



Request for Qualifications

Assistance with the Edwards Aquifer Protection Program

Pre-Submission Conference Agenda

December 16, 2011

10:00am

5th Floor Conference
Room

114 W. Commerce

Municipal Plaza
Building

City Clerks Office:



Send All Questions To:
Carisa.gamez@sanantonio.gov



- Call to Order (Welcome)
- Discussion of Background & Project Scope- Section I & II (GRANT ELLIS)
- Review of RFQ
 - Section III Schedule of Events
 - Deadline for submission of written question: December 20, 2011 at 4:00 PM
 - Responses due on Tuesday, January 3, 2012 at 3:00 PM
 - Anticipated Council Consideration Date: February 2012
 - Section V Submittal Document Requirements
 - Section VI Amendments to the RFQ
 - Review Website (<http://epay.sanantonio.gov/RFQListings/>) for:
 - Summary of Pre-Submission Conference including questions/responses and a list of attendees;
 - Amendments to the RFQ;
 - Responses to questions presented subsequent to Pre-submission Conference, if any and received prior to the deadline for questions.
 - Section VII Submission Instructions
 - Six (6) printed copies plus 1 original signed in ink (Total 7 SOQ's) and one PDF of the entire submittal is due no later than **Tuesday, January 3, 2012** at 3:00 PM.
 - Hand Delivery Location: City Clerk's Office, 2nd Floor of City Hall at 100 Military Plaza (SW corner of Commerce and Flores).
 - May be delivered by mail to address in RFQ; however, **must be received** by the due dates/time as indicated in the solicitation
 - Section VIII Restriction on Communication
 - Questions (outside of this meeting) must be submitted in writing according to the Restrictions on Communication requirements of the RFQ.
 - Deadline for submission of questions in connection with the solicitation is **Tuesday, December 20, 2011 at 4:00 PM**
 - Section IX Evaluation Criteria
 - Section X Award of Contract and Reservation of Rights
- Questions and/or Information