



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
COMPLETE STREET DESIGN SERVICES FOR HEMISFAIR PARK AREA STREETS
AMENDMENT #3**

July 21, 2011

Amendment #3 includes the responses to questions received in writing by July 19, 2011 at 4:00pm

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. **Question:** Does the Project Manager need to be registered in the State of Texas to manage the project?

Response: If the project manager is not the design engineer, the project manager does not need to be registered in state of Texas; however, the design engineer who will be signing the plans must be registered in state of Texas.

2. **Question:** Does the fifteen (15) page limit only apply to Section H. Statement of Qualifications? Or does it apply to the entire contents?

Response: The fifteen (15) page limitation applies only to the Statement of Qualifications.

3. **Question:** In reviewing the RFQ requirements, page 7, item D of the RFQ states Form #3: Discretionary Contracts Disclosure Form should be submitted by each party of the respondent team if proposing as a team. Does this mean that all sub-consultants proposed on a team will need to fill out this form for the submittal? If so, how should sub-consultants respond to item #3 if sub-consultants are not the party seeking a direct contract with the city? Also, how should sub-consultants respond to item #5 on the form if they are the subcontractors on this team?

Response: If a firm is partnering or joint venturing, than the Discretionary Contracts Disclosure Form is required to be completed by both of the firms. Yes, sub-consultants are submitting the Discretionary Contracts Disclosure Form, the sub-consultant would name your firm in section #3. Remember that all Discretionary Contracts Disclosure Forms must check off the box that states that this is a High-Profile Contract.

4. **Question:** Can you please verify the RFQ Number? On page 1 of the RFQ it reads RFQ: CIMS0612. On the rest of the pages of the RFQ it reads RFQ: CIMS062611CG. On Amendment #1 and #2 it reads RFQ: CIMS062611.

Response: The RFQ number is: CIMS 062611

5. **Question:** Can you please verify what items are to be included in the page count? According to Amendment 2, the Statement of Qualifications section on page 7 of the RFQ is limited to 15 pages. However, on page 8

of the RFQ under VII. Submission Instructions, it states that “Any information provided beyond the 15 page maximum may be disregarded by the evaluation committee.” We would like clarification on whether or not the Team Organizational Chart, Resumes, Letters of Reference and Proof of Insurability are included in the 15 page limit. Or does the 15 page limit only apply to Item H. on page 7 of the RFQ titled Statement of Qualifications?

Response: See question #2, as outlined on this amendment.

6. **Question:** Form #3 asks to indicate whether this is a high-profile contract or not. I did not see any mention of the profile status of this project in the RFQ. Can you please clarify if this is a high-profile contract or not?

Response: The project is a high profile project as stated on the front page of the Request for Qualifications document.

7. **Question:** Form #3 asks that a CIQ be filed with the Office of the City Clerk. Does this apply to only the prime firm responding to this RFQ or does it also include all the subs on the team? And should the CIQ be filed prior to the RFQ submittal deadline?

Response: A conflict of Interest Questionnaire Form is to be turned in to the City Clerks office. Please contact the City Clerk’s Office for questions regarding this form.

8. **Question:** Is a traditional design-bid-build model anticipated?

Response: Yes, traditional design-build model is anticipated for this project.

9. **Question:** What is the approximate budget for the Complete Street Design Services contract?

Response: Design fees will be negotiated with the selected firm.

10. **Question:** Does the City of San Antonio see the need for a public outreach process at a similar level to that which was conducted throughout the HemisFair Park Master Plan? More specifically, does the City expect the design team to include a public outreach consultant?

Response: Yes, the public outreach will be similar to the HemisFair Park Master Plan, in regards to a public outreach consultant being required.

11. **Question:** Is a signage/wayfinding consultant required?

Response: Yes, a signage and wayfinding consultant is required for this project.

12. **Question:** Is a geotechnical consultant required for borings, etc? This is a service not typically covered by the civil engineer.

Response: Yes, a geotechnical consultant is required for borings for this project.

13. **Question:** Is the required archeological consultant also expected to create cultural narratives and/or engage the public outreach discussions related to historical issues?

Response: Yes, the archeological consultant is expected to create cultural narrative and/ or engage the public out reach discussions related to historical issues.

14. **Question:** Can you provide further details about the role of the archeologist/historian?

Response: Please refer to original RFQ for the details concerning the role of an archeologist and historian.

15. **Question:** Does the city have a preference as to which discipline should be the primary contract-holder?

Response: No, there is no preference as to which discipline the primary contract holder.

16. **Question:** Do sub-consultants need to provide proof of insurability, or just the prime consultant?

Response: Only the prime firm is required to submit proof of insurability to the City.

17. **Question:** Will schematic design services also be expected for Tower Park, or is the scope strictly limited to Tower of America Way?

Response: Schematic design is required for Market Street and Tower of the Americas.

18. **Question:** Are future rail connections planned within or adjacent to HemisFair Park?

Response: No rail connections have been identified yet.

19. **Question:** Are there sustainability goals that go beyond stormwater management—such as criteria from LEED, SITES, etc?

Response: The City's intent is to maximize the use of Low Impact Design.

20. **Question:** Can you please verify the following statement: The only page limitation of the RFQ response if for section "H- Statement of Qualifications." This is a 15-page limit, and does not include sections "I- Team Organizational Chart" or "J- Resumes."

Response: Yes, for section H, you are limited to 15 pages for the statement of qualifications; this does not include resumes or organizational charts. As referenced in the RFQ, resumes should be listed under "Tab 3" and are limited to one (1) page per key team member and the Team Organizational Chart should be listed under "Tab 7".

21. **Question:** Is section H of the RFQ limited to text only, or can images accompany and support the narrative?

Response: Yes, images, graphics, bullets, etc. may be included, but the images should not be the primary focus of this section.

22. **Question:** Per page 13, Section C of the RFQ, does the following statement preclude the use of images to reference projects within criteria A (i.e. not a project brief, just an image to accompany narrative text): "Note: you may reference projects included in project sheets under criteria A or include other projects but no additional project sheets should be provided for this criteria."

Response: Do not include additional project sheets, or repetitious project sheets that are included in Criteria A. In this criteria, it is advised to reference Criteria A's projects, but do not repeat section A for this criteria.

23. **Question:** Can a copy of the "Consultants' Scorecard" which will be used in the evaluation process be posted on the City's website?

Response: No, the scorecards are for internal City use only.

24. **Question:** When are interviews expected to take place?

Response: If interviews are conducted, a letter will be sent out stating the date and times to the short listed firms.

25. **Question:** Can recyclable metal binding be used? Not all plastic binding is able to be recycled.

Response: Yes, recyclable metal binding may be used for the copies of the proposal. Remember the City is requesting that the original proposal.

26. **Question:** Are tabbed divider pages and/or table of contents pages required to be numbered?

Response: The tabbed divider pages and the table of contents are not required.

27. **Question:** Should the standard forms be re-sized to fit the 1” margin requirements? Note, this will not be possible for the “original” version of the proposal?

Response: The margins are can be altered on the standard forms from the 1” requirement.

28. **Question:** Can covers, dividers and table of contents pages contain blocks of color or pattern (not imagery, graphs, etc)?

Response: Yes, the covers, dividers and table of contents pages may contain blocks of color or patterns.

29. **Question:** We have a question regarding the (1) Original Qualification Signed in Ink – is the Original to be left un-bound?

Response: Yes, original proposal should be submitted unbound.

30. **Question:** Sec VII of the RFQ states that tabbed dividers will not be counted against the maximum page count if they do not contain "submittal information". May dividers contain images if the content is not directly related to "submittal information" ie. projects, qualifications etc?

Response: Yes, you may display images on the tab dividers that are not directly related to the submittal information. (See question #28 of this amendment)

31. **Question:** The nature of urban planning, funding, and implementation is such that projects are stretched out over an extended period of time from conception to implementation. Regarding the 10 year limit on the project sheet requirement, may projects be included that began more than ten years ago, but have yet to be fully implemented?

Response: Yes, a project that began more than 10 years ago may be included if it has not been fully implemented. If a project has been completed over 10 years ago it should not be included.

32. **Question:** If the prime Urban Design Firm along with sub-consultant team members for Civil Engineering, Landscape Architecture, Transportation and Way-finding are in place, may other sub-consultants such as Archeological, etc be defined at a later date? That is to say, is it acceptable to acknowledge what role that particular sub-consultant will play on the team without having named a specific firm at this time?

Response: The sub-consultants should be identified in the statement of qualifications. The selection is based on the team's qualifications.

33. Question: Regarding form #5 – Subcontractor/Supplier Utilization Commitment Form –Do respondents need to submit a Subcontractor/Supplier Utilization Plan or a Respondent/Vendor Subcontracting Waiver Request Form with the RFQ submission response

Response: No, the only form required to be submitted with a firm's proposal is the Subcontractor/Supplier Utilization Commitment Form.

34. Question: Regarding the SBE goal of 20%, does the subcontractor need to be specifically SBE registered to qualify towards the 20% goal or can they be HUB, WBE or MBE registered?

Response: Only eligible SBEs will count towards the 20% SBE Subcontracting goal. SBE Firms may have other certifications (such as HUB, WBE and MBE) however, those certifications will not count toward the 20% SBE Subcontracting goal.

35. Question: The HemisFair Complete Streets Design proposal contains the following statement on page 5: “The City will accept a division of the work between design and production specialists. If this arrangement is desired by the proposer, the Designer of Record shall hold the contract and the Concept Designer shall have full latitude for concept development, providing leadership during the design phase.”

· Our interpretation of the statement above is that the City will encourage and accept a division of labor and responsibilities between the conceptual design team that will address the “assembly” of all of the street details and how they will function (“Concept Designer”) and the construction drawings design team (“Designer of Record”), who will prepare the stamped plans that will allow contractors to build the new streets.

· We agree with this approach and believe in a very detailed and involved process with citizens, officials and stakeholders to make the best and most complete streets for the City. This is a considerable amount of work that must, necessarily, take place before the first line may be drawn on a construction drawing. We believe that allowing the Concept design team to lead will also better allow the intents of the concepts to more assuredly be carried through into construction.

· At this stage, will the City require the Designer of Record to be the lead proponent for this proposal or will the City consider a Concept Design lead, with final contracting to be determined as part of the process, with multiple contracts completed if necessary.

Response: The City's intent is to award the project to the best and most qualified team, led either by the Concept Designer or by the Designer of Record.

36. Question: Note that on page 11 at least 1 "Professional Traffic Engineer" is required and yet Texas does not have an official designation as such. Is it safe to assume that this means at least one Professional Engineer

Response: Yes, a Professional Engineer is required as part of your key personnel.

37. Question: Would the Capital Improvements Management Services Department consider extending the submittal deadline for this RFQ submission?

Response: No, the deadline will remain the same. The deadline is July 26, 2011 at 3:00pm

38. **Question:** Are the only SBE firms eligible those registered with the South Central Texas Regional Certification Agency (per PowerPoint file included with this project's addenda on the City of San Antonio website)?

Response: An SBE eligible firm must be currently certified through the South Central Texas Regional Certification Agency and headquartered within the San Antonio Metropolitan Statistical Area or maintain an office within the San Antonio Metropolitan Statistical Area for at least one year from which 20% of its total employees are regularly based. Counties within the San Antonio Metropolitan Statistical Area include: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson. An eligible SBE, as described, counts towards the 20% SBE Subcontracting goal.

a) If so, at the time of submission for the RFQ, is it acceptable for a firm that is certified with another agency to show evidence of beginning the certification process with the SCTRCA?

At the time of submission, the Subcontractor/Supplier Utilization Commitment Form must be completed, signed and submitted in order to be deemed responsive. Once a firm has been selected and the contract price has been negotiated, the selected firm will then be required to complete and submit a Subcontractor/Supplier Utilization Plan Form which will capture the SBE eligible firms that must count towards the 20% SBE Subcontracting goal. In addition, the City of San Antonio only recognizes SBE certifications from the South Central Texas Regional Certification Agency.

b) If not, what other agencies are recognized as being compliant?

The City of San Antonio only recognizes SBE certifications from the South Central Texas Regional Certification Agency.

39. **Question:** Do D/M/WBE, or ESBE firms count toward the 20% sub-contracting goal of this project, or just SBE firms?

Response: All Emerging Small Business Enterprises (ESBE) are certified as SBEs as well. However, for the City of San Antonio, an SBE (or ESBE) eligible firm must currently be certified as an SBE through the South Central Texas Regional Certification Agency and headquartered within the San Antonio Metropolitan Statistical Area or maintain an office within the San Antonio Metropolitan Statistical Area for at least one year from which 20% of its total employees are regularly based. Counties within the San Antonio Metropolitan Statistical Area include: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson. An eligible SBE, as described, counts towards the 20% SBE Subcontracting goal.

40. **Question:** Are the only SBE firms eligible those physically located within the San Antonio Metropolitan Statistical Area (per page 19, Section E of the RFQ)?

Response: An eligible SBE firm must currently be certified through the South Central Texas Regional Certification Agency and headquartered within the San Antonio Metropolitan Statistical Area (SAMSA) or maintain an office within the San Antonio Metropolitan Statistical Area 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. An eligible SBE, as described, counts towards the 20% SBE Subcontracting goal.

- c) If so, what are the physical boundaries of that area, and what method should a Prime firm utilize to ensure that they are only selecting eligible sub contractors—i.e. is there an SBE database specific to those firms only located within the San Antonio Metropolitan Statistical Area)?

Counties within the San Antonio Metropolitan Statistical Area include: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson. Respondents may utilize the on-line South Central Texas Regional Certification Agency website at www.sctrca.org, where firms can search by business name and/or business type. You may also call the SBEDA point of contact, Brenda Navarro, at (210) 207-5442 or by e-mail at Brenda.Navarro@SanAntonio.gov.

41. **Question:** Do the eligibility criteria of “South Central Texas Regional Certification Agency” and “San Antonio Metropolitan Statistical Area” overlap in any way?

Response: The South Central Texas Regional Certification Agency is the City of San Antonio’s certifying agency of S/M/WBEs. An eligible SBE firm must currently be certified through the South Central Texas Regional Certification Agency and headquartered within the San Antonio Metropolitan Statistical Area or maintain an office within the San Antonio Metropolitan Statistical Area for at least one year from which 20% of its total employees are regularly based. Counties within the San Antonio Metropolitan Statistical Area include: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson. An eligible SBE, as described, counts towards the 20% SBE Subcontracting goal.

42. **Question:** Is there a distinction between various types of certifications, e.g. SBE vs. WBE vs. MBE, DBE, etc? If so, which of these certifications must a team include to be compliant? Is it only SBE (per page 19, Section E of the RFQ)?

Response: Only those firms currently certified as an SBE through the South Central Texas Regional Certification Agency and headquartered within the San Antonio Metropolitan Statistical Area or maintain an office within the San Antonio Metropolitan Statistical Area for at least one year from which 20% of its total employees are regularly based will count towards the SBE subcontracting goal. Counties within the San Antonio Metropolitan Statistical Area (SAMSA) include: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson

43. **Question:** If the Prime firm is able to meet the specified SBE requirement of 20% of the prime contract value, is there a required form to document our compliance that must be submitted with the RFQ—other than the Subcontractor/Supplier Utilization Commitment Form)?

Response: At the time of submission, the Subcontractor/Supplier Utilization Commitment Form must be completed, signed and submitted in order to be deemed responsive, as directed in the RFQ. Once a firm has been selected and the contract price has been negotiated, the selected firm will then be required to complete and submit a Subcontractor/Supplier Utilization Plan Form. This form will be used to determine compliance with the 20% SBE Subcontracting goal.

- d) If so, where can we obtain this form, and where should it be included within the context of the outline provided (per pages 6 – 7, Section V of the RFQ)?

At the time of submission, the Subcontractor/Supplier Utilization Commitment Form must be completed, signed and submitted in order to be deemed responsive, as directed in the RFQ. Once a firm has been selected and the contract price has been negotiated, the selected firm will then be required to complete and submit a Subcontractor/Supplier Utilization Plan Form. This form will be used to determine compliance

with the 20% SBE Subcontracting goal. The Subcontractor/Supplier Utilization Plan Form is not required to be submitted with proposals.

e) If not, when and how will the details of the team’s compliance need to be documented?

Once a firm has been selected and the contract price has been negotiated, the selected firm will then be required to complete and submit a Subcontractor/Supplier Utilization Plan Form. This form will be used to determine compliance with the 20% SBE Subcontracting goal.

44. **Question:** Is the “Respondent/Vendor Subcontracting Waiver Request Form” only required if the Prime firm is NOT able to meet the specified SBE requirement of 20% of the prime contract value (i.e. if we do meet the requirement we do not have to supply the completed Waiver Request Form)?

Response: If the Respondent is able to meet the subcontracting requirements then the Subcontractor/Supplier Commitment Form must be completed, signed and submitted with your response to be deemed responsive.

If the specified subcontracting goal can not be met, the Respondent may request, for good cause, a full or partial Waiver of the specified subcontracting goal included in this solicitation by submitting a 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. If the waiver is denied by the Small Business Office, the respondent’s bid will be considered non-responsive.

END OF REVISIONS

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