



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ARCHITECTURAL SERVICES FOR
THE 2012-17 GENERAL OBLIGATION BOND PROGRAM**

RFQ: CIMS053012MN

**AMENDMENT #2
June 29, 2012**

Amendment #2 includes the responses to the questions received in writing. In addition, Amendment #2 includes revisions to the RFQ.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

Questions & Responses:

1) **Question:** Criteria A mentions Exhibit A, we would like to know if this refers to the design of the District 2 Library, or if this is to be a sample of one of our previous projects, similar to the District 2 Library in scope. So far when I clicked on Exhibit A it links to one of the fire station projects.

Also, are we to design District 2 library as part of the RFQ submittal? From what I understood all architecture firms must design and submit this proposal, along with the forms, in order to be considered for a project, is that correct?

Response: Exhibit A is an example to be used for formatting only. We ask that you focus to your RFQ for the scope of the District 2 Library, we believe this project to have scope components that best cover the expertise needed in each respective Architectural Bond project, focusing on one project will allow for a more clear and fair comparison of respondents.

2) **Question:** We want to pursue the Senior Center and thus want all the related criteria directed solely towards this project type. However, the wording of the RFQ appears that RFQ responses will be reviewed as they relate to the District 2 New Branch Library. If we were to submit an RFQ response with no library information and all senior center related work, would that disqualify our RFQ or make it irrelevant? How will the RFQs be reviewed in regards to the other non-library project types?

Response: Non-Library projects will be assessed for portions of scope relating to the sample project District 2 Library.

3) **Question:** Being an out of town firm, does this RFQ require that the firm that gets this contract have a local branch in the City of San Antonio.

Response: No, the RFQ does not require firms to have a local office.

4) **Question:** Am I required to submit with my proposal, a list of all subcontractors I intend to use?

Response: No, the RFQ does not require a list of subcontractors. However, during the negotiation phase, selected firms will be required to submit a detailed subconsultant utilization plan to calculate firms' proposed SBE and M/WBE participation.

5) **Question:** RFQ requires the vendors to produce the project schedules using "Primavera Project Manager 5.X or Primavera Contractor 4.1 or above. Will Primavera Project Manager be made available to vendors to produce the required project schedules, similar to the way the invoices were produced for the 2007-2012 bond program? The cost to purchase Primavera Project Manager from Oracle is \$2,500. For some of the small projects in the Bond program, the cost of this software would be the cost of the design fee. Would you consider the same arrangement as currently used in "Primavera Expedition" for Payment Applications?

Response: No, the City will not provide vendors access to our Primavera scheduling software. The schedule requirement and software to be used may vary based on project needs and should be part of the negotiations with the project manager. *Please see Section II of this document, Revisions to the RFQ and Solicitation Documents, for further information.*

6) **Question:** Can you please clarify that both the prime firm and subconsultants are required to complete **Form 3 (Discretionary Contracts Disclosure Form)** and that only the firms that are to have direct contact with the City are to complete **Form 4 (Litigation Disclosure)**?

Response: The prime firm will fill out form 3 inclusive of themselves and all subconsultants; therefore, the sub will not fill out form 3, but will be represented on it. This response should supplement response to question #15 on Amendment #1.

7) **Question:** We are uncertain how to respond to the General Conditions set forth as they are written for a construction contract. Would you please provide the applicable General Conditions for a Professional Services Contract?

Response: The City of San Antonio does not have a separate General Conditions for Professional Services contracts. While written for construction projects, embedded in the City's General Conditions are requirements placed upon Consultants doing business with the City that obligate Consultants throughout the life of a Project. For that reason, so all parties to a Project are contractually aware of the responsibilities of each other, the City's General Conditions are made a part of Consultant contracts entered into with the City.

8) **Question:** What are the dates of the last revisions to the Architectural Contract Template and General Conditions? Is it possible to get an annotated version of the contract template and general conditions which shows changes to the provisions from the last revision date or since 2008?

Response: The general conditions currently available for review as an attachment with this RFQ were revised 6/2012, the contract template was revised 5/2012. We do not have a document showing contract changes from the previous respective documents since 2008.

9) **Question:** Should Exhibit A be examples of our previous work?

Response: Yes.

10) **Question:** I am trying to understand how the 20 maximum # of pages add up on the Bond submittal. Can you please clarify which sections are being counted toward the 20 page requirement?

Response: Please see chart below for clarification.

Included in 20 page maximum	
Document	Page Limit
Experience Narrative	4
Cover Letter	2
Project Sheets	6
Local Experience Narrative	1
Design Management	3
Construction Management	2
Outreach and Diversity Narrative	2

Please note: Resumes and Organizational Chart are limited to 1 page each but are not included in the total page limitation.

11) **Question:** I noticed that Form 5 does not list the District 5 Senior Center, any of the Recreation Facilities, Carver Cultural Center, and many other Architectural buildings. Were these buildings left off the form for a reason? Am I supposed to fill in the form, and vote my interest that way?

Response: Architectural projects not listed on Form 5 have been or will be solicited using other methods. Please see Amendment #1, question #1 for further information.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS
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X. AWARD OF CONTRACT AND RESERVATION OF RIGHTS. Paragraph F. should be read:

- F. The City administers its design and construction management through an Internet-based management system. All vendors will be required to use the City's system and submit schedules.

END OF REVISIONS

No other items, dates, or deadlines