



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL ENVIRONMENTAL (NEPA) CONSULTING SERVICES
RFQ: CIMS-033012DV**

AMENDMENT #2

April 19, 2012

Amendment #1 includes the responses to the questions received during the Pre-Submission Conference held on April 10, 2012, and questions received in writing by the deadline to submit questions shown in this RFQ.

QUESTIONS AND CLARIFICATIONS TO RFQ

1. **Question:** We understand that no City personnel are to be contacted; however, would it be permissible to ask a City staff member outside of the CIMS Department to write a reference letter for past work under a different contract, or are all City staff off-limits for references?

Response: Yes, other city staff can be contacted to provide a “general” letter of reference and not specifically for this service/solicitation. Communication specifically about this solicitation is prohibited as per the restrictions on communication during the solicitation this RFQ.

2. **Question:** When will the Contract Document Template (RFQ Attachment 6) be posted?

Response: The Contract Document Template (RFQ Attachment 6) is attached to this Amendment and is also posted on the City’s Website.

3. **Question:** Do sub-consultants/teaming partners need to provide proof of insurability (Part J on page 7) in addition to the prime firm?

Response: At this time, the City is requesting only the Prime firm to provide proof of insurability as part of the firm’s proposal.

4. **Question:** Page 9 indicates a “minimum of five (5) project sheets, limited to one page each.” Are half-page project sheets acceptable? For example, would it be permissible to submit ten half-page project sheets on five pages in the SOQ?

Response: Yes. Half-page project sheets are acceptable as long as all the requested information is included for each project sheet.

5. **Question:** Page 14, part 9(c) states “The dollar amount of the participation of each DBE firm participating” is required. However, per page 3, there is no pre-determined dollar value on the contract, and it could be extended for multiple years. That makes it virtually impossible to indicate a dollar value for DBE firms. However, it would be possible to indicate a percentage intended for each DBE firm. Would a percentage be acceptable rather than a dollar value?

Response: A percentage intended for each DBE Firms is acceptable.

6. **Question:** Will sub-consultants also need to sign and submit a Submittal Cover/Signature Sheet (Form 1) in the proposal or just the prime?

Response: No, subconsultants are not required to sign and submit a Submittal Cover/Signature Sheet. Only the Prime Firm is required to sign and submit this form.

7. **Question:** Public involvement is included as part of the scope for these on-call services. Will the consultant or City be taking the lead and conducting the public meetings?

Response: The selected consultant(s) will be providing support and assisting with the public meetings, presentation and notices.

8. **Question:** Will the selected firm(s) be providing services to any of the 2012- 2017 Bond Program projects and to what Bond Program projects specifically?

Response: Yes, the selected firm(s) will be providing services on Bond Program projects, primarily to streets and drainage bond program projects; however, services may be required for any of the Bond Program projects to include Vertical projects.

9. **Question:** Will selected firm(s) for these on-call contracts be prohibited from submitting proposals for design services on the 2012-2017 Bond Program projects?

Response: No, firm(s) selected to provide services under this On-call Environmental (NEPA) Services contract will **NOT** be prohibited from submitting responses or proposals for future design services for Bond Program projects.

10. **Question:** Are the 5 projects sheets requested on Criteria A counted as part of the 13 page limitation?

Response: Yes, the 5 projects sheets requested on Criteria A is part of the Statement of Qualifications and therefore counted as part of the 13 page limitation on this RFQ.

11. **Question:** Are there existing on-call contracts for these on-call services?

Response: Yes, the City currently has 3 firms retained to provide these on-call services; however, the existing contracts expire in July 2012.

12. **Question:** On page 9 of the RFQ, regarding project sheets, is there a maximum of projects sheets to be submitted?

Response: No, there is no maximum number of projects sheets that a firm can provide, as long as Statement of Qualifications does not exceed the 13 page limitation. It is recommended for Respondent to be selective when choosing the projects and number of projects to include in their Statement of Qualifications.

13. **Question:** If a firm is a DBE firm, will firm be required to find DBE subconsultants to meet the DBE goal?

Response: No, if the firm is DBE their certification/percentage of the contract will meet the goal on the contract.

14. **Question:** How many firms does the City anticipate to award a contract to for these services?

Response: The City anticipates awarding a contract for these services to 3 or 4 firms.

15. **Question:** What firms currently have the existing On-call Environmental (NEPA) Services contracts?

Response: The firms that currently have the existing contracts for these services are: Atkins, Poznecki Camarillo, and Adams Environmental.

16. **Question:** Will these services be used for Vertical projects included as part of the Bond Program?

Response: Yes, these on-call services may need to be used on all or some projects, including Vertical and Horizontal projects, included in the 2012-2017 Bond Program.

17. **Question:** Can firms submit additional information for the first part of Criteria C, if firms have never worked on or performed services for the City of San Antonio?

Response: Although firms are not required to provide a response the first part of Criteria C; firms may provide a response if firms have never conducted business with the City of San Antonio, but has performed services for other municipalities or entities.

18. **Question:** Can the City please provide a list of DBE firms to assist in selecting DBE firms to meet the DBE goal?

Response: The list of DBE firms can be found at www.sctrca.org. Search the vendor database by inputting the business description and checking the Disadvantage Business Enterprise business box.

19. **Question:** How will projects be assigned once the firms are awarded this contract?

Response: Typically projects are assigned to firms under this contract in a rotational basis; however, projects may also be assigned depending on the type of project and the work to be performed.

20. **Question:** How is the budget for this environmental work determined?

Response: Typically, the budget for environmental work is included within the capital budget for each project.

21. **Question:** Which DBE forms need to be included in our proposal?

Response: The DBE Good Faith Effort Plan needs to be included in the proposal.

22. **Question:** Can headers/footers be inside the margins (less than 1" from the edge of the page)?

Response: Yes.

23. **Question:** Can headers/footers be less than 10pt font?

Response: Yes.

24. **Question:** Does every page have to have a 1" margin including forms and project sheets?

Response: Yes.

25. **Question:** I do not see a tab called out in the RFQ for placement of our DBE Good Faith Effort plan. Typically these go behind a specific Tab; however in the RFQ (pages 6-7) and Submittal Checklist Form. Could you tell me where the DBE Good Faith Effort plan should be placed in the submittal?

Response: The DBE Good Faith Effort plan may be indexed or labeled as Tab "10" of the submittal.

26. **Question:** The DBE Commitment Agreement form on the website appears to be geared towards construction projects. This is a professional services contract; is there a different form that would reflect professional services, or should I put "does not apply" for the areas discussing materials, bid items, etc. and simply list the percent commitment to our DBE?

Response: There is no form for Professional Services. The Percentage can be listed on the DBE Commitment Form.

27. **Question:** In the pre-bid conference, you mentioned that we should sign the acknowledgement form for any addendums issued. Will you want this signed acknowledgement included as an attachment within our proposals? What is the way you prefer to see us submit this acknowledgement document to you?

Response: To clarify, **no** addenda acknowledgement form is required to be submitted with the proposal.

28. **Question:** On page 6 of the RFQ, under D, it states that the Discretionary Contracts Disclosure Form (Form #3) should be submitted "as Tab '3' in its ORIGINAL SUBMITTAL ONLY." Can you please clarify this? Does "original submittal only" mean that we, the prime, and our subs are supposed to include our forms in only the original submittal and not the 5 other copies? If so, what should be in Tab 3's place in the copies?

Response: Copies of the Discretionary Contracts Disclosure form may be submitted on the 5 copies of the proposals or a Tab 3 may be inserted in the copies stating the Discretionary Contract Disclosure form has been submitted in the "Original Submittal Only".

29. **Question:** Page 3 of the Discretionary Contracts Disclosure Form (Form #3) states that contractors and vendors should "submit a Conflict of Interest Form (CIQ) to the Office of the City Clerk." Should the prime and the subs on a team fill this form out prior to the deadline of this RFQ and submit it to the City Clerk's office or is this something typically handled after an award is made? Should the form or any other documentation regarding the CIQ be included in our submittal?

Response: Please visit: <http://www.sanantonio.gov/clerk/ethics/> or call the Office of the City Clerk at 210-207-7253 if you have any questions regarding the Conflict of Interest form.

30. **Question:** Is it correct that the only form with an original signature we need from our subs is the Discretionary Contracts Disclosure Form (Form #3)?

Response: Yes.

31. **Question:** When our subs fill out the Litigation Disclosure Form (Form #4), they simply check the boxes and do not need to sign the form, correct?

Response: The Litigation Disclosure form is required to be submitted by the Prime Firm only. This form does not require a signature.

32. **Question:** On page 8, it states that corporate respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal. Where exactly on that Submittal Cover/Signature Sheet would you like us to place this number?

Response: The Comptroller's Taxpayer Number may be placed next to the firm's name on the Submittal Cover/Signature Sheet.

33. **Question:** If one of our subcontractors is a certified DBE through the City of Austin, will their certificate not count towards the goal because the City of Austin is not one of the five listed certification entities?

Response: Yes, if subcontractor is certified by the City of Austin, DBE will not count towards the DBE goal.

34. **Question:** Does the "Disadvantaged Business Enterprise (DBE) Program *Commitment Agreement Form*" need to be filled out and included in the submittal now, or is this a form that will not be included and would be filled out upon an award being made for this contract?

Response: The form will be required to be completed and submitted by the awarded firms. Once a firm is awarded the contract the firm will have seven days to complete and submit to the City the commitment form.

35. **Question:** Are COSA CIMS staff in the Environmental Management Division not allowed to write general letters of reference supporting work performance by submitting firms if they are?

Response: Yes, see response to Question #1.

36. **Question:** What 'Tab' does the Good Faith Effort form fall under?

Response: The Good Faith Effort form can be indexed or labeled as Tab "10" of the submittal.

37. **Question:** What is the DBE Form 2 letter of intent?

Response: The DBE Form 2 letter of intent is not required on this contract.

38. **Question:** What is the dollar value each contract?

Response: The dollar value of each contract is unknown at this time. However, it will be based on contract expenditures based on the last contracts and projected environmental costs for environmental challenges associated with the 2012 Bond program.

39. **Question:** Are the letters of reference (Tab 8) and proof of insurability (Tab 9) included in the 13 page count limit?

Response: No, the 13 page count limit only applies to the Statement of Qualifications (Firm's narrative or response for Criteria A, B &C). Resumes, letters of reference, organizational chart and other required forms are not counted towards the 13 page count limit.

40. **Question:** The subconsultants we are anticipating utilizing for this proposal meet or exceed the 4% DBE Goal as stipulated in the RFQ. After reviewing the CIMS Department DBE Good Faith Effort Plan, page 2 of 4 states that if the goal was met with the firms listed on page 1, those subcontractors that will be utilized on the contract, section C can be skipped and the good faith effort plan can be signed. With this knowledge, we would fill out pages 1 and 2 of the GFEP, skip section C, and sign. However, the RFQ goes into great detail on what constitutes a Good Faith Effort. Does a firm need to document their efforts only if they do not meet the DBE as stipulated in the RFQ (such as the items mentioned in Section C of the DBEP)?

Response: All efforts to solicit DBE subconsultants need to be documented whether the goal was met or not. If a firm cannot meet the 4% goal, the efforts will be reviewed to determine if they meet the CIMS DBE Program standards.

41. **Question:** Where would I be able to obtain a copy of the DBE Form 2 "Letter of Intent"?

Response: The Letter of Intent is omitted on this RFQ.

END OF QUESTIONS AND CLARIFICATIONS TO RFQ