



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL MECHANICAL, ELECTRICAL, AND PLUMBING (MEP) DESIGN & ADDITIONAL SERVICES
AMENDMENT #2**

November 16, 2012

Amendment #2 includes the responses to questions received in writing and revisions to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Are we to include copies of our SCRTCA certifications in the SOQ, and if so where?
Response: Copies of the South Central Texas Certification Certificates are not required to be included in the SOQ. The Small Business Office will conduct a thorough review of consultants including confirmation of certification. If a respondent wishes to include a copy of their certification certificate, it can be included in section 5 of the SOQ behind the required Subconsultant/Supplier Utilization Commitment Form.
2. Is a tabbed divider required for the “Executive Summary”?
Response: A tabbed divider is not required for the Executive Summary. The Executive Summary is typically placed before tab 1 in the SOQ.
3. Is there an overall maximum page limit for the RFQ response?
Response: Please adhere to the page limit guidelines for section as specified in the RFQ.
4. Should copies of SBEDA certification certificates be in the RFQ response? If so, where in the response document should they be placed?
Response: Copies of the South Central Texas Certification Certificates are not required to be included in the SOQ. The Small Business Office will conduct a thorough review of consultants including confirmation of certification. If a respondent wishes to include a copy of their certification certificate, it can be included in section 5 of the SOQ behind the required Subconsultant/Supplier Utilization Commitment Form.
5. Is there a maximum number of one-page resumes that can be included in the RFQ response?
Response: No, there are not a maximum number of one-page resumes that can be included in the SOQ.
6. Amendment #1, Item 4, states that a maximum number of project sheets that can be submitted is three (3). Please confirm that this is the maximum number that can be submitted. Is there a specific format that the required information should be in? Are photos allowed?
Response: The SOQ should include a minimum of three (3) project sheets, limited one (1) page for each project, which describe similar projects the respondent has completed in the last five years. Please refer to page 6 of the RFQ, Project Sheets (A.4) for information that should be included in the project sheets. Project photos are allowed.

7. Amendment #1, Item 3, states that the 11-digit Comptroller's Taxpayer Number should be included on the Submittal Cover/Signature Page of the Proposal. Will this form be reissued with a specific place to put this number or can it be inserted at any location on the form?
Response: The form will not be reissued. Please be sure to clearly label the 11-digit Comptroller's Taxpayer Number on the Signature page.
8. Do we need to acknowledge receipt Amendments to the RFQ in the response? If so, where should this be included?
Response: No, your SOQ does not need to include acknowledgement receipts of the Amendments to the RFQ.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS
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1. Respondents are required to have a Professional Mechanical, Electrical or Plumbing Engineer licensed in the state of Texas on staff in order to receive points under the SBE or M/WBE category.

END OF REVISIONS

No other items, dates, or deadlines for this RFQ are changed.