



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL LANDSCAPE ARCHITECTURAL SERVICES**

AMENDMENT #1, March 21, 2011

Amendment #1 includes the responses to questions received at the presubmittal meeting, in writing and revisions to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Is it possible for MEP element lighting upgrades in this contract?

Response: Yes, but seldom.

2. How many firms will be selected?

Response: More than one firm will be selected. However, depending on the scoring, we will look for a clear break in points to determine the number of on-call firms.

3. Are resumes required for subcontractors?

Response: All resumes for key team members are optional.

4. Are we required to submit a copy of the insurance certificate?

Response: Yes, please refer to section IV Submittal Document Requirements, paragraph J which states the following: "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 (RFQ Attachment 7) if awarded a contract in response to this RFQ. Respondent shall also submit a copy of their current insurance certificate."

5. If a non-SBE firm and SBE firm are teaming for a joint-venture, is the joint venture eligible for the 15 points for SBE Prime Contractor?

Response: A joint-venture would be eligible for the 15 points if the joint-venture is also certified SBE through the South Central Texas Regional Certification Agency and headquartered or has a significant business presence within the San Antonio Metropolitan Statistical Area.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. The following information has been added to the RFQ, Section X, Award of Contract and Reservation of Rights:

"Q. SOLICITATION PROCESS REVIEW: Any respondent desiring a review of the solicitation process must deliver a written request to the Director of CIMS within 7 calendar days from the date the notice of non-selection was sent. When the CIMS Director receives a timely written request, the CIMS Director, or designee, shall review the respondents concerns and the solicitation process for legitimacy and procedural correctness. After performing a full review, the CIMS Director will notify the respondent in writing of his determination."

“R. INDIVIDUAL SUBMITTAL DEBRIEFINGS: In an effort to improve solicitation responses, CIMS is making available on its web site a "Solicitation Response Tip List" that includes the top common items that "make or break" submissions. Providing this information prior to the due date of the submittal provides respondents with an opportunity to develop a better response for each solicitation. As a result of this up-front effort, each respondent is entitled to a one-time debriefing after City Council has made an award if: (a) they are not the selected respondent and (b) they have not been debriefed since January 1, 2011. Once a firm has been debriefed, they will not be eligible for future debriefings on future solicitations. Any respondent meeting the above criteria, that desires an individual submittal debriefing must deliver a written request to the Director of CIMS within 7 calendar days from the date the notice of non-selection was sent.”

2. Required Forms Section, Form 2, Submittal Checklist and Table of contacts, last item in table which reads:
“Submission includes one (1) unbound original proposal signed in ink, seven (7) printed copies (total of 8) and one PDF version of the entire submittal on CD. Check Here: _____”

Has been amended to read as follows:

“Submission includes one (1) unbound original proposal signed in ink, **six (6)** printed copies (**total of 7**) and one PDF version of the entire submittal on CD. Check Here: _____”

3. Section IV Submittal Document Requirements, paragraph G which reads:
“SBEDA SUBCONTRACTOR UTILIZATION COMMITMENT FORM”

Has been amended to read as follows:

“ SBEDA SBE PRIME CONTRACT PROGRAM COMMITMENT FORM”

4. Required Form Section, Form 6, City of San Antonio, SBEDA SBE Prime Contract Program Commitment Form has been deleted in its entirety and replaced with a revised version dated 03/17/11 and has been posted on the website.



City of San Antonio
 SBEDA
 SBE Prime Contract Program Commitment Form

Solicitation Name: **On-Call Landscape Architectural Services**

Respondent Name:

Initial each statement and sign below.

I understand that certified Small Business Enterprises (SBE) with a Significant Business Presence within the San Antonio Metropolitan Statistical Area are eligible to receive **15** evaluation criteria percentage Points by responding as an eligible SBE Prime Contractor to this solicitation.

I understand and affirm that if an eligible SBE Prime's response receives the **15** evaluation criteria percentage Points mentioned above and is awarded a contract resulting from this solicitation, the eligible SBE Prime or certified SBE subcontractors with a Significant Business Presence within the San Antonio Metropolitan Statistical Area, will perform no less than 51% of this contract.

I understand and affirm that the awarded eligible SBE Prime will be required to submit a Subcontractor/Supplier Utilization Plan upon determination of the scope of services to be performed.

Signature

Date

Printed Name and Title

Version 3/17/11

END OF REVISIONS

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