages not including forms and attachments – Indexed as Tab “7”
	No Form	Detailed Team Organizational Chart labeled as Tab “8” to the submittal
	No Form	Proof of Insurability and Bondability – Letters from Insurance Carrier and/or Bonding Company and Insurance Certificate as required by Section IV, Paragraph L of the RFQ, indexed as Tab “9” to the submittal.
	No Form	Resumes of key personnel (optional) labeled as Tab “10” to the submittal
	No Form	Letters of Reference (optional) labeled as Tab “11” to the submittal
Submission includes one (1) <b>unbound</b> original proposal signed in ink, seven (7) printed copies (total of 8) and one PDF version on CD. Check Here: _____		

Replace IV. SUBMITTAL DOCUMENT REQUIREMENTS with:  
**IV. SUBMITTAL DOCUMENT REQUIREMENTS**

Respondent's submittal shall include the following items in the following sequence:

- A. **EXECUTIVE SUMMARY** – Respondents shall include a one- to two-page Executive Summary for the SOQ. The summary shall include a statement of the work to be accomplished and how Respondent proposes to accomplish and perform each specific service.
- B. **SUBMITTAL COVER / SIGNATURE PAGE (Form #1)** – Respondent shall complete and sign this form, as found in RFQ Attachment 1. Respondent must include the completed Submittal Cover/Signature Sheet with submittal, indexed or labeled as Tab “1”. The Submittal Cover/Signature Sheet must be signed by a person, or persons, authorized to bind the entity, or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. Joint ventures require signatures from all firms participating in the joint venture. **Joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement as an attachment to their submittal.**
- C. **SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #2)** – Respondent shall complete this form, as found in RFQ REQUIRED FORMS attachment, which is to be used as the Table of Contents for its submittal. The checklist shall be indexed or labeled as Tab “2” in submittal.
- D. **RESPONDENT GENERAL QUESTIONNAIRE (Form #3)** – Completed Respondent General Questionnaire form, as found in RFQ REQUIRED FORMS attachment, indexed or labeled as Tab “3” in submittal.
- E. **DISCRETIONARY CONTRACTS DISCLOSURE FORM (Form #4)** – Respondents should complete the form online at <http://www.sanantonio.gov/eforms/att/DiscretionaryContractsDisclosure.pdf>, print a copy of the completed form and submit as Tab “4” in its ORIGINAL SUBMITTAL ONLY, not needed in

copy sets. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.

- F. LITIGATION DISCLOSURE FORM (Form #5) – Completed Litigation Disclosure form, as found in RFQ REQUIRED FORMS attachment, and additional pages for explanation, if necessary, indexed or labeled as Tab “5” in submittal. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall completed and submit a separate form with the submittal.
- G. SBEDA SUBCONTRACTOR UTILIZATION COMMITMENT FORM (Form #6) - Completed Subcontractor Utilization Commitment Form, as found in RFQ REQUIRED FORMS attachment, indexed or labeled as Tab “6” in submittal.
- H. STATEMENT OF QUALIFICATIONS - Respondent shall prepare and submit a narrative document that addresses all evaluation criteria in Section VIII of this RFQ. This section is limited to fifteen (15) pages, not including forms and attachments, and should be labeled or indexed as Tab “6” in submittal. Sufficient information must be included which allows the City to determine that the Respondent possesses the minimum qualifications outlined in the RFQ.
- I. ORGANIZATIONAL CHART – Respondent shall prepare and submit a project organizational chart. The chart, limited to a maximum of one (1) page, shall be indexed and labeled as Tab “7” in submittal.
- J. PROOF OF INSURABILITY (Indexed and labeled as Tab “8”): Respondent shall submit a letter from insurance provider stating provider’s commitment to insure the Respondent for the types of coverages and at the levels specified in the attached Contract Document Template if awarded a contract in response to this RFQ. Respondent shall also submit a copy of their current insurance certificate.
- K. RESUMES (Optional) – Indexed and labeled as Tab “9”. Resumes for each key team member shall be limited to a maximum length of one (1) page each (no company information), with a maximum of ten (10) pages total, and may offer information regarding additional previously completed projects (not highlighted in the project sheets requested as part of the Qualification Statement).
- L. LETTERS OF REFERENCE (Optional) – Indexed and labeled as Tab “10”. Respondent may provide a maximum of five (5) letters of reference.

Respondent is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE-REFERENCED DOCUMENTS SHALL RESULT IN THE RESPONDENT’S SUBMITTAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

<b>END OF REVISIONS</b>
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No other items, dates, or deadlines for this RFQ are changed.