



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

ADDENDUM II

SUBJECT: REQUEST FOR QUALIFICATIONS "PLANNING & DESIGN FOR RUNWAY & TAXIWAY IMPROVEMENTS (2012)" DATED SEPTEMBER 12, 2012

DATE: SEPTEMBER 28, 2012

***THIS NOTICE SHALL SERVE AS ADDENDUM NO. II
TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS (RFQ)***

A. THE ABOVE MENTIONED RFQ IS HEREBY AMENDED AS FOLLOWS:

1. RFQ Section I – Background, Minimum Qualifications, is deleted in its entirety and replaced with:

Minimum Qualifications

The projects will be funded in whole or part by FAA grant funds. The **Respondent Teams (including Sub-Consultants)** must have strong airport planning, engineering, construction management and administration, resident project inspection, and airport operations experience all in accordance with current FAA Advisory Circulars and other guidance documents. **Respondent Teams must also have demonstrated experience with Surface Movement Guidance and Control System (SMGCS) plan development AND implementation.** The successful Respondent (**Prime Consultant**) will have demonstrated experience with FAA-funded runway and taxiway reconstruction project(s) and demonstrated experience in sequencing and implementing a multi-year airfield pavement construction program.

2. RFQ Section V – SOQ Requirements, Tab F "Disadvantaged Business Enterprise (DBE) Program Requirements" is deleted in its entirety and replaced with:

TAB F – DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS:

Complete, sign and submit the DBE Good Faith Effort Plan for Federally Funded Contracts (DBE Form 1), and Letter of Intent for Federally Funded Contracts (DBE Form 2). Prepare and submit a Narrative Statement for **Maximum Achievement of DBE evaluation points**, sign and submit the DBE Good Faith Effort Plan which is included as Attachment 4.

3. RFQ Attachment 5 – SIGNATURE PAGE is deleted in its entirety and replaced with "RFQ Attachment 5 – Revised Signature Page" which is included as Addendum II – Attachment A.

4. **RFQ Exhibit D – Draft Professional Services Agreement, Section X - INSURANCE REQUIREMENTS, Section 10.3 – Insurance Requirements Table is deleted in its entirety and replaced with:**

INSURANCE REQUIREMENTS	
<u>TYPE</u>	<u>AMOUNTS</u>
1. Workers' Compensation 2. Employers' Liability	Statutory \$500,000/\$500,000/\$500,000
3. Broad form Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Independent Contractors c. Products/Completed Operations d. Personal Injury e. Contractual Liability f. Damage to property rented by you	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage f. \$100,000
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence (\$5,000,000 if AOA access is required)
5. Professional Liability (Claims-made basis) To be maintained and in effect for no less than two years subsequent to the completion of the professional service.	\$1,000,000 per claim, to pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages by reason of any act, malpractice, error, or omission in professional services.

5. **RFQ Attachment 2 – Respondent Narrative, Criteria B, Background, Experience and Qualifications of Sub-Consultants is amended to add a new Item #2 as shown below. Current Items #2 and #3 are re-numbered to become Items #3 and #4, respectively.**

“2. Provide up to five Project Sheets (as described in Criteria A) for Sub-Consultant projects. Project Sheets may cover any number of Sub-Consultant projects. Sub-Consultant Project Sheets section is limited to a total of 10 pages.”

QUESTIONS RECEIVED BY CITY STAFF IN ACCORDANCE WITH RFQ SECTION VII ARE ANSWERED AS FOLLOWS:

QUESTION 1: Under Tab F, if the DBE goal has been met and demonstrated on Form 1, will submittal of a “Narrative Statement for full Compliance” as referenced still be required?

Response: Yes, a Narrative Statement must be submitted to obtain the “Maximum DBE Evaluation Points”. Failure to submit the Narrative Statement will result in a decrease of DBE Evaluation Points. The term of Full Compliance has been changed to read “Maximum Achievement of DBE evaluation points”. See Addendum II, Item A.4.

QUESTION 2: If a Narrative Statement submittal under Tab F is required, what information is required to confirm full compliance, and what is the page limit on the Narrative?

Response: RFQ, Section IX, Evaluation Criteria, Item D.2, pages 13 and 14 states “Respondent must provide a Narrative Statement describing Item a - business diversity plan; Item b - positive historical DBE/ACDBE utilization on previous contracts; and Item c - DBE/ACDBEs in significant and meaningful project involvement.” There is no page limit restriction on the DBE information submitted, including the Narrative Statement.

QUESTION 3: Under Tab F, are copies of DBE Certifications required to be submitted in the SOQ for sub-consultants and the Prime?

Response: Yes, DBE Certifications are required to be submitted in the SOQ for Sub-consultants and the Prime.

QUESTION 4: If the Prime does not achieve the DBE Goal, will their points be reduced and will evaluation continue?

Response: Yes, evaluation points will be reduced and the evaluation will continue.

QUESTION 5: When is the Engineering contract resulting from this RFQ scheduled to go to City Council?

Response: The target date for City Council consideration of the Agreement resulting from this RFQ is November 29, 2012.

QUESTION 6: If bids are scheduled to be let in May, when is the construction contract scheduled to go to City Council?

Response: Dependent upon federal funding, the target date for City Council consideration of the first phase construction contract is August 2013.

QUESTION 7: Can pavement design coincide with other tasks covered under the Agreement resulting from this RFQ?

Response: Yes. Development of the SMGCS Plan and the overall construction contract sequencing and packaging strategy will be concurrent with the performance of design services. The Airport is looking to have “designs on-the-shelf” as part of the packaging strategy and to maximize the Airport’s ability to respond to FAA funding opportunities.

QUESTION 8: Will CIMS be involved in project?

Response: This is an Aviation Department project. CIMS will not be involved.

QUESTION 9: Has there been any discussions about a CAT III approach?

Response: No, not at this time. The Airport is now required to prepare a SMGCS Plan because the Airport's CAT II departure minimums are below the 1200 feet RVR criterion.

QUESTION 10: Regarding "Respondent" and "Prime", there is no clarity on who the Prime is. What are the specifics?

Response: The Respondent is the entity that will be signing the Agreement resulting from this RFQ. Refer to RFQ Attachment 1, General Information, Item 1, Respondent Information, for further definitions. The Respondent is also referred to as the Prime Firm or Prime Consultant in RFQ Attachment 2, Respondent Narrative, Criteria A: Background, Experience and Qualifications of Prime Firm (including Joint Venture or Partner).

QUESTION 11: Can the SMGGS qualification requirements be met by one of the Respondent's Team (a sub-consultant) instead of the Prime?

Response: Yes. See Addendum II, Item A.1.

QUESTION 12: Can more than one project description be provided on a Project Sheet?

Response: Responses must cover a minimum of 5 projects using not more than 10 pages.

QUESTION 13: Under Tab C, Criteria A, can Project Sheets be submitted for sub-consultants as well as the Prime?

Response: See Addendum II, Item A.5

QUESTION 14: The insurance requirements for liability are \$5 million but this is a problem for our subs since it is more than their fee. How much is required for liability?

Response: See Addendum II, Item A.4.

QUESTION 15: Based on the amounts required in the RFQ for General Liability and Automobile Liability and the Respondents ability to select qualified DBE sub-consultants, what exceptions might be allowed for DBE/ SBE firms unable to obtain the required coverage?

Response: See Addendum II, Item A.4.

QUESTION 16 Under Tab G, are copies of Certificates of Insurance required for the Prime only or both Prime and sub-consultants? Also, are the Certificates required to show they meet the coverage amounts stipulated in the RFQ?

Response: The Prime must submit the required documents for itself. The current Certificate of Insurance need not reflect the required coverage however the letter must state that that the coverage can be obtained.

QUESTION 17: Under Tab D, do the Conflict of Interest questions in the Discretionary Contracts Disclosure (DCD) Form apply only to the Prime? Or should separate forms be provided for the sub-consultants?

Response: The Prime is required to complete the DCD Form, including the conflict of interest questions, on behalf of themselves and their subs-consultants. Separate DCDs for the sub-consultants are not required.

QUESTION 18: Regarding the restrictions imposed by Municipal Code Section 2-309, what is the definition of “contract has been awarded”?

Response: Pursuant to Section 2-309 of the Municipal Code, a Respondent may not make a political contribution to any councilmember or candidate from the tenth business day after the RFQ is released until the 30th calendar day following the contract award. A contract is awarded when the San Antonio City Council votes on and approves award of the contract to a particular Respondent.

QUESTION 19: Has a Phase I Environmental Site Assessment (ESA) been completed and is it available to Respondent for SOQ preparation?

Response: A Phase I ESA is not available to Respondents for SOQ preparation.

QUESTION 20: Can a Transmittal Letter (1-2 pages) on Respondent’s letterhead be submitted with the SOQ and is the requirement of two-sided printing apply to Forms, Project Sheets, and Resumes?

Response: No, a Transmittal Letter is not required. Yes, the two-sided printing applies throughout the SOQ submittal.

QUESTION 21: Can the one-page Organization Chart be printed on an 11 x17 sheet and will a 12-font be acceptable?

Response: Yes, an 11 x 17 page is acceptable for the one-page Organizational Chart. The minimum size font is 10 point.

QUESTION 22: Do all pages in the SOQ, including Forms, need to be consecutively numbered?

Response: Yes.

QUESTION 23: Are the additional 8 copies of the SOQ required to be submitted in a 3-ring binder?

Response: Only the original is required to be in a 3-ring binder. A binder clip may be used for the additional 8 copies.

QUESTION 24: Do the terms “Selected Respondent” and “Respondent” used throughout the RFQ refer to the Prime Consultant only, are do they refer to both the Prime and their sub-consultants?

Response: “Selected Respondent or Respondent” is the Prime Consultant.

**ADDENDUM II – ATTACHMENT A
RFQ ATTACHMENT 5**

REVISED SIGNATURE PAGE

The undersigned certifies that (s)he is authorized to submit this Response on behalf of the entity named below:

Respondent Entity Name

Signature: _____

Printed Name: _____

Title:

(NOTE: If Response is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

Co-Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

By signature(s) above, Respondent(s) is willing to sign the PSA in substantial form with the understanding that compensation and scope will be negotiated, and Respondent(s) agrees to the following:

1. If awarded a contract in response to this RFQ, Respondent will be able and willing to execute a contract in the form shown in the RFQ, as attached and set out in RFQ Exhibit D, with the understanding that the scope and compensation provisions will be negotiated and included in the final document.
2. If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.
3. If awarded a contract in response to this RFQ, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFQ Exhibit D.
4. If awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Response and during solicitation process.
5. Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of Response from consideration.
6. Respondent agrees to fully and truthfully submit a Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of Response from consideration or termination of contract, once awarded.
7. To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.