



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

AMENDMENT #2, March 28, 2011

Amendment #2 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. On Form 3, questions 1.8 and 1.9 refer to the value of contracts. As a point of clarification, is this construction value or fee?

Response: The City is requesting the total value of each all contracts.

2. On Page 3, Paragraph J refers to Attachment 7 which has not yet been posted; we need this information to get the correct information from our insurance company.

Response: The Contract template will not be released at this time. Please refer to Section II. Revisions to the RFQ and Solicitation Documents.

3. I cannot seem to find the attachment 7 that the following part of the rfq refers to. What are the coverages specified which we need to have our insurance company write the letter for?

Response: The Contract template will not be released at this time. Please refer to Section II. Revisions to the RFQ and Solicitation Documents.

4. Do projects have to be completed to be included in the "Project Sheets" section, or are we allowed to use projects which have been designed but not yet constructed?

Response: Projects which have been designed but not yet constructed are allowed in the Project Sheets.

5. In Section IV, letter H (seen below) it refers to 15 pages, does this include the 'optional' resumes, organizational chart etc. WHAT exactly does the 15 page max include, because it is only referenced in this particular Tab 7 yet the section it refers to VIII mentions organizational chart and resumes and other such narratives as sorts, but ORG chart and Resumes are under different Tabs in section IV.

Response: Attachments to include resumes and organizational charts are not counted into the 15 page maximum. Section A - Project Sheets, Section B - Team's Experience with San Antonio Region Issues and past experience with City of San Antonio Contracts, and Section C -Project Management approach are counted towards the 15 page maximum.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

Section IV. SUBMITTAL DOCUMENTS REQUIREMENTS, Paragraph J which states:

“PROOF OF INSURABILITY (Indexed and labeled as Tab “9”): 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.”

Has been amended to read:

“PROOF OF INSURABILITY (Indexed and labeled as Tab “9”): Respondent shall submit a copy of their current insurance certificate.”

Attachment 6 – SBE Prime Contract Program Commitment Form – has been revised to include the following paragraph:

“This form **must** be completed and submitted by SBE Prime respondents interested in receiving the evaluation criteria preference points referenced below. A firm not interested or eligible to receive the points need not complete and submit this form.”

Checkbox 2 which states:

“I understand and affirm that if an eligible SBE Prime’s response received 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.”

Has been deleted and replaced with the following:

“I understand and affirm that if my firm's response receives the **15** evaluation criteria percentage Points mentioned above and is awarded a contract resulting from this solicitation, my firm 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.”

A revised copy of SBE Prime Contract Program Commitment Form dated 3/25/11 has been uploaded to City’s Website.

END OF REVISIONS

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