



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL FACILITY PROGRAMMING SERVICES**

**AMENDMENT #1
October 5, 2011**

Amendment #1 includes the responses to questions received in writing and questions received at the pre-submission meeting held on Monday, October 3, 2011. In addition, Amendment #1 includes revisions to the RFQ.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. **Question:** In Section IX, Criteria B, items 3c, d & e seem to indicate a request for design and construction management services. Is this correct? These services are not listed in Section II "Scope of Work."

Response: Item 3 c, d and e in Section IX, Criteria B, have been deleted from the RFQ. See Section II of this Amendment for revisions to the RFQ.

2. **Question:** Section V (page 5) indicates that resumes shall be included with Tab "7" but Section IX, Criteria A (page 9) indicates they should be included as Tab "5". Which is correct?

Response: See Section II of this Amendment for revisions to the RFQ.

3. **Question:** Section V (page 5) indicates that the responses to Sections II & IX shall be included as Tab 6 but Section IX, Criteria B indicates that it should be Tab 3. Which is correct?

Response: See Section II of this Amendment for revisions to the RFQ.

4. **Question:** Section V (page 5) indicates that the org chart shall be included as Tab 7 but Section IX, Criteria B indicates that it should be Tab 4. Which is correct?

Response: See Section II of this Amendment for revisions to the RFQ.

5. **Question:** Section V (page 5) indicates that the our experience with CoSA should be included as Tab 6 but Section IX, Criteria C indicates it should be Tab 3. Section V indicates that Tab 3 should be the Discretionary Contracts Disclosure Form. Which is correct?

Response: See Section II of this Amendment for revisions to the RFQ.

6. **Question:** Section VII (Page 6) states that the "respondent shall submit a total of six (6) Qualifications Statements" but then details to include 1 original and 7 copies. Please confirm how many copies of the submittal you wish to receive.

Response: See Section II of this Amendment for revisions to the RFQ.

7. **Question:** Section VII (Page 6) states that "Any information beyond the thirteen (13) page maximum may be disregarded by the evaluation committee." Is this the total allowable pages, or only for Tab 6 of the submittal as outlined on page 5?

Response: The thirteen (13) page maximum limitation only applies to the Statement of Qualifications, Tab 6.

8. **Question:** There seem to be multiple discrepancies and duplications in the information requested in Section V (Pages 4-5) and Section IX (resumes to appear in Tab 5 versus Tab 8, Organization Chart to Appear in Tab 4 versus Tab 7, etc.) Which Section is the correct outline to follow when submitting?

Response: See Section II of this Amendment for revisions to the RFQ.

9. **Question:** What are the contract insurance requirements for this on-call services contract?

Response: Please reference the draft contract template posted on the City's website for details on insurance requirements for this contract.

10. **Question:** For Joint-Ventures, are letters of reference and proof of insurability required to be submitted per entity or party?

Response: A maximum of 5 letters of reference are required to be submitted. If submitting as a Joint-Venture, it is highly recommended to include at least one letter of reference for each party, not to exceed 5 letters total. Regarding proof of insurability, also provide proof of insurability per party or entity.

11. **Question:** Regarding the 5 project sheets required, would it be beneficial to include a variety of programming project samples?

Response: Because these On-Call Facility Programming Services may encompass a variety of services, it is advantageous for Respondent to include a variety of programming samples as part of the 5 project sheets for Criteria A.

12. **Question:** How can SBEDA goal be met at this time, if this is on-call services and no specific scope of work is defined?

Response: The Affirmative Procurement Initiative applied to this solicitation is SBE Prime Contractor Program. Eligible SBE Prime respondents may receive 20 points of the evaluation criteria. In order to receive the 20 points, eligible SBE Prime respondents are required to complete and submit the SBE Prime Contract Program Commitment Form with their submittal. Eligible SBE Prime respondents shall not subcontract more than 49% of the total contract value to non-SBE sub-consultants. Any respondent who is not interested or eligible to receive the 20 points need not to complete and submit the Commitment Form.

13. **Question:** Are the scope of services referenced in the RFQ for all types of offices and buildings?

Response: Yes, these on-call services will be utilized for all types of offices, buildings and any other City property or facility needs.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

14. A revised RFQ with the Revision Date of 10/5/2011 has been posted on the City's website. Please ensure the correct version of the RFQ is used.

END OF REVISIONS

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