



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL SERVICES FOR CIVIL ENGINEERING**

AMENDMENT #3,

APRIL 21, 2011

Amendment #3 includes the responses to questions received in writing and revisions to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. If the prime is doing the design does that mean that the prime provides the geotechnical service or does the CIMS Department provide the geotechnical services as part of the design for a CIMS Project?
Response: The intention is for the design firm to have a geotechnical firm perform the geotechnical services.
2. Are project sheets restricted to only project completed by the prime consultant?
Response: We are requesting the project sheets of the prime consultants only.
3. In amendment 1 a question was asked concerning the requirements for submitting the general questionnaire, Discretionary Contacts Disclosure and litigation Disclosure in relation to sub consultants. If General Questionnaires for all team members are submitted will they be considered?
Response: The General Questionnaire should be filled out by the prime consultant only. One to two page resumes can be submitted for the subs.
4. How is the SBE prime contract program requirements for subcontracting no more than 49% of its prime contract value to a non-SBE firm tracked over the course of an on-call contract where firm roles will vary based on the scope of the projects issued?
Response: During the term of the contract, all awarded Prime Consultants will be requested to provide information demonstrating their subcontracting participation. This information will also be used to track the percentage levels of non-SBE subcontracting utilization by SBE Prime Consultants.
5. When subcontracting to SBE firms do these firms also need to be certified with SCTRCA and be within the SAMSA?
Response: Yes, SBE firms must be certified with SCTRCA and be headquartered or have a significant business presence within the SAMSA.
6. Should the proposed Key Personnel include sub-consultants?
Response: If your key personnel include sub-consultants, then list them.
7. The RFQ asks for 3 projects completed within the last 3 years. Does the project have to be a CIMS project, or can it be a Public Works project done for the City of San Antonio?
Response: The projects completed within the last 3 years do not have to be CIMS projects; they just have to meet the evaluation criteria.
8. Are those forms available in Word format?
Response: The bid forms have been posted to the RFP website in their writable format.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. In section X. SBEDA ORDINANCE COMPLIANCE PROVISIONS, subheading A of the RFQ which reads:

“**Exception Request** - A Respondent may, for good cause, request an Exception to the application of the SBEDA Program and its Affirmative Procurement Initiatives to this solicitation if the Respondent submits the *Exception to SBEDA Program Requirements Request* (available at http://www.sanantonio.gov/edd/SmallBusiness/SBEDA_Forms.aspx) form with its solicitation response, fully documenting SBE unavailability as applicable to the SBEDA Program. Late Exception Requests will not be considered.”

Is amended to read:

“**Exception Request** - A Respondent may, for good cause, request an Exception to the application of the SBEDA Program if the Respondent submits the *Exception to SBEDA Program Requirements Request* form (available at <http://www.sanantonio.gov/edd/SmallBusiness>) with its solicitation response. The Respondent’s Exception request must fully document why: (1) the value of the contract is below the \$50,000 threshold for application of the SBEDA Program; or (2) no commercially-useful subcontracting opportunities exist within the contract scope of work; or (3) the type of contract is outside of the scope of the SBEDA Ordinance. **Late Exception Requests will not be considered.**”

2. The following paragraph is being added to section X. SBEDA ORDINANCE COMPLIANCE PROVISIONS, subheading A of the RFQ:

Waiver Request - A Respondent may request, for good cause, a full or partial Waiver of a specified subcontracting goal included in this solicitation by submitting the Respondent Subcontracting Waiver Request form (which is available at <http://www.sanantonio.gov/edd/SmallBusiness>) with its solicitation response. The Respondent’s Waiver request must fully document subcontractor unavailability despite the Respondent's good faith efforts to comply with the goal. Such documentation shall include all good faith efforts made by Respondent including, but not limited to, which subcontractors were contacted (with phone numbers, e-mail addresses and mailing addresses, as applicable) and the method of contact. Late Waiver requests will not be considered.

END OF REVISIONS

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