



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL DESIGN SERVICES FOR THE HEMISFAIR CIVIC PARK**

AMENDMENT #2

November 7, 2013

Amendment #2 includes questions received in writing, questions received at the PreSubmittal Conference held on October 30, 2013 and revisions/clarification to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. **Question:** Does an artist need to be part of the team? Describe the process for selection of a public artist.
Response: No the artist shall not be part of the Hemisfair Civic Park Design Team. The selection of an artist is subject to a separate solicitation handled by HPARC and the City's Public Art San Antonio (PASA) Division.
2. **Question:** Are Prime Consultants required to be licensed in the State of Texas?
Response: The Prime Consultant or team (SubConsultant) must be licensed by the State of Texas to seal the drawings.
3. **Question:** For the three (3) Project Sheets (Tab 10), can we utilize projects completed by any member of our team, or are these restricted to the prime firms' project experience?
Response: The Respondent (prime firm) shall submit a maximum of three (3) Project Sheets in Tab 10. The Respondent may highlight relevant experience in the three (3) page summary for all parties of the proposed team in Tab 9.
4. **Question:** The RFQ indicates there shall be no more than 3 project sheets included in our submittal. Does this mean a total of 3 project sheets for the entire team or 3 pages of project that represent the entire team?
Response: Refer to response on question #3 above.
5. **Question:** There is an error to link for the Discretionary Contracts Disclosure Form (Form 3) on page 5 of the RFQ.
Response: The correct link is <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>. However this link only works with Internet Explorer. A PDF file of the Discretionary Contracts Disclosure Form (Form 3) has been uploaded to the City's website at <http://www.sanantonio.gov/RFPListings/>.
6. **Question:** Understanding you would like for us to examine new uses for the existing structures on the site, are you looking for more adaptive reuse or historic preservation or both? Please clarify.
Response: Restoration and reuse plans for the historic buildings is not part of the Project scope. However, during the design of the Hemisfair Civic Park, suggestion of park activating uses of the historic buildings will be welcome.

7. **Question:** In Section VII of the RFQ, Submittal Instructions, it states that we must adhere to the maximum criterion and that each page size shall be a maximum 8 ½” x 11. The Project Sheets (Tab 10), states a maximum of three (3) project sheets. Limited to one (1) page for each project. Would you clarify that each 8 ½” x 11” surface equals one (1) page. And therefore, we should have a maximum of three (3) total surface/pages for the 3 relevant project sheets.
Response: Three (3) project sheets are the maximum which are limited to one (1) page for each project.
8. **Question:** Do our SubConsultants need to fill out any of the required forms (Discretionary Contracts Disclosure, Litigation or Conflict of Interest)?
Response: No, SubConsultants do not need to fill out any of the RFQ Required Forms. However, the SubConsultants must be identified in the Discretionary Contracts Disclosure Form (Form 3) by the Respondent.
9. **Question:** Unfortunately we were not able to attend the PreSubmittal Conference. Can we still get on the distribution list of addendums, etc? Also, would it be possible to get a copy of the sign-in sheet from the PreSubmittal Conference?
Response: The City does not have a distribution list for addendums or sign in sheets. The information can be found on the City’s website at <http://www.sanantonio.gov/RFPListings/> with the RFQ and solicitation documents.
10. **Question:** At the PreSubmittal meeting I believe we heard that we must register to do business with the City thru the Central Vendor Registry (CVR). Should we do that now or wait until after official selection?
Response: Although vendors seeking to do business with the City may register in the City's Central Vendor Registry at any time, the selected Prime Consultant (and subconsultants) must be registered in the City's Central Vendor Registry prior to contract award. Registration is free and easy.
11. **Question:** Would you confirm requirement of Letters of Reference on page 5 of the RFQ is indeed requesting that we provide written letters of reference rather than simply contact information for the given reference?
Response: The City is seeking written letters of reference from clients of similar Hemisfair Civic Park Projects.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. The Discretionary Contracts Disclosure link on page 5 of the RFQ has been deleted in its entirety and replaced with “<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>.” However this link only works with Internet Explorer. A PDF file of the Discretionary Contracts Disclosure Form (Form 3) has been uploaded to the City’s website at <http://www.sanantonio.gov/RFPListings/>.

END OF REVISIONS

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