



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)**

**DESIGN SERVICES FOR THE HOWARD W. PEAK GREENWAY TRAILS SYSTEM PROGRAM
(TCI #09262016RR)**

October 13, 2016

Amendment #2 comprises changes to the RFQ and RFQ solicitation documents.

I. QUESTIONS AND CLARIFICATION TO RFQ

1. Do I need to get a new TEC Form 1295 for this project or can I use one from a previous submittal?

Response: City is requiring all Bidders submitting Statement of Qualifications/Bids to complete Form 1295, print a copy showing the unique Certification Number and Date Filed in the Certification of Filing box at the upper right corner of Form 1295 for that bid, sign it, have it notarized and submit it with their submitted bid. A new form must be completed per project.

Box #3 of the form requires the solicitation number associated with this RFQ: **(TCI #09262016RR)**

2. Is this a high profile contract?

Response: Yes, this is a high profile contract.

3. Can the respondent's key personnel include a licensed Landscape Architect instead of or in addition to the licensed engineer?

Response: Respondent's proposed key personnel shall include a Licensed Architect or Engineer with demonstrated experience in San Antonio or the South Texas Region with the activities normally associated with the scope of work listed.

4. While the prime firms are required to submit the CIQ form to the city clerk within 7 days of submitting a response, are both the CIQ AND the CIQ addendum needed? Also, do the subs need to submit one or both of these forms as well?

Response: Both forms required to be submitted together and should be mailed or hand delivered separately from the solicitation package to one of the following addresses:

Mailing Address:

Office of the City Clerk P.O. Box 839966 San Antonio, TX 78283-3966

Physical Address:

Office of the City Clerk City Hall, 2nd Floor 100 Military Plaza San Antonio, TX 78205.

The forms can be found by clicking on the links below:

<https://www.ethics.state.tx.us/forms/CIQ.pdf>

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

Sub-Consultants are not required to submit the CIQ Form.

5. On Page 15 of the RFQ under VI. SUBMISSION INSTRUCTIONS there is a requirement that says, "Margins shall be no less than 1" around the perimeter of each page." Is this for text? Is it applicable, because a 1" margin is traditionally excessive? Just for comparison, the RFQ itself only has 3/4" margins?

Response: The 1" margin is a requirement to compensate for the binding. So long as the text or graphics are not marred in a way that they cannot be read and evaluated without presumptuous interpretation, less than a 1" margin will be accepted.

6. Page 9, item I for Tab 8: Letters of Reference – Question: Is there any particular type of person or company the letters of reference should come from? Clients? Owners? Family? Etc...

Response: Letters of Reference should be from Clients, Owners or Owners Representatives.

7. Page 9, item J for Tab 9: Form 1295 – I see that we need to download the form 1295. Is this a form that is downloaded or is this a form that is submitted on line? And if submitted on line is there any proof that needs to be printed out and included under tab 9?

Response: TEC has made available on its website the new filing application that must be used by Bidder to file its Form 1295 with City. Bidder shall use TEC's application to enter the required information on Form 1295 and print a copy of the completed form containing a unique certification number for that response/bid.

The link will direct you to the website of the Texas Ethics Commission, where you will be required to log in, complete the form. An authorized agent of Bidder then must sign the printed copy of the completed form and have the Form 1295 notarized. The notarized completed Form 1295 containing the unique certification number then must be submitted with Bidder's submitted bid to City, pursuant to this solicitation, to ensure City and Bidder meet the Code requirements.

8. Reference to the amendment #1, for Tab 5, do we provide both the Subcontractor/Supplier Utilization Form and the Utilization Plan under Tab 5?

Response: No, just one of the two forms need to be submitted. If you cannot complete the Utilization Plan, a Commitment Form will be accepted.

II. REVISIONS TO THE RFQ & SOLICITATION DOCUMENTS

1. In **Section V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA, a. Experience and Qualifications of Prime and Key Sub-Consultants (35 Points)** – has been deleted in its entirety and replaced with the following:

- a. **Experience and Qualifications of Prime Firm and Key Sub-Consultants (35 Points)** –

Respondent shall respond to the following items as they relate to **Section II. Scope of Services**:

1. **Experience (Indexed and Labeled as “Tab 10”)** – City shall consider the relevance of past experience for all parties proposed as a part of Respondent’s team. Respondent shall provide a narrative, in four (4) pages or less, describing the team’s qualifications, as they relate to the Project’s scope in this RFQ. Respondent’s submittal shall include how the proposed team has worked together on past similar projects and shall include the number of years working as a team. For any Sub-Consultants listed as part of Respondent’s team, Respondent shall include information on how those named Sub-Consultants shall function within the team’s organization. In addition, Respondent shall provide a narrative description of the proposed roles of Respondent and each Sub-Consultant, to include assignments, roles and responsibilities, lines of authority and communication among all team members.
2. **Project Sheets (Indexed and Labeled as “Tab 11”)** – Respondent’s submittal shall include, at minimum, three (3) project sheets, limited to one (1) page for each project included, describing similar projects Respondent has completed within the last five (5) years. Each project sheet shall include, at minimum, the following:
 - 1) Name and Description of the project, including similarity to the scope of work in this RFQ;
 - 2) Year of project;
 - 3) Respondent’s role in the project;
 - 4) Project Designer;
 - 5) Project Manager;
 - 6) Project’s original and final construction contract amounts (explain inconsistencies);
 - 7) Project’s proposed completion date and actual completion date achieved (explain inconsistencies);
 - 8) Project 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:
 - a) Name of Owner;
 - b) Name of Owner’s representative;
 - c) Representative’s Phone Number;
 - d) Representative’s E-mail

- e) The name of the Prime Firm and key Sub-Consultants and Subcontractors, including S/M/WBE status.

- 3. **Proposed Key Personnel/Organizational Chart (Indexed and Labeled as “Tab 12”)** – Respondent shall provide a detailed organizational chart of its firm, identifying key personnel committed to working on the various tasks of this contract. Respondent’s proposed key personnel shall include a Licensed Architect or Engineer with demonstrated experience in San Antonio or the South Texas Region with the activities normally associated with the scope of work listed.

Label assignments as:

- Project Manager
 - List of Team Members (Prime Firm, Co-Respondents, Joint Venture Parties or Partners and major sub-consultants) along with key personnel that were assigned to, or that were under contract for each previously completed project and provide details regarding their respective roles, and note if they are proposed to be assigned to this project, what role they will play.
- 4. **Resumes (Indexed and Labeled as “Tab 13”)** – Respondent shall submit one-page resumes for all its key team members. Resumes should link to project sheets and also may include additional previously-completed relevant projects not highlighted in the project sheets. Resumes also shall include:
 - The license type (if applicable) and number of years licensed,
 - Number of years employed with the Firm
 - Number of years’ experience in proposed role corresponding to the assignments included in the organizational chart
 - City of residence

- 2. In **Section V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA, b. Team’s Experience with Texas Regional Issues and Past Experience with City of San Antonio Contracts on Similar Projects (20 points)** - has been deleted in its entirety and replaced with the following:

- b. **Team’s Experience with Texas Regional Issues and Past Experience with City of San Antonio Contracts on Similar Projects (20 points)**

City is interested in evaluating Respondent’s and Respondent’s key Sub-Consultants’ experience with Texas Regional issues, as may be evidenced by work in San Antonio and the surrounding area, during the past five (5) years. In narrative form, using a maximum of two (2) pages, briefly describe Respondent’s and its team’s experience in the following areas, referencing projects relating to that experience. (Note: you may reference projects included in the project sheets under **Criteria A** above or include other projects, but no additional project sheets shall be provided for this criteria.) This information shall be indexed and labeled as **“Tab 14”**:

- Coordination and assistance with applicable permitting and code requirements as required;
- Coordination and assistance with bidding of documents utilizing a variety of project delivery methods;
- Environmental community, conditions and constraints;
- Public awareness and involvement in project development in the local area;
- Experience with projects of local historical significance and coordination with relevant agencies; and
- Cost estimating services experience with the local market.

Note a portion of the scoring for this **Section B** may be based on City's Consultants' Scorecard, experience with City projects and/or other documentation generated by City staff and previous City Consultants on other City projects. City shall consider the history of Respondent in complying with project programs, schedules and budgets on previous City projects. No items shall be submitted by Respondent for this criterion. Specific items used for consideration may include, but are not limited to:

- Timely completion of City projects;
- Cooperative working relationship with City;
- Prompt payment of Subcontractors at all levels;
- Compliance with other City contract terms;
- Compliance with City Ordinances on substitution/addition/deletion of Subcontractors;
- Provision of contracting opportunities for S/M/WBEs;
- Compliance with City standards;
- Conformance to City budget requirements.

END OF AMENDMENT 2

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