Transportation and Capital Improvements
RFP for On-Call Commercial Real Estate Brokerage Services

Pre-Submittal Conference Agenda

December 4, 2015

1:00 PM

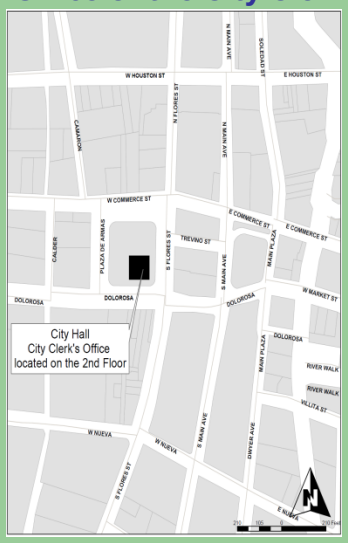
Municipal Plaza Building Plaza,

114 W. Commerce,

9th Floor Conference Room

- Call to Order (Welcome)
- Discussion of Background & Project Scope- Section I & II
- Review of RFP:
- Tentative Schedule (Section III)
  - Deadline for written questions, December 7, 2015
  - SOQ Submittal Deadline, December 15, 2015
  - Interviews, if necessary, To Be Determined
  - Anticipated Council Date, January 2016
- IV, PreSubmittal Conference
- V, Submittal Document Requirements and Evaluation Criteria
  - A. Experience and qualifications of Prime Firm and Key Sub-Consultants – 30%
  - B. Proposed Marketing Plan – 30%
  - C. Team's Experience with San Antonio Region Issues and past experience with CoSA – 20%
  - D. Proposed Commission / Fee Schedule – 20%
  - SBEDA
    - SBE Prime Contract Program 10%
    - M/WBE Prime Contract Program -10%
- VI, Submission Instructions, No later than Tuesday, December 15, 2015 at 3:00 PM – **<u>No late submittals will be accepted</u>**
- VII, Amendments to RFP
- IX, Restriction on Communication
  - POC for RFQ questions, Carisa Gamez, 210-207-8325
  - POC for SBEDA questions, David Rodriguez, 210-207-0071
- IX, Award of Contract and Reservation of Rights
- X, SBEDA Requirements
- Questions and/or Information
- Adjournment

Office of the City Clerk



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