



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

**ON-CALL GEOTECHNICAL & CONSTRUCTION  
MATERIALS TESTING SERVICES FOR  
BUILDING CONSTRUCTION PROJECTS (RFQ-CIMS122910)**

**AMENDMENT #1, January 13, 2011**

This Addendum includes responses to questions made during the Pre-Submittal Conference held in the Municipal Plaza Building, “B” Room on Monday, January 10, 2011 at 10:00 a.m. along with responses to questions received in writing prior to the date of this Amendment. It also contains revisions to the RFQ.

**I. QUESTIONS AND CLARIFICATIONS REGARDING THE RFQ**

1. **Question:** Can City personnel be listed as references in the submittal?

**Response:** Yes, City staff can be listed as references in the submittals; however, including other outside or non-City references is more beneficial to the City when conducting reference surveys.

2. **Question:** On VIII. Evaluation Criteria, Item C. Team’s Experience with City of SAT Issues, the areas listed in the 8 bullet items do not seem to apply to the work associated with this RFQ. Only items 1 and 5 appear to apply. Instead, the areas appear to be more targeted towards general civil engineering projects/issues. Please comment, explain, clarify and provide other areas of concern that apply to the services of this RFQ.

**Response:** Please reference Section II of this amendment for revisions to Section VIII of the RFQ.

2. **Question:** On page 7 of 11, Item E2 (HUE), can you please define? Is it a goal or does a certification need to be issued?

**Response:** There is a maximum of 5 points for firms designated Historically Underutilized Enterprise (HUE). A firm certified SBE/MBE and/or SBE/WBE from the South Central Texas Regional Certification Agency (SCTRCA) would be designated HUE. A Prime designated as a HUE will receive the maximum 5 points. A Prime not designated as a HUE may receive points proportionally to the amount work performed by subcontractors designated as HUE.

4. **Question:** II. Scope of work – provide draft report for review by the city and the design consultant **prior** to preparing and completing final report. Does this apply to only Geo or Geo/CMT reports?

**Response:** The City will only require a draft of the Geotechnical Reports. This does not apply to Materials Testing reports.

5. **Question:** Small Business Program- Disadvantaged Business Enterprise (DBE) is not included SBEDA Program, will you get any points for using these subs?

**Response:** No, the City recognizes firms certified SBE, MBE, WBE, and/or AABE from the SCTRCA. The SCTRCA may reciprocate certification for firms certified as DBE. Contact Fernando Hernandez at the CIMS Small Business Office to assist with the certification application process.

6. **Question:** Small Business Program- any points for using a Historically Underutilized Business (HUB) as a sub or is this the same as a Historically Underutilized Enterprise (HUE)?

**Response:** No, HUB is a State of Texas certification which different from the HUE designation. A firm certified SBE/MBE and/or SBE/WBE from the South Central Texas Regional Certification Agency (SCTRCA) would be designated HUE. Contact Fernando Hernandez at the CIMS Small Business Office to assist with the certification application process.

7. **Question:** What forms are required to be completed for or by the sub-consultants?

**Response:** The Discretionary Contracts Disclosure Form is the only form required to be completed for or by the sub-consultants, unless a Joint Venture is created. For Joint Ventures, the Respondent Questionnaire, the Discretionary Contracts Disclosure form and the Litigation form are required to be completed by all parties forming the Joint Venture.

8. **Question:** If a firm currently has a similar contract with the City's Aviation Department, how will this impact the selection of this firm for the services outlined in the RFQ?

**Response:** Firms that have current similar contracts with the City can include these as highlighted projects on Section VIII, Criteria A on their submittal to reflect experience working with the City. On Section VIII, Criteria D, firms will be evaluation based on the Consultants' Scorecard or current experience with the City considering the specific items listed in this section.

9. **Question:** Can a firm submit as a prime firm for this solicitation, but also be listed as a sub-consultant for another prime firm submitting for this solicitation?

**Response:** Yes.

10. The RFQ states that if the job is awarded the firm would have to sign a contract substantially the same as the form attached. However, I don't see anything at all that looks like contract documents. Was there something else in the RFQ material that needs to be provided?

**Response:** A contract template is currently being drafted specifically for these services. The City anticipates having a contract template posted when Amendment 2 is posted. Please refer to the solicitation website for this information.

## II. REVISIONS TO THE RFQ

11. Section I. Background, on page 1, on the first paragraph, the sentence that reads:

“The City anticipates awarding a **minimum** of five (5) contracts for professional services.”

Has been revised to read:

“The City anticipates awarding a **maximum** of five (5) contracts for professional services.”

**12. Section VII, Restrictions on Communications, on page 5, paragraph A2 that reads:**

“Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **4:00 p.m. Local Time on January 17, 2011.** “

Has been revised to read:

“Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **4:00 p.m. Local Time on January 18, 2011.**”

**13. Section VIII. Evaluation Criteria, on page 6, Criteria A-D has been deleted in its entirety and has been replaced with:**

**A. Experience & Qualifications of the Prime Firm, Key Personnel and Sub-consultants (35%)**

Discuss the experience and qualifications of the prime firm in providing the services outlined in this RFQ. For each project listed, please provide:

- 1) Description of the project
- 2) Role of the firm
- 3) Project owner
- 4) Reference information for each project in the following format:  
Name of Reference: \_\_\_\_\_  
Reference Phone Number: \_\_\_\_\_  
Reference E-mail: \_\_\_\_\_

Discuss the experience and qualifications of the specific project team members in providing the services outlined in this RFQ (particularly the Project Manager, and the managers of the key disciplines) including sub-consultant experience. Describe your approach to overall team formation and coordination of team members and provide a team organization chart.

For each key person identified, list their length of time with their respective firm, and provide lists of similar projects on which they have previously worked. If a project selected for a key person is the same as one selected for the prime firm, provide just the project name and the role of the key person. For other projects provide the following:

- 1) Description of project
- 2) Role of the person
- 3) Project Owner
- 4) Reference information for each project in the following format:  
Name of Reference: \_\_\_\_\_  
Reference Phone Number: \_\_\_\_\_  
Reference E-mail: \_\_\_\_\_

## **B. Project Understanding, Approach/Management Plan (25%)**

This information should include the firm's proposed organizational structure, availability of labor resources (capacity to perform) in executing the firm's effort. The firm shall submit information in a brief narrative plan that clearly and concisely describes the organization and approach to project management and execution.

- 1) Briefly describe your firms'/teams' understanding of the services or tasks outlined in this RFQ, including all of the requirements to successfully complete the services. Provide the approach of your firm and/or team partner(s) in meeting those requirements, and comprehensively address all the issues, standards and requirements needed to produce a finished report.
- 2) Provide a detailed organizational chart or graphic representation of the proposed team identifying key personnel (indexed as Tab "8" in the submittal). Describe, in graphic and written form, the proposed task assignments and lines of authority and communication for each team member to be directly involved in providing the required services. Also, detail the current capacity of key team individuals and the firm's capabilities to complete the services outlined herein.
- 3) Describe your management approach and ability to coordinate work with all subcontractors (and/or other contractors) and suppliers.
- 4) Describe your team's dispute resolution and safety management plan. In addition, briefly describe your firm's approach and capabilities to maintain quality control/assurance in providing the required services.
- 5) Describe your approach to assuring timely completion of the tasks and services required, including methods for schedule recovery, if necessary.

## **C. Team's Experience with Issues in the San Antonio Region (15%)**

City is interested in evaluating the teams' (including sub-consultants) experience with San Antonio issues, as may be evidenced by existence of local offices or previous work in the San Antonio and surrounding area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:

- San Antonio site development and/or building code requirements;
- San Antonio environmental conditions and constraints;
- San Antonio water table issues.

## **D. City of San Antonio's Experience with Prime Firm (past 5 years) (5%)**

The scoring for this criteria will be based on the City's Consultants' Scorecard, other documentation or experience with City projects. The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous **City of San Antonio** projects.

Specific items for consideration may include:

- Timely completion of reports and tasks;
- Cooperative working relationship with City;
- Prompt payment of sub-consultants at all levels;
- Compliance with other contract terms;
- Compliance with City Ordinances on substitution/addition/deletion of subconsultants;
- Provided contracting opportunities for small businesses and M/WBEs;
- Compliance with City codes.

No submittal is required for this section.

**14.** Section X. Schedule of Events, on page 9, the item that reads:

“Deadline for Submission of Written Questions: January 17, 2011, 4:00 P.M.”

Has been revised to read:

“Deadline for Submission of Written Questions: January 18, 2011, 4:00 P.M.”

<b>III. END OF CLARIFICATIONS AND REVISIONS TO THE RFQ</b>
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No other items, dates, or deadlines for this RFQ are changed.