



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
DRAINAGE STUDY SERVICES
FOR THE 2007 GENERAL OBLIGATION BOND SAVINGS PROJECTS**

AMENDMENT #1,

June 29, 2011

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

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Is the organizational chart to be indexed at Tab 7 (as stated on page 6 of the RFQ) or Tab 8 (as stated on page 10 of the RFQ)?

Response: Tab 7, please refer to Revisions to the RFQ and Solicitation Documents of this amendment.

2. Are resumes to be indexed at Tab 8 (as stated on page 6 of the RFQ) or Tab 10 (as stated on page 10 of the RFQ)?

Response: Tab 8, please refer to Revisions to the RFQ and Solicitation Documents of this amendment.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. **Section XI, Award of Contract and Reservation of Rights of the RFQ, paragraph P on page 21 which reads:**

“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.”

Is amended to read:

“Any respondent meeting the above criteria, that desires an individual submittal debriefing must deliver a written request to the **Contract Services Division** within 7 calendar days from the date the notice of non-selection was sent.”

2. **Evaluation Criteria, A 3 (Proposed Key Personnel) on page 10 of the RFQ which reads:**

“Provide a detailed organizational chart or graphic representation of your firm, identifying key personnel who might be assigned to work on the various tasks assigned through this contract (**indexed or labeled as Tab “8”** in the submittal).”

Is amended to read:

“Provide a detailed organizational chart or graphic representation of your firm, identifying key personnel who might be assigned to work on the various tasks assigned through this contract (**indexed or labeled as Tab “7”** in the submittal).”

3. **Evaluation Criteria, A 3 (Proposed Key Personnel) on page 10 of the RFQ which reads:**

“Provide the resumes of the Key Personnel for this contract, indexed or labeled as **Tab “10”** in Respondent’s Submittal.”

Is amended to read:

“Provide the resumes of the Key Personnel for this contract, indexed or labeled as **Tab “8”** in Respondent’s Submittal.”

4. Section V, Submittal Document Requirements, paragraph K on page 6 of the RFQ and Required Forms, Table of Contents (Form 2) which reads:

“K. LETTERS OF REFERENCE (Optional) – 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.”

Is amended to read:

“K. 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.”

5. Section V, Submittal Document Requirements, paragraph G on page 10 of the RFQ and Required Forms, Table of Contents (Form 2) which reads

“SBEDA SBE Prime Contract Program Commitment Form labeled as Tab “5” to the submittal.”

Is amended to read:

“SBEDA Subcontractor/Supplier Utilization Commitment Form labeled as Tab “5” to the submittal.”

6. Required Forms, Submittal Cover/Signature Page (Form 1) which reads:

“**RFQCIMS0612** (Civil Engineering Services for 2007 General Obligation Bond Savings Projects)”

Is amended to read:

“**RFQCIMS061911** (Drainage Study Services for 2007 General Obligation Bond Savings Projects)”

7. Required Forms, Table of Contents (Form 2) which reads:

“Statement of Qualifications in narrative form that addresses items in Section VIII of the RFQ. This portion is limited to **10 pages** not including forms and attachments – Indexed as Tab “6”

Is amended to read:

“Statement of Qualifications in narrative form that addresses items in Section VIII of the RFQ. This portion is limited to **13 pages** not including forms and attachments – Indexed as Tab “6”

8. Required Forms, Table of Contents (Form 2) which reads:

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

Is amended to read:

“Submission includes: one (1) **unbound** original proposal signed in ink, **seven (7) printed copies (total of 8)** and one PDF version of entire submittal on CD. Check Here: _____”

9. Required Documents Subcontractor/Supplier Utilization Commitment Form (Form 5) has been deleted in its entirety and replaced with SBEDA Subcontractor/Supplier Utilization Commitment Form **Version 3/25/11 and has been posted to the City’s website.**

END OF REVISIONS

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