Transportation and Capital Improvements
RFQ for the Alamo Plaza Comprehensive Master Plan

Pre-Submittal Conference Agenda

January 27, 2015

3:00 PM

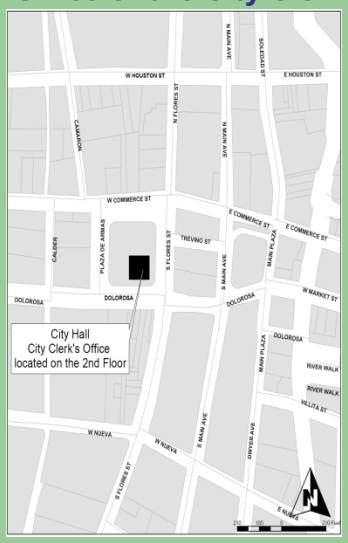
Municipal Plaza Building

Plaza Room C

114 W. Commerce

- Call to Order (Welcome)
- Discussion of Overview, Executive Summary, Project Information and Scope of Work (Section I, II, III and IV) – Colleen Swain
- Review of RFQ:
- V. Schedule of Events
  - Deadline for written questions, February 20, 2015 at 4:00 PM
  - SOQ Submittal Deadline, March 3, 2015 at 3:00 PM
  - Interviews, if necessary, Week of April 10, 2015 (TBD)
  - Anticipated Council Date, June 2015
- VI, Pre-Submittal Conference
- VII, Submittal Document Requirements
- VIII Evaluation and Scoring Criteria
  - A. Experience and qualifications of Prime Firm and Key Sub-Consultants – 45%
  - B. Proposed Management Plan and Project Understanding–35%
  - C. Team's Experience with San Antonio Region Issues and past experience with CoSA – 10%
  - SBEDA – 10% (SBE Prime 5% & MWBE Prime 5%)
- IX, Submission Instructions, No later than Tuesday, March 3, 2015, at 3:00 PM – **<u>No late submittals will be accepted</u>**
- X, Amendments to RFQ
- XI, Restriction on Communication
  - Point of Contact for RFQ questions, Carisa Gamez, 210-207-8325
  - Point of Contact for SBEDA questions, Ruben Flores, 210-207-3923
- XII, Award of Contract and Reservation of Rights
- XIII, SBEDA Requirements
- Questions and/or Information
- Adjournment

Office of the City Clerk



Send All Questions To:
Carisa.Gamez@sanantonio.gov