

CITY OF SAN ANTONIO

CAPITAL IMPROVEMENTS MANAGEMENT SERVICES DEPARTMENT



**REQUEST FOR QUALIFICATIONS:
ASSISTANCE WITH THE EDWARDS AQUIFER
PROTECTION PROGRAM
RFQ: CIMS120911CG**

RFQ ISSUE DATE: Friday, December 9, 2011

SUBMITTAL DEADLINE: Tuesday, January 3, 2012 AT 3:00 PM

TABLE OF CONTENTS

| Section | Page Number |
|--------------------------------------------------------------------------|--------------------|
| I. Background | 3 |
| II. Scope of Services | 3 |
| III. Schedule of Events | 4 |
| IV. Pre-Submittal Conference | 4 |
| V. Submittal Document Requirements | 4 |
| VI. Amendments to RFQ | 6 |
| VII. Submission Instructions | 6 |
| VIII. Restriction on Communications | 7 |
| IX. Evaluation Criteria | 8 |
| X. Award of Contract & Reservation of Rights | 10 |
| Form 1 – Respondent Submittal Cover / Signature Sheet | RFQ Attachment 1 |
| Form 2 – Submittal Checklist and Table of Content | RFQ Attachment 2 |
| Form 3 – Discretionary Contracts Disclosure Form and Instructions | RFQ Attachment 3 |
| Form 4 – Litigation Disclosure Form | RFO Attachment 4 |
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REQUEST FOR QUALIFICATIONS

ASSISTANCE WITH THE EDWARDS AQUIFER PROTECTION PROGRAM

I. BACKGROUND

The City of San Antonio (hereafter referred to as "City"), Capital Improvements Management Services Department (hereafter referred to as "CIMS") is seeking Statements of Qualification (hereafter referred to as "SOQ") from qualified firms to provide assistance with the Edwards Aquifer Protection Program.

On November 2, 2010, voters approved Proposition 1, commonly known as the Edwards Aquifer Protection Venue Project, to acquire and preserve land or interests in land within the Edwards Aquifer Recharge and Contributing Zones, both inside and outside Bexar County.

The City intends to select one or more qualified Respondents to be placed under a non-exclusive contract in accordance with the terms of this Request for Qualifications (RFQ).

II. SCOPE OF SERVICES

Selected Respondent(s) shall be required to assist City with the acquisition of property rights by fee-simple purchase, conservation easements or donations of land over the sensitive zones of the Edwards Aquifer. The selected Respondent(s) shall be required to perform the following tasks:

- Work with City's Project Manager and appointed Conservation Advisory Board (hereafter referred to as "CAB") in the in the prioritization of properties for acquisition under the Program;
- Attend CAB meetings and planning meetings with the Project Manager;
- Arrange site visits to project areas, coordinating land owner contacts, coordinating and presenting potential acquisitions and providing additional information and assistance to the Project Manager as needed;
- Work with the Project Manager in City's efforts to acquire real property interests in the geographical-priority sections, as specified in the Scientific Evaluation Team GIS spatial model;
- Follow-up with property owners and initiate negotiations with interested landowners for the purchase of their properties, including entering into options for purchase agreements between landowners and Consultant, acting as an independent contractor on behalf of City;
- Coordinate and conduct due diligence on identified properties, which may include, but is not limited to, obtaining title commitments, appraisals, environmental assessments, surveys and easement documentation reports (baseline surveys), in the event conservation easements are to be acquired, and sharing such information with the Project Manager for City's independent review and analysis; and
- Cooperatively working with the City, outside legal counsel and other professionals under this Edwards Aquifer protection program.

III. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this project.

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|----------------------------------------------|-------------------|
| Pre-Submittal Conference | December 16, 2011 |
| Deadline for Submission of Written Questions | December 20, 2011 |
| Responses due | January 3, 2012 |
| Anticipated City Council Consideration | February 2012 |

Final approval of a selected firm(s) is subject to the action of the San Antonio City Council.

IV. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference is scheduled to be held on **Friday, December 16, 2011 at 10:00 AM** in the **Municipal Plaza Building, 5th Floor Conference Room, located at 114 West Commerce St., San Antonio, Texas 78205**. Attendance at the Pre-Submittal Conference is optional, but strongly encouraged. Respondents are encouraged to prepare and submit their questions in writing three (3) calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings.

City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and will be posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>.

This meeting place is accessible to disabled persons. The Municipal Plaza Building is wheelchair accessible. The accessible entrance is located at 114 W. Commerce. Accessible parking spaces are located at City Hall, 100 Military Plaza. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain official responses, if any. Any oral response given at the Pre-Submittal Conference that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City.

V. SUBMITTAL DOCUMENT REQUIREMENTS

Respondent's submittal shall include the following items in the following sequence:

- A. EXECUTIVE SUMMARY – Respondents shall include a one- to two-page Executive Summary for the SOQ. The summary shall include number of years in business, a statement of the work to be accomplished, and an explanation of how Respondent proposes to accomplish and perform each specific service.
- B. SUBMITTAL COVER / SIGNATURE PAGE (Form #1) – Respondent shall complete and sign this form, as found in RFQ Attachment 1. Respondent must include the completed Submittal Cover/Signature Sheet with submittal, indexed or labeled as Tab "1" of the submittal. The Submittal Cover/Signature Sheet must be signed by a person, or persons, authorized to bind the entity or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm must be accompanied by evidence of authority. Joint ventures require signatures from all firms participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture such as a joint venture agreement as an attachment to their submittal.

- C. SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #2) – Respondent shall complete this form, as found in RFQ Attachment 2, which is to be used as the Table of Contents for its submittal. The checklist shall be indexed or labeled as Tab “2” of the submittal.

- D. DISCRETIONARY CONTRACTS DISCLOSURE FORM (Form #3) – Respondents should complete the form online at: <http://www.sanantonio.gov/eforms/att/DiscretionaryContractsDisclosure.pdf>, print a copy of the completed form and submit as Tab “3” in its ORIGINAL SUBMITTAL ONLY. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.

- E. LITIGATION DISCLOSURE FORM (Form #4) – Respondent shall complete the Litigation Disclosure form, as found in RFP Attachment 5, using additional pages for explanation, if necessary, with the form indexed or labeled as Tab “4” of submittal. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate Litigation Disclosure form with the submittal.

- F. STATEMENT OF QUALIFICATIONS – Respondent shall complete a narrative document which will cover all items in Sections II & IX of this RFQ. Sufficient information regarding past projects and key personnel experience should be provided, to indicate that Respondent’s team has met or exceeded the minimum qualifications provided in Section II of this RFQ. This section is limited to thirteen (13) pages, not including forms and attachments, and shall be labeled or indexed as Tab “5” of submittal.

- G. TEAM ORGANIZATIONAL CHART -- Indexed and labeled as Tab “6” of the submittal.

- H. RESUMES – Resumes for each key team member are to be submitted, shall be limited to a maximum length of one (1) page and should link back to projects included in the project sheets but also may offer information regarding additional previously completed projects not highlighted in the project sheets requested as part of the Qualification Statement. This section should be labeled or indexed as Tab “7” of the submittal.

- I. 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 “8” of the submittal.

- J. PROOF OF INSURABILITY -- Respondent shall submit a copy of its current insurance certificate. This shall be indexed or labeled as Tab “9” of the submittal.

Respondent is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE-REFERENCED REQUIRED DOCUMENTS SHALL RESULT IN THE RESPONDENT’S SUBMITTAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

VI. AMENDMENTS TO RFQ

Changes, amendments or written responses to questions received in compliance with Section VIII, Restrictions on Communication, may be posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal. A Respondent which does not have access to the Internet must notify City in accordance with Section VIII, Restrictions on Communication, that Respondent wishes to receive copies of changes, amendments or written responses to questions by mail or facsimile.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ – if any – shall be made in writing only.

VII. SUBMISSION INSTRUCTIONS

When submitting a bid proposal in person, visitors to City Hall must allow time for security measures. Visitors to City Hall will be required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7 a.m. - 7 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor's badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.

Respondent shall submit a total of six (6) Qualification Statements that include one (1) original Qualification Statement, signed in ink, and five (5) printed copies of the submittal, as well as one (1) copy of the entire submittal in an Adobe PDF format on a compact disk (CD) in a sealed package, clearly marked on the front of the package "**RFQ: ASSISTANCE WITH THE EDWARDS AQUIFER PROTECTION PROGRAM**". All submittals must be received in the City Clerk's Office at **NO LATER THAN 3:00 PM ON TUESDAY, JANUARY 3, 2012** at the address indicated below. Any submittal received after this time shall not be considered.

Mailing Address:

City Clerk's Office, Attn: Capital Improvement Management Services Department
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office, Attn: Capital Improvement Management Services Department
100 Military Plaza
City Hall, 2nd Floor,
San Antonio, Texas 78205

Submittals sent by facsimile or email will not be accepted.

Responses to the solicitation should be complete and well organized. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") containing criteria information will be counted. Any information provided beyond the 13 page maximum may be disregarded by the evaluation committee. Pages that have project photos, charts and/or graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project pictures or general firm information. The use of recycled paper is encouraged. Three-ring binders are permitted, and with regards to other types of binding, plastic (not metal) spiral, or "comb" binding is recommended. Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. All pages shall be

numbered. Margins shall be no less than 1" around the perimeter of each page. Electronic files, websites, or URLs shall not be included as part of the proposal, other than the CD specified above. Each submittal must include the sections and attachments in the sequence listed in the RFQ Section V, Submittal Document Requirements, and each section must be divided by tabs and indexed in the Submittal Checklist and Table of Contents page. Failure to meet the above criteria may result in disqualification of the proposal.

Respondents which submit responses to this RFQ shall correctly reveal, disclose and state the true and correct name of the individual, proprietorship, corporation and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nick-names, abbreviations (unless part of the legal title), shortened or short-hand or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, exactly shall match with Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the signature page of its proposal, the Capital Improvements Management Services Director shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

VIII. RESTRICTION ON COMMUNICATIONS

Once the RFQ has been released, Respondents are prohibited from communicating with City staff regarding the RFQ or Submittals, with the following exceptions:

A. Respondents are prohibited from communicating with elected City officials and their staff regarding the RFQ or submittal from the time the RFQ has been released until the contract is posted as a City Council agenda item. Respondents are prohibited from communicating with City employees from the time the RFQ has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact which results in the direct or indirect discussion of the RFQ and/or submittal submitted by Respondents. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's submittal from consideration. Exceptions to the restrictions on communication with City employees include:

1. Respondents may ask verbal questions concerning this RFQ at the Pre-Submittal Conference.
2. Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **4:00 PM on Tuesday, December 20, 2011**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail or by fax to:

Carisa Gamez, Contract Coordinator, 207-4034 (via fax) or Carisa.Gamez@sanantonio.gov

However, questions sent by certified mail, return receipt requested, will also be accepted and should be addressed to:

Carisa Gamez, Contract Coordinator
City of San Antonio, Capital Improvements Management Services Department
Contract Services Division
114 W. Commerce Street, Room 900, San Antonio, TX 78205

3. Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from such selection committee meetings as it deems in its best interests.

B. City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City.

IX. EVALUATION CRITERIA

City will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. City may appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. Criteria to be evaluated may include information listed in the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the selection committee. City also may request additional information from Respondents at any time prior to final approval of a selected Respondent. City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

A. Experience of the Prime Firm and Key Personnel (40%)

1. Narrative: Discuss the experience and qualifications of the prime firm in providing the services outlined in this RFQ. The selected consultant(s) must have staffing and experience to perform the above services. In addition, firm will be evaluated based on its experience in the following areas:

- Experience with land conservation strategies, including conservation easements;
- Acquisition and preservation experience in the Edwards Aquifer recharge zone;
- Ability to acquire real property interest in the geographical priority sections as specified in the Scientific Evaluation Team GIS spatial model;
- Experience in the coordination and execution of due diligence on properties, which may include, but is not limited to, obtaining title commitments, appraisals, environmental assessments, surveys, and easement documentation reports (baseline surveys).

2. Project Sheets: Utilizing a one (1) page project sheet for each, identify five (5) projects completed within the last five (5) years by your firm. For each highlighted project, the project sheet should include the following:

- 1) Description of the project
 - 2) Photograph of project, if available
 - 3) Year of project
 - 4) Role of prime firm in the project
 - 5) Name of Project Manager
- 6) The owner's name and the name of the representative (if different) who served as the day-to-day liaison of the project in the following format:

Name of Owner: _____
Name of Owner's Representative: _____
Representative's Phone Number: _____
Representative's E-mail: _____

3. Proposed Key Personnel: 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 "6" in the submittal). Describe, in graphic or written form, the proposed assignments and lines of authority and communication for each team member to be directly involved in the project(s).

Provide the resumes of the Key Personnel included in Respondent's SOQ (indexed or labeled as Tab "7").

Resumes shall include:

- License type (if applicable) and number of years licensed – minimum two (2) years is preferred.
- Number of years employed with this firm.
- Number of years of experience in proposed role corresponding to the assignments included in the organizational chart provided.

B. Project Management Approach (40%)

This information should include the firm's proposed organizational structure and the availability of labor resources (capacity to perform) in executing the firm's effort. The firm shall submit information in a brief narrative plan that clearly and concisely describes the organization and approach to project management and execution.

- 1) Provide an example of a project where your firm orchestrated stakeholder and public involvement. Describe your role and how you presented materials and managed communications for the project.
- 2) Describe your approach to assuring timely completion of designs, including methods for schedule recovery, if necessary.
- 3) Describe your ability to coordinate work with all stakeholders in a manner that leads to adoption of effective and efficient processes or solutions.
- 4) Briefly describe your firm's understanding to 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.

C. Team's Experience with San Antonio Region Issues and past experience with City of San Antonio contracts (20%)

1. City is interested in evaluating the firm's experience with San Antonio issues, as may be evidenced by work in the San Antonio and surrounding area during the past five (5) to ten (10) years. In narrative form, briefly describe experience in the following areas and reference projects relating to that experience. 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.

- 1.1 CoSA area land conservation strategies;
- 1.2 CoSA area land acquisition;
- 1.3 CoSA environmental community, conditions and constraints;
- 1.4 Public awareness and involvement in project development in the local area;

- 1.5 Edwards Aquifer-related conservation strategies
- 1.6 Watershed and/or range management conservation strategies

2. A portion of the scoring for these criteria will be based on City's Consultants' Scorecard, other documentation and/or experience with City projects. City will consider the history of the firm in complying with project programs, schedules and budgets on previous City projects. No items are required to be submitted by the respondent, but specific items for consideration may include:

- Timely completion of projects;
- Cooperative working relationship with City;
- Prompt payment of subconsultants at all levels;
- Compliance with other contract terms;
- Compliance with City Ordinances on substitution/addition/deletion of subconsultants;
- Provided contracting opportunities for small businesses and M/WBES;
- Compliance with City standards;
- Conformance to City budget requirements.

X. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award more than one, or no contract(s) in response to this RFQ.

- A. The Contract(s), if awarded, will be awarded to the Respondent(s) whose submittal(s) is/are deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council.
- B. City may accept any submittal in whole or in part. If subsequent negotiations are conducted, said negotiations shall not constitute a rejection or alternate RFQ on the part of City. However, final selection of a Respondent is subject to City Council approval.
- C. City reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFQ, reissue a subsequent solicitation and/or remedy technical errors in the RFQ process.
- D. City will require the selected Respondent(s) to execute a contract, in substantially the form as attached, with City, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance, as required in this RFP and the contract. Contract documents are not binding until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified by City, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- E. This RFQ does not commit City to enter into a Contract, award any services related to this RFQ, nor does it obligate City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- F. The successful Respondent must be able to formally invoice the City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by City. City administers its design and construction management through an Internet-based management system, referred to as the "Portal".. All vendors will be required to use the City's portal system and submit schedules using Primavera Project Manager 5.X or Primavera Contractor 4.1 or above.

- G. Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a “prohibited financial interest” in a contract with City or in the sale to City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten percent or more of the voting stock or shares of the business entity, or ten percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.
- H. Respondent is required to warrant and certify that it, its officers, employees and agents neither are officials nor employees of City, as defined in Section 2-42 of City’s Ethics Code. (Discretionary Contracts Disclosure – Instructions and web-link to electronic form are included in Attachment 4 of RFQ.
- I. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract: (1) is/are and shall be deemed to be an independent contractor(s) responsible for its/their respective acts or omissions; (2) that City shall in no way be responsible for Respondent’s actions; and (3) that none of the parties hereto will have authority to bind the others, or to hold out to third parties that it has such authority.
- J. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods or services with City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with City; or (2) submits to City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with City. The conflict of interest questionnaire form is available from the Texas Ethics Commission by accessing either of the following web addresses:
- http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm
<http://www.ethics.state.tx.us/forms/CIQ.pdf>.
- Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk, if mailing a completed conflict of interest questionnaire, mail to Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Respondent should consult its own legal advisor with questions regarding the statute or form.
- K. All submittals become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
- L. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, the Pre-Submittal Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.
- M. The selected firm shall recommend the most advantageous construction delivery method to the Director of CIMS/City Engineer for approval. As a result, the design team may be required to work with a contractor through traditional design-bid-build or using an alternative construction delivery method such as Competitive Sealed Proposal or Construction Manager at Risk. If an alternative

construction delivery method is used, the selected programming/design team will be required to serve on the contractor selection committee.

- N. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, the Pre-Submittal Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.
- O. SOLICITATION PROCESS REVIEW: Any respondent desiring a review of the solicitation process must deliver a written request to the Director of CIMS within seven (7) calendar days from the date the notice of non-selection was sent. When the CIMS Director receives a timely written request, the CIMS Director, or designee, shall review the respondents concerns and the solicitation process for legitimacy and procedural correctness. After performing a full review, the CIMS Director will notify the respondent in writing of his determination.
- P. INDIVIDUAL SUBMITTAL DEBRIEFINGS: In an effort to improve solicitation responses, CIMS is making available on its web site a "Solicitation Response Tip List" which includes the top common items that "make or break" submissions. Providing this information prior to the due date of the submittal provides respondents with an opportunity to develop a better response for each solicitation. As a result of this up-front effort, each respondent is entitled to a one debriefing per calendar year after City Council has made an award if: (a) it is not the selected respondent and (b) it has not been debriefed in the previous 12-month period. Once a firm has been debriefed, it will not be eligible for future debriefings within that calendar year. Any respondent meeting the above criteria, which desires an individual submittal debriefing, must deliver a written request to the CIMS Contract Services Division within seven (7) calendar days from the date the notice of non-selection was sent.