

# Request for Qualifications On-Call Construction Inspection Services

## Pre-Submittal Conference Agenda

December 13, 2013

9:30 AM

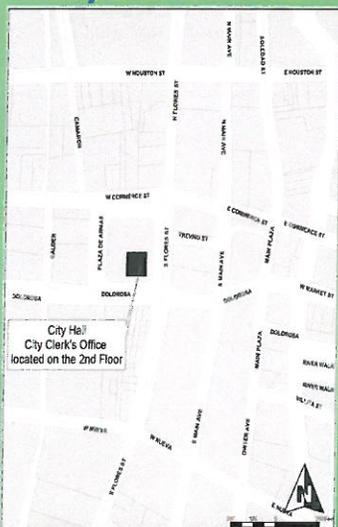
Municipal Building

1<sup>st</sup> Floor Conference  
Room B

114 W. Commerce

San Antonio, TX 78205

### City Clerks Office:



Send All Questions To:  
[Maria.godina@sanantonio.gov](mailto:Maria.godina@sanantonio.gov)



- Call to Order (Welcome)
- Discussion of Background & Project Scope- Section I & II
- Review of RFQ:
  - III, Tentative Schedule
    - Deadline for written questions, **Wednesday, December 18, 2013** at 9:30 AM
    - SOQ Submittal Deadline, **Tuesday, January 07, 2014 at 3:00 PM**
    - Anticipated Council Date, March 2014
- IV, PreSubmittal Conference
- V, Submittal Document Requirements and Evaluation Criteria
  - A. Background, Experience and Qualifications of Prime Firm, Key Personnel and Key Sub-Consultants including Co-Respondent, Joint Venture Party or Partner – 40%
  - B. Proposed Management Plan – 20%
  - C. Team's Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts – 20%
  - D. SBEDA – 20%
    - SBE Prime Contract Program – 10 pts
    - MWBE Prime Contract Program – 10 pts
- VI, Submission Instructions, Submittals due no later than Tuesday, January 07, 2014 at 3:00 PM – **No late submittals will be accepted**
- VII, Amendments to RFQ
- VIII, Restriction on Communication
  - POC for RFQ questions, Maria Godina, 210-207-1688
  - POC for SBEDA questions, Ruben A. Flores, 210-207-3923
- IX, Award of Contract and Reservation of Rights
- X, SBEDA Ordinance Compliance Provisions
- Questions and/or Information
- Solicitation Tip List
- Adjournment