



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL STRUCTURAL DESIGN & ADDITIONAL SERVICES**

AMENDMENT #1

November 9, 2012

Amendment #1 includes the responses to questions received in writing, questions at the Pre-submittal meeting and revisions to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. If I don't have a headquarters in San Antonio will this knock me out of the running?
Response: All qualified firms are encouraged to respond to the RFQ.

2. Do I need to submit a Commitment form or Utilization Plan form?
Response: At the time of submittal, all respondents must turn in a Subcontractor/Supplier Utilization Commitment Form. Should the respondent be awarded a contract, respondent will complete a Subcontractor/Supplier Utilization Form.

3. Where is the Commitment form located?
Response: The Subcontractor/Supplier Utilization Commitment Form (Form 5) is located and listed in the "Required Forms" on the City's website at <http://www.sanantonio.gov/RFPListings/>.

4. If I am registered as a SBE and MBE firm, am I eligible for the full 20 points?
Response: Firms who are registered with the STRCA and in the SAMSA area who are SBE and a minority or women owned business enterprise will be eligible for the 20 SBEDA points.

5. Should we include sub-consultants resumes?
Response: Yes, firms are encouraged to include resumes of all key personnel and key sub-consultants.

6. Can you post a Word document of the Required Forms?
Response: Yes, a Word document of the Required Forms is now available on the City's Website.

7. Do I need to submit anything else besides a copy of my current insurance certificate as requested on page 5 of the RFQ, Submittal Document Requirements and Evaluation Criteria, Proof of Insurability? The Required Forms is requesting proof of bondability and a letter from my bonding firm.
Response: Respondents must submit a copy of their firms current Insurance Certificate. No bonding letter is required for this solicitation. The Required Forms section requesting bonds has been removed.

8. The Submittal Checklist and Table of Contents (Form 2) stated SBEDA should be indexed as tab 14. Is this correct?
Response: The Subcontractor/Supplier Utilization Commitment Form should be indexed and labeled in Tab 5.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. The On-Call Structural Design & Additional Service Contract Template draft has been uploaded to the City's website through this Amendment #1.
2. Submittal Checklist and Table of Contents (Form 2) which states the following:
"SBEDA – Indexed as Tab 14" has been removed.
3. Submittal Checklist and Table of Contents (Form 2) which states the following:
"Proof of Insurability and Bondability – Respondent shall submit a copy of their current insurance certificate and letter of intent from their Surety labeled as Tab 7 to the submittal."
Is amended to read:
"Proof of Insurability– Respondent shall submit a copy of their current insurance certificate and label as Tab 7 to the submittal."
4. RFQ Section III, Schedule of Events, which states the following:
"Anticipated City Council Consideration – **January 2012**"
Has been revised to "**January 2013**"
5. **In section III. Schedule of Events of the RFQ, which reads:**
"Responses Due: November 27, 2012, 2:00 P.M."
Is amended to read:
"Responses Due: November 27, 2012, 3:00 P.M."

END OF REVISIONS

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