



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

RFQ: CIMS053012AM

**AMENDMENT #2
July 9, 2012**

Amendment #2 includes responses to questions received in writing before the deadline for written 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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1. **Question:** Do we include a front cover only, or a front and back cover, or no cover at all for the SOQ submittal?

Response: Yes, front and back covers may be included. Front and back covers are recommended, but not required.

2. **Question:** If no cover, is the first page then the cover letter?

Response: Yes, see response to Question #1.

3. **Question:** Do you want the submittal to have a clear front and back protective sheet?

Response: There is no preference. Respondent may include clear front and back protective sheet on the submittal.

4. **Question:** Will the Discretionary Contract Disclosure be the only form required from subconsultants?

Response: No. To clarify on what has stated before regarding subconsultants completing the Discretionary Contracts Disclosure form, this form does not need to be completed by the subconsultants. The Discretionary Contracts Disclosure form is required to be completed and submitted by the prime firm only. The prime firm is to list all their subconsultants and to disclose the prime firm's contributions on this form.

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

6. **Question:** On the project sheets, I noticed that it asks for a list to include the amount paid to each subconsultant and amount earned by the prime consultant. Unfortunately we are not always privy to that sort of information, as landscape architecture often the subconsultant, how will this affect the score?

Response: 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. Estimating percentages or answering "not applicable" is not recommended.

7. **Question:** Would the City be willing to enter into contract with an out of town firm providing they have a local Landscape Architect as a sub-consultant on their team? And as a related question would the City allow a local Landscape Architectural firm submit as a Prime Consultant and as a sub-consultant on another team?

Response: Yes to both questions.

8. **Question:** Regarding form #3, Discretionary Contracts, item #2A and #2B, do we list the contract information here as the RFQ title "Landscape Architectural Services for the 2012-17 General Obligation Bond" and "Construction Improvement Management Services (CIMS)" as the originating department?

Response: Yes. CIMS stands for Capital Improvements Management Services.

9. **Question:** Under Tab #5, Experience, you have written "as they relate to San Pedro Springs Park project." We are not submitting for San Pedro Springs Park project, but do you want us to list our project experience under other park projects?

Response: San Pedro Springs Park was chosen as the focal project simply because working at this location requires many of the necessary design and coordination skills that will be required at other parks throughout the City. We would like for the respondents to highlight their experience providing basic park design, but also mention experiences with managing a historical location with not only historical structures but significant trees. Other important aspects or examples of skills required by a park such as San Pedro Springs Park are how to handle the public input process, working with bureaucratic and private stakeholders, working with local utility suppliers, managing the urban context as well as the skill of managing multiple professional disciplines.

10. **Question:** Are there any San Pedro Park Master Plan documents beyond the single rendering that we received?

Response: No other documents are available.

11. **Question:** Which methods of project delivery might be considered?

Response: It is anticipated that the majority of the projects in Proposition 3 will use the Low Bid project delivery method, however, some of the higher profile, larger budget projects may warrant Competitive Sealed Proposal process.

12. **Question:** Is the team to provide the survey? Geotechnical report?

Response: In many cases, the Parks & Recreation and CIMS Departments have been working in recent months to prepare detailed surveys of many of the parks in the 2012 Bond Program. When available, that information will be shared with the design consultant for their use. If not available, or if not complete to the level necessary to perform the design services, the project manager and the Consultant will discuss and agree on the appropriate method for achieving such. At that time, that additional level of detail would either be carried out by COSA staff or those services would be negotiated and would be added to the Consultant's proposal as an additional service.

When related to obtaining geotechnical information, there are a variety of ways this can be accomplished. When the project manager and the consultant discuss the necessity and determine the scope of the services needed, there are several options available. First, the CIMS and Parks & Recreation Department would seek historical information that may suffice depending on the project's complexity. Second, the CIMS

Department could seek the services of one of the numerous On-Call Geotechnical and Material Testing firms and Third, the project manager could negotiate with the Consultant to add this services to their proposal as an additional service.

13. **Question:** Can a firm submit as a Prime Respondent and as a subconsultant for another Respondent's team for this solicitation?

Response: Yes.

14. **Question:** Can the five (5) year landscape architecture experience requirement be satisfied by a subconsultant rather than the Prime Respondent?

Response: Yes.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. 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.....”

2. 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.