



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL ENVIRONMENTAL NEPA CONSULTING SERVICES**

MAY 2, 2016

Amendment #1 includes questions received in writing, answers and clarifications to solicitation documents and/or required forms.

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| I. NEW DEADLINE FOR SUBMITTALS |
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The deadline for submittals has been changed to the following:

All submittals must be received in the City Clerk's Office at **NO LATER THAN 11:00 AM on Monday, May 9, 2016** at the address indicated below. Any submittal received after this time shall not be considered.

Physical Address:

City Clerk's Office, Attn: Transportation and Capital Improvements Department
100 Military Plaza
City Hall, 1st Floor,
San Antonio, Texas 78205

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| II. QUESTIONS AND CLARIFICATIONS TO RFQ |
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1. Only the prime respondent is expected to complete and sign the submittal cover/signature page for the team, correct

Response: Yes, that is correct.

2. The final paragraph on page 13 states that for Corporate Respondents and LLCs we should include our 11-digit Comptroller's Taxpayer Number on the signature page of the proposal. We do not see a designated space for this number on the submittal cover/signature page. Should we include this information next to the *Legal Name of Firm*?

Response: Yes, please include this next to the Legal Name of Firm

3. This paragraph states that the Discretionary Contracts Disclosure Form is to be labeled as Tab 4 only in the original submittal. How do we present Tab 4 in the copies? Do we continue the tab numbering despite not including the forms? Is it acceptable for us to provide copies of the forms in the other hard copies so that there is not a blank tab?

Response: Tab 4 can be presented in the copies however the respondent chooses. Please continue the tab numbering despite not including the forms. Yes, it is acceptable to provide copies of the forms in the copies if the respondent chooses to do this.

4. For the written comments and/or concerns in the “Contract Template and General Conditions Review” section, does the City of San Antonio have a preferred format or any limitations regarding the pages in this section?

Response: No, there is not a preferred format or any page limits.

5. Will subconsultants (all team members) need to also provide their certificates of insurance for Tab 8?

Response: No.

6. Can reference letters be prepared by City of San Antonio Staff if they are not in the Transportation and Capital Improvements Department? Are there any limitations on those who can write a letter of reference for the Respondent?

Response: Yes, they can be prepared by City of San Antonio Staff that are not in the Transportation and Capital Improvements Department. There are no limitations on those who can write a letter of reference.

7. Will subconsultants (all team members) need to complete TEC Form 1295 to include in Tab 10?

Response: No, only the prime respondents need to complete the Form 1295.

8. The details for Tab 16 state the content should be in “narrative form” using a maximum of three pages. The format is then provided below that is identical to the project sheet format for Tab 12. We would like to confirm that Tab 16 should be a narrative, referencing projects and experience, but it is not required to use the project sheet format for this section.

Response: That is correct. Tab 16 should be provided in a narrative format.

9. The City of Austin is a part of the Texas Unified Certification Program (TUCP), which has a total of six certifying agencies. Only five of the six are specifically listed within the RFQ on page 20. We request that the RFQ language be amended to include the City of Austin as a recognized agency for proposed DBE certified subconsultants.

Response: For this project, the City of Austin is included as a recognized agency for proposed DBE certified subconsultants.

10. Are subconsultants required to complete Form 4, Litigation Disclosure?

Response: No.

11. Broadly speaking, what types of projects are anticipated and which types are expected to be most prevalent - e.g. is the City anticipating a greater need for small-scale CEs or for larger-scale projects requiring more complex social, scientific, or technical studies?

Response: The most prevalent projects will likely be locally funded bond projects which would not require NEPA documentation; however, the City typically has a few federally funded projects and/or projects impacting waters of the US which require federal permitting. The federally funded projects are typically EA’s or CE’s.

12. What portion of the projects will be HUD- and CDBG-funded?

Response: At this time, we do not know what percentage of the work will be HUD/CDBG funded.

13. What key issues or challenges is the City anticipating that will require particular types of expertise?

Response: The types of expertise the City would like to see are outlined in the RFQ.

14. With TCI's recent organizational changes, what are TCI's current protocols for project interaction and coordination between selected consultants, TCI staff, and other relevant city departments.

Response: The organizational changes have not changed our protocols for environmental compliance or coordination.

15. Regarding the second bullet point on Page 10, how does TCI define "local office" for this RFQ?

Response: A local office is having an office in the San Antonio Metropolitan Statistical Area (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson County) that is able to provide the necessary requirements of the contract.

16. Page 11, Item B6. The last sentence of this paragraph states resumes for back-up personnel should be included in Tab 11. Is this correct, or should they be included in Tab 13 with the other resumes? If they are to be included in Tab 11, separate from the other resumes, will these not count against the two-page narrative limit?

Response: These should be included in Tab 13.

17. Based on the verbal answer provided at the pre-submittal conference, the content in Tab 16 should be in both narrative form and in the project sheet format provided, correct?

Response: No additional project sheets should be included for Tab 16.

18. Based on the verbal answer provided at the pre-submittal conference, the content in Tab 16 should highlight local/regional work only. Is it acceptable to provide local/regional work in Tab 11 (narrative) and Tab 12 (project sheets) if we cannot fit everything into Tab 16's page limit (only 3 pages).

Response: Yes, local/regional work can be provided in Tab 11 and Tab 12.

19. This paragraph references the CIQ form and addendum. Will the Respondent and their subconsultants (team members) be required to complete these forms and include them as part of the proposal/submittal or mail them to the City Clerk instead? Should this be completed before or after an award is made?

Response: The CIQ form and addendum should be submitted by the prime respondent to the City Clerk's office within 7 days after submission of their statement of qualifications.

20. Based on the verbal answer provided at the pre-submittal conference, the content in Tab 16 should be in both narrative form and in the project sheet format provided, correct?

Response: No additional project sheets should be included for Tab 16.

21. For Statement of Qualifications Section (K) part C. (page 11 of the RFQ), requests a narrative on ‘experience in the following areas, referencing projects relating to that experience.’ What are the ‘following areas’? The text notes that no additional project sheets should be provided, however, the section includes project information details list

Response: The “following areas” are:

1. Name and description of the project;
2. Scope of the project as performed by the Respondent. If Respondent was part of a team, please indicate the role played by the Respondent;
3. Project cost;
4. Project start and completion dates;
5. Names of Respondent’s team members who worked with the project. Indicate if the team members still retained by Respondent.
6. The project’s owner’s name and the name of the representative (if different) who served as the day-to-day liaison for the project in the following format:
Name of Owner: _____
Name of Owner’s representative: _____
Representative’s Phone Number: _____
Representative’s E-mail: _____

22. Page 9, Section A (2), the City requests the identification of key personnel - Sr. Environmental Project Manager and Project Manager. Could the City clarify what expectations or contract/project functions would be anticipated for each of these two roles?

Response: The respondent should include these positions on their organizational chart and shall specify these roles in the Proposed Management Plan.

23. **Page 7, Item G.** This paragraph states this information is to be labeled as Tab 7, but there is also a reference to Tab 6 in the details. Is this a typo?

Response: Tab 6 is a typo. This should be included in Tab 7.

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| III. CLARIFICATIONS TO RFQ |
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The deadline for questions was April 22, 2016 at 4:00 P.M.

The correct formatting can be found on the attached “RFQ Required Forms”

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| END OF QUESTIONS AND CLARIFICATIONS |
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CITY OF SAN ANTONIO
 P. O. BOX 839966
 SAN ANTONIO, TEXAS 78283-3966

FORM 1 (Revised 5/2/16)
 SUBMITTAL COVER / SIGNATURE SHEET

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| RFQ POSTING DATE: | April 8, 2016 | Request For Qualifications: Professional Environmental NEPA Consulting Services |
| DATE OF CLOSING: TIME OF CLOSING: SUBMIT TO: | May 9, 2016 (No later than) 11:00 A.M. Local Time City of San Antonio Office of the City Clerk 100 Military Plaza City Hall San Antonio, TX 78205 | RFQ: TCI04082016CH DEPARTMENT / DIVISION: Transportation and Capital Improvements |

READ AND SIGN BELOW. UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED BY CITY.

| | |
|---|-------------------------|
| Legal Name of Firm: | |
| Address: | |
| City: | |
| State: | Zip Code: |
| Contact Person: | |
| Office Phone Number: | Alternate Phone Number: |
| E-Mail Address: | Fax Number: |
| <p>I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this submittal reflects accurately data regarding my organization/firm, work to be performed, and estimates of planned/delivered services. By signing this cover sheet, the undersigned agrees that, if awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during the Solicitation process.</p> <p>By its signature below, Respondent certifies that any objections it may have with the City's Contract template and General Conditions, labeled as RFQ Exhibits "A" and "B" hereto, have been listed and included in Respondent's written comments under Tab 7 hereto. Absent any objections there listed, Respondent confirms it will execute City's Contract template and GC's as written.</p> <p>Respondent further certifies that he/she is authorized to bind the organization. All provisions in Respondent's submittal shall remain valid for 120 days following the deadline date for submissions or, if Respondent is awarded a contract, throughout the entire term of the contract.</p> | |

 Signature of Authorized Individual

 Typed Name of Authorized Individual

 Date

 Typed Title of Authorized Individual

FORM 2

SUBMITTAL CHECKLIST AND TABLE OF CONTENTS

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide adequate explanation may eliminate the submittal from consideration.

Materials shall be included in the submittal in the order identified on the checklist. Identify the corresponding page numbers in the space provided.

| Page No. | Form Title |
|----------|--|
| | Executive Summary – Indexed and labeled as Tab “1” |
| | Submittal Cover Sheet / Signature Page – Indexed and labeled as Tab “2” |
| | Submittal Checklist (Table of Contents) – Indexed and labeled as Tab “3” |
| | Discretionary Contracts Disclosure Form – Indexed and labeled as Tab “4” in original submittal |
| | Litigation Disclosure Form – Indexed and labeled as Tab “5” |
| | Disadvantaged Business Enterprise Good Faith Effort Plan – Indexed and labeled as Tab “6” |
| | Contract Template and General Conditions Review – Indexed and labeled as Tab “7” |
| | Proof of Insurability – Indexed and labeled as Tab “8” |
| | Letters of Reference – Indexed and labeled as Tab “9” |
| | Certificate of Interested Parties (1295 Form) – Indexed and labeled as Tab “10” |
| | Statement of Qualifications : Criteria A: Experience - Indexed and labeled as Tab “11” Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab “12” Resumes - Indexed and labeled as Tab “13” Project Sheets – Indexed and labeled as Tab “14” Criteria B: Project Approach/Management Plan – Indexed and labeled as Tab “15” Criteria C: Team’s Experience with San Antonio Region Issues – Indexed and labeled as Tab “16” |
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FORM 3

City of San Antonio

DISCRETIONARY CONTRACTS DISCLOSURE*

For use of this form, see [Section 2-59 through 2-61 of the City Code \(Ethics Code\)](#)

Attach additional sheets if space provided is not sufficient.

Discretionary Contracts Disclosure Form may be downloaded at:

<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

Instructions for completing the Discretionary Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click the "Print" button and place the copy in submittal response as indicated in the Submittal Checklist. Completed forms should not be submitted electronically.

**FORM 4
LITIGATION DISCLOSURE**

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

2. Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes No

3. Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes No

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.