



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
DOWNTOWN TRANSPORTATION STUDY- (Project # 40-00261)
AMENDMENT #2
July 7, 2011**

Amendment #1 includes the responses to questions received during the Pre-Submission Conference on June 29, 2011 and responses to the questions submitted by the deadline of July 6, 2011. This Amendment also includes revisions to the solicitation documents and/or to the required forms.

I. QUESTIONS AND CLARIFICATIONS

1. **Question:** In the RFQ for the Downtown Transportation Study, is it possible to bid on specific tasks outlined within the scope of work, or are we only to bid on the entire project?

Response: The City is seeking a firm or team to provide the scope of services outlined in this RFQ. Respondents interested in this RFQ should submit their firm's/team's Statement of Qualifications (SOQs) for the entire project and not for individual specific tasks.

2. **Question:** In the Evaluation Criteria section, Criteria C is worth 20% of the score:
- What percent is based on the City's Consultants' Scorecard (exclusive of the 3 page narrative)?
 - How far back are Scorecards researched to evaluate this? [We note that the narrative portion is interested in local work for the past five years. Are Scorecards only reviewed for qualifications scoring based on the past 5 years?
 - If a firm has been only a Sub-Consultant/Sub-Provider for a Prime Firm with City of San Antonio contracts, would the Sub-Provider have a Consultant Scorecard?
 - How is this evaluated if the firm has no Consultant Scorecards with the City of San Antonio?

Response: Both the scorecard and the team's experience with San Antonio issues, as a whole, are worth 20%. There is no specific percentage breakdown in this criteria for scorecards and for experience with San Antonio issues.

The Capital Improvements Management Services Department within the past year implemented the Scorecard system and therefore scorecards within the past year may be used; however, other documentation and/or experience with City projects within the past five years may also be used.

Scorecards are not conducted on sub-consultants; however, other documentation available and/or experience with City projects may be used for subconsultants.

If a firm does not have a scorecard with the City, other documentation available and/or past experience with City projects will be used to evaluate the firm in this criteria. In addition, the City will consider the firm's narrative on experience with San Antonio issues in the surrounding area and the areas listed in the RFQ. Experience with other municipalities or entities within the San Antonio region will be considered if a firm does not have a scorecard or has no City of San Antonio experience.

3. **Question:** What are the boundaries and limits of the study?

Response: Boundaries and limits of the study are found in the various plans already conducted such as the SA 2020 Vision Plan; however, part of this study may recommend for these boundaries or limits to be reconsidered and expanded based on the results of the study conducted.

4. **Question:** Is the City looking for one firm or one team to conduct this study?

Response: The City is looking for a firm/team with many disciplines to conduct this study. It is critical for firm/team to have the qualifications and experience to perform the scope of services as requested in this RFQ.

5. **Question:** Under the Evaluation Criteria section of this RFQ on Criteria A, 5 project sheets within last 5 years are required. Is there a reason for expanding this requirement?

Response: Criteria A has been revised to require 3 project sheets instead of 5 project sheets for this RFQ. Please see Item #17 on Section II of this amendment for this change to the RFQ document.

6. **Question:** What is the definition of Significant Business Presence under the SBEDA language?

Response: Significant Business Presence means headquartered within the San Antonio Metropolitan Statistical Area (SAMSA) or maintains an office within the SAMSA for at least one year from which 20% of its total employees are regularly based. Counties within the SAMSA include Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.

7. **Question:** Should resumes be linked back to projects included in the project sheets? Clarify "link".

Response: Resumes included in Tab 8 should be of key personnel which worked on the highlighted projects included in the SOQ. The resumes of the key personnel should "link" or "reference" the highlighted projects, but also may contain additional information about previously completed projects not included as highlighted projects.

8. **Question:** How is the RFQ for Hemisfair related or connected to this RFQ?

Response: The Hemisfair RFQ is a separate RFQ for design of complete streets and urban planning services for the Hemisfair area. The Downtown Transportation Study will need to consider the Hemisfair area as part of the study.

9. **Question:** Can respondents submit to both the Downtown Transportation Study RFQ and the Hemisfair RFQ?

Response: Yes, respondents can submit to both of these solicitations. If a firm/team is selected for this project, this will not preclude the selected firm from submitting their SOQ for the Hemisfair RFQ.

10. **Question:** Specifically, in "Section V. Submittal Document Requirements", there is a clear organization of tabs listed, Section H. "Statement of Qualifications" states that this narrative section shall be indexed under Tab 6, however, later on in the RFP under section IX. Evaluation Criteria, there is Criteria B. Project Approach/Management Plan, which I am assuming is part of the 13 pages for the Statement of Qualifications section H, referenced above, however, on page 9 of the RFP this section is saying it is included as part of Tab 3, which according to the Section V. List, is where the Discretionary Contracts Disclosure form should be. Because of the confusion, I am having a hard time understanding if the 5 projects sheets are part of the 13 page limit. On page 9 it is also stated that the Resumes of key personnel should be included as Tab 5, whereas on page 5 it states that Resumes should be included under Tab 8. Please clarify.

Response: Please refer to Section II, Item # 18 of this amendment for this change in the RFQ.

11. **Question:** As it relates to Criteria C, will the City just consider the prime's experience with the City of San Antonio or will they also consider subs experience?

Response: On Criteria C, the City will consider the team's (prime firm, subconsultants, co-respondents, and partners) experience with San Antonio region issues and past experience with City of San Antonio projects.

12. **Question:** On Page 7 of the RFQ, it states “Margins shall be no less than 1” around the perimeter of each page.” Do the header and footer have to be 1” from the margin as well, or is this only applicable to the actual text in response to the RFQ?

Response: No, this does not apply to headers and footers. This only applies to the actual text for the narrative used to response to this RFQ.

13. **Question:** Can you provide more details on the scope and deliverables you are looking for?

Response: The desired deliverable will be a report or masterplan that identifies potential transportation solutions for all modes of transportation. This includes a list of possible ways to enhance accessibility throughout the downtown area.

14. **Question:** Specifically, the scope is written from a planning perspective, yet the RFQ has conflicting request [eg Construction Management Approach] Are there specific tasks that will require engineering or design?

Response: The construction management approach on Criteria B has been deleted. See Section II, Item #25 of this amendment for this change. Traffic engineering will be required to identify possible enhancements to our downtown signalization, one-way vs. two-way streets, traffic calming, etc. No construction plans are anticipated as part of this RFQ.

15. **Question:** Should the RFQ include five project sheets total or per team member? No qualifications for other team members?

Response: See Section II, Item #24 of this amendment regarding project sheets. This RFQ requires a minimum of three (3) project sheets addressing the items listed in the RFQ For Criteria A. Qualifications for team members should be included in resumes. See page 5, item J and page 9 of the RFQ for details about resumes.

16. **Question:** Is there a Section E?

Response: No. there is no Section E on page 5.

17. **Question:** Should the org chart be listed as Tab 4 or 7?

Response: Please refer to Section II, Item #25 of this amendment for this revision.

18. **Question:** Item V F -- does the litigation disclosure apply to the sub-consultants as well as the prime?

Response: No, the Litigation Disclosure form should be only completed by the prime firm.

19. **Question:** What level of community involvement is anticipated for this project?

Response: Public Meetings and coordination with stakeholders will be required.

II. REVISIONS TO THE RFQ

20. The Table of Contents, Form 5 Section, on page 2 on the RFQ that reads:

Form 5 – SBEDA SBE <u>Prime Contract</u> Program Commitment Form	RFQ Attachment 5
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Has been revised to read:

Form 5 – SBEDA SBE <u>Subcontracting</u> Program Commitment Form	RFQ Attachment 5
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21. Section V. Submittal Documents Requirements, Item G, on page 5 that reads:

“SBEDA SBE PRIME CONTRACT PROGRAM COMMITMENT FORM (Form #5) – Respondent shall complete the SBEDA SBE Prime Contract Program Commitment form, as found in RFQ REQUIRED FORMS attachment, and shall be indexed or labeled as Tab “5” of the submittal.”

Has been revised to Read:

“SBEDA SBE PRIME SUBCONTRACTING PROGRAM COMMITMENT FORM (Form #5) – Respondent shall complete the SBEDA SBE Prime Contract Program Commitment form, as found in RFQ REQUIRED FORMS attachment, and shall be indexed or labeled as Tab “5” of the submittal.”

22. Section V. Submittal Documents Requirements, Item K on page 5 that reads:

“LETTERS OF REFERENCE – Respondent **may** provide a maximum of five (5) letters of reference. If included, this shall be indexed or labeled as Tab “9” of the submittal.”

Has been revised to read:

“LETTERS OF REFERENCE – (Required) – Respondent **must** provide a maximum of five (5) letters of reference. If included, this shall be indexed or labeled as Tab “9” of the submittal.”

23. Section VII. Submission Instructions, the second paragraph, first sentence, on page 6 that reads:

“Respondent shall submit a total of **nine (9)** Qualification Statements, which shall include one (1) original Qualification Statement, signed in ink, and **eight (8)** printed copies of the submittal, as well as one (1) copy of the entire original submittal in an Adobe PDF format on a compact disk (CD) in a sealed package, clearly marked on the front of the package **“RFQ: DOWNTOWN TRANSPORTATION STUDY.”**”

Has been revised to read:

“Respondent shall submit a total of **seven (7)** Qualification Statements, which shall include one (1) original Qualification Statement, signed in ink, and **six (6)** printed copies of the submittal, as well as one (1) copy of the entire original submittal in an Adobe PDF format on a compact disk (CD) in a sealed package, clearly marked on the front of the package **“RFQ: DOWNTOWN TRANSPORTATION STUDY.”**”

24. Section IX. Evaluation Criteria, Criteria A on page 8 & 9, the area that reads:

5 Project Sheets

Include in respondent’s submittal a minimum of **five (5)** project sheets, limited to one page each, which describe similar projects the respondent has completed within the last five years. Each project sheet should include the following:

- 1) Project Name
- 2) Name of the project owner, and if applicable, the owner’s representative with whom respondent had day-to-day contact. Provide contact information for each person in the following format:
 - a) Name of Contact Person:_____
 - b) Contact Person’s Phone Number:_____
 - c) Contact Person’s E-mail:_____

3) Photograph of the elevation of the facility and other pertinent photos

- 4) Scope of the project
- 5) Budget for construction
- 6) Construction dates (start/completion)
- 7) Description of services provided on the similar project and how that relates to the Scope of Services

8) List the team members (Prime Firm, Co-Respondents, Joint Venture Parties or Partners and major sub-consultants) along with key personnel that were assigned to, or that were under contract for each previously completed project and provide details regarding their respective roles, and note if they are proposed to be assigned to this project, what role they will play.

Resumes of key personnel should be included as Tab 5 to Respondent's Submittal (Resumes do not count as a part of the page limit)

Resumes should be no more than one page in length and include:

- License type (if applicable) and number of years licensed
- Number of years employed with the Firm
- Number of years of experience in proposed role

Has been revised to read:

3 Project Sheets

Include in respondent's submittal a minimum of **three (3)** project sheets, limited to one page each, which describe similar projects the respondent has completed within the last five years. Each project sheet should include the following:

- 1) Project Name
- 2) Name of the project owner, and if applicable, the owner's representative with whom respondent had day-to-day contact. Provide contact information for each person in the following format:
 - a) Name of Contact Person: _____
 - b) Contact Person's Phone Number: _____
 - c) Contact Person's E-mail: _____
- 3) Scope of the project
- 4) Budget for construction
- 5) Construction dates (start/completion)
- 6) Description of services provided on the similar project and how that relates to the Scope of Services
- 7) List the team members (Prime Firm, Co-Respondents, Joint Venture Parties or Partners and major sub-consultants) along with key personnel that were assigned to, or that were under contract for each previously completed project and provide details regarding their respective roles, and note if they are proposed to be assigned to this project, what role they will play.

Resumes of key personnel should be included as Tab 8 to Respondent's Submittal (Resumes do not count as a part of the page limit)

Resumes should be no more than one page in length and include:

- License type (if applicable) and number of years licensed
- Number of years employed with the Firm
- Number of years of experience in proposed role

25. Section IX. Evaluation Criteria, Criteria B on page 9, the area that reads:

Criteria B: Project Approach/Management Plan (30%)

In a narrative format, included as a part of **Tab 3**, provide a narrative description as well as specific examples of how these techniques or procedures were used in previous projects. Response to this section is limited to a maximum of five (5) pages, not including organizational chart.

- 1) Describe respondent's approach to overall team formation, coordination of team members and provide an organization chart (included as **Tab 4** in the submittal);
- 2) Detail the current capacity of key team individuals, the percent of time to be spent on this project and the respondent's capabilities to complete the services outlined herein;
- 3) Briefly describe your Firm's understanding of this project, including all of the requirements to successfully complete the project(s). Provide the approach of your firm and/or team partner(s) in meeting those

requirements, and comprehensively address all the issues, standards and requirements needed to produce a finished project. Include the following

- a. Describe respondent's approach to master planning and programming;
- b. Describe respondent's project management approach;
- c. Describe respondent's approach to design management including quality control and quality assurance;
- d. **Describe respondent's approach to construction management**
- e. Describe respondent's approach to schedule management

4) Describe the respondent's approach to stakeholder involvement and to providing seamless, successful delivery of the services outlined in this RFQ.

Has been revised to read:

In a narrative format, included as a part of **Tab 6**, provide a narrative description as well as specific examples of how these techniques or procedures were used in previous projects. Response to this section is limited to a maximum of five (5) pages, not including organizational chart.

1) Describe respondent's approach to overall team formation, coordination of team members and provide an organization chart (included as **Tab 7** in the submittal);

2) Detail the current capacity of key team individuals, the percent of time to be spent on this project and the respondent's capabilities to complete the services outlined herein;

3) Briefly describe your Firm's understanding of this project, including all of the requirements to successfully complete the project(s). Provide the approach of your firm and/or team partner(s) in meeting those requirements, and comprehensively address all the issues, standards and requirements needed to produce a finished project. Include the following

- a. Describe respondent's approach to master planning and programming;
- b. Describe respondent's project management approach;
- c. Describe respondent's approach to design management including quality control and quality assurance;
- d. Describe respondent's approach to schedule management

4) Describe the respondent's approach to stakeholder involvement and to providing seamless, successful delivery of the services outlined in this RFQ.

26. Section IX. Evaluation Criteria, Criteria C on page 10, the sentence that reads:

"The following section is limited to three (3) pages in Tab 3:"

Has been revised to read:

"The following section is limited to three (3) pages in Tab 6:"

27. The studies referenced in this RFQ have been posted to the City's solicitation website. Please reference the website for copies of these studies.

END OF QUESTIONS, CLARIFICATIONS AND REVISIONS TO THE RFQ
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No other items, dates, or deadlines for this RFQ are changed.