



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS
FOR
ASSISTANCE WITH THE EDWARDS AQUIFER PROTECTION PROGRAM
AMENDMENT #2, December 21, 2011**

Amendment #2 includes responses to the questions asked during the pre-submission conference held on December 16, 2011 and questions received in writing.

I. QUESTIONS AND CLARIFICATIONS TO THE RFQ

1. Will the selected firm(s) be required to hire subconsultants to perform for services such as for appraisal and surveying services?
Response: Yes, the selected firm(s) will be required to hire subconsultants for appraisal and surveying services.
2. What level of environmental assessment is required for these projects? Is federal funding involved?
Response: Typically these projects require a Phase I Environmental Assessment. These projects do not involve federal funding.
3. Is proof of insurability required to be submitted for subconsultants as part of the Statement of Qualifications?
Response: Only the prime firm is required to submit proof of insurability as part of the submittal.
4. Can letters of reference be requested from City Staff?
Response: General letters of reference may be requested from City staff and not requested for this solicitation specifically. When requesting the reference letters from City staff, requestors are prohibited from communicating in connection to this solicitation, according to the Restriction on Communications.
5. What City staff is prohibited from being contacted by firms during this solicitation according to the Restriction on Communications?
Response: Communicating with elected City officials and their staff, City employees and other staff involved with this solicitation, regarding this solicitation is prohibited according to the Restriction on Communications policy stated in the RFQ.
6. Due to the holiday, can proposals be submitted early such as on Friday, December 23, 2011?
Response: City offices will be closed from December 26 through December 30, 2011. City offices will reopen on Monday, January 2, 2012. Early delivery of submittals is not encouraged due to any last minute addendums.
7. Do subconsultants need to sign the Submittal Cover/Signature Page (Form 1)?
Response: The Submittal Cover/Signature Page (Form 1) is required to be only signed by the prime firm responding to this RFQ.
8. Can submittals be delivered via FedEx?
Response: Submittals can be delivered via FedEx within regular office hours at the City Clerk's Office as shown in the RFQ: VII. SUBMISSION INSTRUCTIONS.
8. Will there be any environmental and/or survey work included in this contract for this project?
Response: Not directly in this contract.

REVISIONS TO THE RFQ

1. Cover page of the RFQ (page 1) has been revised to include the high profile information below:
“Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts.” Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee who contributes to City Council elections, from the tenth (10th) business day after a contract solicitation has been released until thirty (30) calendar days after the contract has been awarded:

1. legal signatory of a high-profile contract;
2. any individual seeking a high-profile contract;
3. any owner or officer of an entity seeking a high-profile contract;
4. the spouse of any of these individuals;
5. any attorney, lobbyist or consultant retained to assist in seeking contract.

A high-profile contract cannot be awarded to an individual or entity if a prohibited contribution has been made by any of the above-listed individuals during the “blackout” period.”

2. Scope of Services of the RFQ (page 3) which states the following:
“Work with the City’s Project Manager and appointed Conservation Advisory Board (hereafter referred to as “CAB”) **in the in the** prioritization of properties of properties for acquisition under the Program;”

Has been revised to the following:

“Work with the City’s Project Manager and appointed Conservation Advisory Board (hereafter referred to as “CAB”) in the prioritization of properties of properties for acquisition under the Program;”

3. Evaluation Criteria, Project Management Approach (page 9) of the RFQ which states the following:
“Describe your approach to assuring timely completion of **designs**, including methods for schedule recovery, if necessary.”

Has been revised to the following:

“Describe your approach to assuring timely completion of projects.”

4. Evaluation Criteria, Team’s Experience with San Antonio Region Issues and past experience with City of San Antonio contracts (page 9) of the RFQ which states the following:

“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.”

Has been revised to the following:

“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) years.”

END OF REVISIONS

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