

Pre-Submission Conference Agenda
Request for Qualifications for On-Call Construction Inspection Services
Friday, February 11, 2011 at 10:00 A.M.

I. Welcome, Introductions and General Information

- a) Please sign-in
- b) Go around room and introduce yourself if on Project Team, your role
- c) COSA – Lisa Brice, SBEDA, (210)-207-3505, lisa.brice@sanantonio.gov
- d) COSA – Jeff Kauffmann, Capital Programs Manager, jeff.kauffmann@sanantonio.gov.
- e) COSA – Mark Patterson, Contract Administrator, mark.patterson@sanantonio.gov
- f) COSA - LeAnn Lindquist-Thome, Contract Coordinator, (210) 207-1688, leann.lindquist-thome@sanantonio.gov

II. Overview of Terminal A Renovations – Jeff

- A. Phased Approach, schedule is set to move project forward expeditiously.
 1. **Phase 1 - ASSESSMENT OF EXISTING FACILITIES AND INFRASTRUCTURE – 45 DAYS**
 2. **Phase 2 - ASSESSMENT EVALUATION, PROGRAMMING AND SCOPE ESTIMATING – 45 DAYS**
 3. **Phase 3 – DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS AND CONSTRUCTION ADMINISTRATION SERVICES – 120 DAYS**
- B. Goal is to focus on Team qualifications. Site visit and additional detailed information will be available for short-listed firms.
- C. Required meetings and coordination - existing projects & tenants, high profile nature. Several stakeholders, which will be disclosed *after* negotiations.

III. Highlight RFQ Document - LeAnn

- A. **Restriction on Communications** (Section VII of the RFQ)
 1. Questions (outside of this meeting) must be submitted **in writing** according to requirements of the RFQ.
 2. No Communications with City personnel, including Aviation Department. Not including SBEDA staff, *as the question(s) relate to SBEDA process.*
 3. Deadline for submission of questions is **February 17, 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., March 1, 2011** (Tuesday).
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:
 1. Summary of Pre-Submission Conference including questions/responses and a list of attendees;
 2. Amendments to the RFQ (in accordance with Section V. of the RFQ);
- D. **Questions/Responses** (if any)

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.

IV. SBEDA - Lisa Brice or Representative

A. New SBEDA Requirements.

1. Submittal requires Subcontractor Utilization Commitment Form – NEW
2. After final negotiations, with selected firm, additional SBEDA forms will be required.

B. Questions/Responses (if any)

VI. Call for Final Comments

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