



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

RFQ: CIMS053012AM

**AMENDMENT #2
June 22, 2012**

Amendment #2 includes responses to questions received in writing before the deadline for questions stated in the RFQ and it also includes changes to the RFQ and RFQ solicitation documents.

I. RFQ QUESTIONS AND CLARIFICATIONS
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Project Related Questions:

1. **Question:** For the sample project (Redland Rd) is any additional right of way needed, if so will the City be handling that or will that need to be handled by the proposed design team?

Response: The need for right-of-way acquisition should be determined by the Respondent. If right-of-way acquisition is required, the selected firm will be tasked with providing right-of-way survey for the needed parcels and preparing plats and field notes for acquisition. The City will handle making offers, negotiating with property owners, and purchasing the right-of-way.

2. **Question:** Are ROW Acquisition Services anticipated to be required by the responding Team or are any ROW acquisition services to be handled by the City of San Antonio?

Response: See response to question #1 above.

RFQ Related Questions:

3. **Question:** Will the City accept an 11x17 organizational chart for this submittal?

Response: Please reference response to question #47 on page 7 of Amendment 1.

4. **Question:** For the project sheets the requirement is for "projects completed in the last three years", will the City consider changing the time from three years to projects that have been done within the last five years?

Response: The requirement for projects completed within the last three years has been changed to projects completed within the last five years. See Section II of this Amendment for this change to the RFQ.

5. **Question:** Is it permissible to have a laminated cover with photos?

Response: Yes.

6. **Question:** Is it 3 past projects per firm on the team or 3 past projects total?

Response: Respondent shall submit a total of 3 projects. See responses to question #33 and #37 on page 6 of Amendment 1.

7. **Question:** Can we include projects currently under design/construction?

Response: Reference response to question #28 on page 5 of Amendment 1.

8. **Question:** Regarding Experience with Cosa Issues/Contracts are we limited to 1 page per firm on the team or is it 1 page total?

Response: See response to question #48 on page 7 on Amendment 1. The page limitation for this section has been increased to a maximum of two pages total. See Section II of this Amendment for this change.

9. **Question:** In the RFQ, page 13, number 8 “Engineering Contract Template and General Conditions”. Along with the paragraph accepting or providing concerns/comments - *Does the City want a signature, title and date on this page?* Should it be notarized?

Response: No, this information is not required in this section. By signing the Submittal Cover Letter/Signature Page-Form 1, found in the RFQ Required Documents attached to the City’s website for this RFQ, Respondent certifies that any objections it may have with the City’s Engineering Design Services Contract and General Conditions, labeled as RFQ Exhibit “B” hereto, have been listed and included in Respondent’s Statement of Qualifications under Tab 13 hereto. Absent any objections there listed, Respondent confirms it will execute City’s Engineering Design Services Contract as written.

10. **Question:** At the pre-proposal it was stated that only the prime firm submitted one copy of the Discretionary Contracts Disclosure but listed all the subconsultant’s information on it. On page 7 #4 of the RFQ it states “each party to that team or joint venture shall complete and submit a separate form with the submittal”. What is it we should actually do?

Response: Reference response to question #3 on page 1 of Amendment I.

11. **Question:** On the same page #5 regarding the Litigation Disclosure it states “each party to that team or joint venture shall complete and submit a separate form with the submittal”, but at the pre-proposal it was stated that only the Prime needed to submit the Litigation Disclosure Form.

Response: Reference response to question #8 on page 2 of Amendment I.

12. **Question:** I have some questions regarding the “Professional Services Agreement” Contract document dated “Revised 3-1-12” Article III 3.1.1, 3.4, Article IV 4.2, 4.3, 4.8 and 4.9 – document refers to Scope of Services as Exhibit 2, but Exhibit 2 on the Index is the “Outreach and Diversity Plan”, the Scope of Services is shown as Exhibit 3 on the Index. What is the correct Exhibit number?

Response: Scope of Services is Exhibit 3 as shown on the Index on page 3 of the agreement. This change to the agreement will be made during negotiations and before contract execution.

a. **Question:** Article IV 4.8 and 4.9 – document refers to “Compensation of Additional Professional Services” as Exhibit 2, but Exhibit 2 on the Index is the “Outreach and Diversity Plan”. Is the “Compensation of Additional Professional Services” to be under Scope of Services? What is the correct Exhibit number?

Response: Compensation of Additional Professional Services will be included under Exhibit 1-Project Fee Summary. This change to the agreement will be made during negotiations and before contract execution.

b. **Question:** Will an example of a detailed “Outreach and Diversity Plan” that is required in Article XII 12.2 be available?

Response: No, an example will not be available.

c. **Question:** Will an example of “Compensation of Additional Professional Services” be available for review?

Response: No, an example will not be available.

13. **Question:** On the recently released Amendment #1, Page 6; question 34. The response states that no forms are required for subconsultants. Does this mean that the subconsultant does not need to submit a Discretionary Contracts Disclosure form?
- Response:** Discretionary Contracts Disclosure forms from subconsultants are required to be submitted in the submittal. See response to question #3 on page 1 of Amendment 1. Also, see Section II of this Amendment this change to question 34 on Amendment I.
14. **Question:** If the prime is submitting a project sheet for a past project in which they were a subconsultant are they still required to submit the first table on the second page of the sample project sheet? If so, how do you suggest we go about obtaining this information? Especially the payment information to subs?
- Response:** Yes. Apart from choosing similar projects which highlight Respondent's experience and key personnel, Respondents should select projects that best represent their firm's ability to achieve diverse utilization of S/M/WBEs. Respondents will be eligible to earn points by demonstrating their past practice of providing maximum opportunities to S/M/WBEs as demonstrated on the three (3) project sheets. Also, dollar values paid to subconsultants are no longer required, please see Amendment #1, dated Jun 13, 2012, Section II, item 4, which revises item 10 of RFQ page 10.
15. **Question:** I noticed the first sample project sheet posted and the one included in Amendment #1 have a different first table on the second page. Which one are we supposed to follow?
- Response:** Amendment I replaces the original sample project sheet with the project sheet attached to Amendment I and posted to the City's website, with the revision date of 6/12/12. Respondents are to follow the revised sample project sheet.
16. **Question:** Can the margin for the page footer (including the page #) be less than 1"?
- Response:** Please reference response to question #45 on page 7 of Amendment 1.
17. **Question:** Do the Resumes and Organization Chart sheets have to maintain the 1" margin?
- Response:** Yes, please refer to Article VII, Submission Instructions of the RFQ on page 13 for more details.
18. **Question:** Amendment I evidently made changes to the projects listed on the ranking form (Tab 15, Form 5) however no revised Form 5 has been posted to the website. Can you advise when this form will be added?
- Response:** Form 5 has been revised and posted to the website as Form 5 revised 6-22-12. Cesar Chavez Corridor and the Downtown Streets-Market St./Bowie St. projects have been removed from Form 5.
19. **Question:** I was just inquiring how I might be able to receive a copy of the sign-in sheet from the pre-proposal meeting from last Friday.
- Response:** The pre-submittal meeting sign-in sheet has been posted on the City's website.
20. **Question:** Are Conflict of Interest Forms (for prime and subconsultants) required for the RFQ submittal?
- Response:** See response to question # 26 on page 5 of Amendment 1.
21. **Question:** On page 14 of the referenced RFQ, it is stated that "All pages shall be numbered". Given that the document will be separated by sections (15 total) and several sections consist of required forms, please advise how you would like to see this submittal document numbered.
- Response:** The numbering of the pages on the submittal should be continuous, regardless of the sections.
22. **Question:** In Amendment #1 issued on June 13, 2012, Question #48 refers to Item B-1 Team's Experience with San Antonio Region Issues and requests that the limit be increased to a maximum of two (2) pages. The response to that question says the limit will be increased to a maximum of two (2) and references Section II of the Amendment for the change. Section II of the Amendment does not address Item B-1 – so has the limit been changed to two (2) pages?

Response: See response to question #8 above.

23. **Question:** Do forms require 1" margin and page numbers?

Response: Yes.

24. **Question:** Is it OK to shrink the forms a bit to fit the pages?

Response: Yes, as long as the forms can be read.

25. **Question:** Can I remove the City's footer on the forms?

Response: No.

26. **Question:** Project Sheets: Form 5. On the revised form posted on the website, the subconsultant participation summary no longer includes the primary scope and final amount earned/paid. Is this correct?

Response: See response to Question # 15 above.

27. **Question:** In Amendment 1 it stated that the Prime is responsible for completing the DCD Form to include it's subconsultants information (Question #3). On the DCD Form, item #7 (Disclosure of Political Contributions) should the Prime list its subconsultants contributions, in addition to its own (if contributions were made) or is this section only for the Prime's contributions?

Response: Yes, political contributions made by both the prime firm and all of its subconsultants shall be disclosed on the Discretionary Contracts Disclosure forms submitted.

28. **Question:** Discretionary Contracts Disclosure, question 7, Disclosure of Political Contributions. Do we need to list the contributions of our subconsultants from under #5?

Response: See response to Question #27 above.

29. **Question:** Litigation Disclosure Form, questions 1-3. If any of our subconsultants answer "yes," to any of these questions, are we required to supply the name(s) of the person(s), nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation as listed on the form?

Response: See response to question # 8 on Amendment I, page 2. Only the prime firm is to complete and submit this form. Subconsultants are not required to complete this form.

30. **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 for each project. See Section II of this Amendment for this change to the RFQ.

31. **Question:** Regarding the Project Sheets, do these have to be COSA projects

Response: No, the Respondent should highlight projects in the project sheets that best represents their skills and abilities to provide the required services stated in the RFQ.

32. **Question:** If a principal of the prime firm did a project while working for another firm, can the project be listed in the Project Sheets as done by the principal while at the other firm?

Response: The Respondent could include a project in the Project Sheets section that wasn't worked on by the Respondent but worked on by a member of the Respondent's key personnel group. That fact would need to be clearly disclosed when describing the role of the prime firm in the project.

33. **Question:** Should the team organizational chart show all individual positions/staff members from all team firms or more simply show the general roles that each firm would perform?

Response: Reference RFQ, Article V Submittal Document Requirements & Evaluation Criteria, Statement of Qualifications, Item A.2-Proposed Key Personnel for details regarding the organizational chart requirements.

34. **Question:** May respondents submit more than one organizational chart? i.e.: One general chart depicting team firms' roles, and another showing prime firm staff's specific positions.

Response: One organizational chart showing the requested information is required. See response to question #34 above.

35. **Question:** Can Design/Drafting work for these projects be performed in Autodesk Civil 3D design software and then exported to the Micro Station (.dgn) format for submittal?

Response: Design / drafting work may be performed using software other than Micro Station, however files would need to be converted to Micro Station format for submittals. The consultant is fully responsible to ensure data is not lost or skewed during the conversion. Consultants will be held accountable for accurate submittals of dgn files.

36. **Question:** Is there a limit to how many Prime Firms a company can be a sub to?

Response: There is no limit.

S/M/WBE Related Questions:

37. **Question:** If we are a subconsultant on a past project can we omit requirement #10. Amount paid to each subconsultant and prime consultant?

Response: No. Apart from choosing similar projects which highlight Respondent's experience and key personnel, Respondents should select projects that best represent their firm's ability to achieve diverse utilization of S/M/WBEs. Respondents will be eligible to earn points by demonstrating their past practice of providing maximum opportunities to S/M/WBEs as demonstrated on the three (3) project sheets. Also, dollar values paid to subconsultants are no longer required, please see Amendment #1, dated Jun 13, 2012, Section II, item 4, which revises item 10 on page 10.

38. **Question:** With regard to 3. Outreach and DiversityExamples of extending insurance coverage for S/M/WBE subcontractors. This is not a usual occurrence for subconsultants, which already have their own insurance coverage. This seems to be directed at subcontractors, which are not usually a part of a professional services RFP. Am I understanding this incorrectly, or reading too much in the difference between subconsultants and subcontractors?

Response: The Outreach and Diversity section is applicable to all Respondents, including small businesses. Some examples of strategies and practices provided may not apply to S/M/WBE firms. However, other activities which may apply include reaching out to smaller S/M/WBEs, offering an internship(s) to a local university student(s), using the services of professional associations or economic development assistance agencies, attendance or participation in local small business fairs/symposiums, providing prompt payments to subconsultants, or compliance with the City's Small Business Program requirements. Respondents may also include other activities, policies, or practices not listed as examples which contribute to equal opportunities for businesses, including S/M/WBEs.

39. **Question:** Also in 3. Outreach and DiversityExamples of providing assistance to S/M/WBE firms in obtaining a line of credit. I asked our bank how we could assist another firm in obtaining a line of credit, and they told me that unless we backed a line of credit with a Certificate of Deposit or similar instrument, it would be virtually impossible. This is one bank and one banker answering. So again, am I reading too much into this question?

Response: See response to question #37 above.

40. **Question:** Finally 3. Outreach and Diversity
...Offering business counseling and feedback to any S/M/WBE submitting a bid for a subcontract as to why their bid was not accepted. This is a Request for Qualifications and no bidding for a place on a proposal would be allowed, as I understand the "Texas Engineering Practice Act". Is this misworded, or am I one again, reading too much into this question?

Response: See response to question #37 above.

41. **Question:** Regarding the S/M/WBE statistics shown in the RFQ (page 3): is there a final percentage the City is striving for?

Response: The City has not applied contract-specific S/M/WBE (prime and subconsultant) goals for engineering services contracts resulting from the 2012 Bond Program. However, the City fully intends to promote and maximize S/M/WBE participation for the 2012 Bond Program. Please refer to the chart on page 3 of the RFQ.

42. **Question:** Can SBE firms also be counted as M/WBE's and can M/WBE's also be counted as SBE's (page 12)?

Response: Yes. However, Respondents will not be scored on their proposed team's SBE and M/WBE participation levels. The Outreach and Diversity section of the initial evaluation is based on Respondents' past history of utilizing SBEs and M/WBEs and strategies they've implemented to provide subcontract opportunities to S/M/WBEs. It is during the negotiation phase when selected firms will be required to submit a detailed subconsultant utilization plan to calculate firms' proposed SBE and M/WBE participation.

43. **Question:** Is there a minimum or maximum % amount of work that a Prime can keep for themselves?

Response: No. However, the City fully intends to promote and maximize S/M/WBE participation for the 2012 Bond Program. Please refer to the chart on page 3 of the RFQ

44. Page 12 of the RFQ, **Section 3** Outreach and Diversity, states that respondents must "limit responses to the following items to 2 pages."

- a. **Question:** Should respondents state their best practices with regards to providing equal business opportunities for **3.1**, or is this already demonstrated in the Project Sheets by listing the certification statuses of subconsultants (and therefore no further information should be submitted for **3.1**)?

Response: Respondents should include a response to question 3.1 and 3.2 within the allowed two (2) page limitation.

- b. **Question:** If respondents are required to state best practices in **3.1**, does the 2 page limitation apply to **3.1** and **3.2** collectively? Or are respondents allowed 2 pages for **3.1** and another 2 pages for **3.2**?

Response: Respondents must limit their response to two (2) pages for 3.1 and 3.2 collectively.

45. **Question:** Are respondents allowed to contact Mr. Ruben Flores with questions about Outreach and Diversity after June 19, 2012?

Response: Yes, the Small Business Office can be contacted up until the deadline of this solicitation; however, Respondents are prohibited from contacting this office after the RFQ's deadline. Article VIII, Restriction on Communications, Item 3 states that "Contacts to the Small Business Office regarding this solicitation after the solicitation closing date is not permitted.

46. **Question:** If a Respondent's team includes multiple firms, including S/M/WBEs, with the same discipline, how will the City know the scope of services to be performed by those firms?

Response: Respondents should specify the scope of services to be performed by firms with the same discipline

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. The response to Question #34 on page 6 of Amendment 1 is revised to read:

“See response to Question #3 on page 1 of Amendment 1.”

2. Article V. Submittal Document Requirements and Evaluation Criteria, Statement of Qualifications, Item B1, Team’s Experience with San Antonio Region Issues and Past Experience with City of San Antonio contracts has been revised to read:

“1. City is interested in evaluating the firms experience with San Antonio issues, as may be evidenced by work in the San Antonio and surrounding area during the past five (5) years. In narrative form using **two (2) pages**, briefly describe experience in the following areas and reference projects relating to that experience.....”

Please note the change in the page limitation on this section.

3. Article V. Submittal Documents Requirements & Evaluation Criteria, Item 6, Statement of Qualifications - A. Experience of the Prime Firm and Key Personnel, Item 3. Project Sheets, has been changed to read:

“Utilizing a two (2) page project sheet for each, identify three (3) projects completed in the last **five (5)** years.....”

4. Article X. Award of Contract and Reservation of Rights, Item F has been revised to read;

“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 for this RFQ are changed.