



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ) FOR
TERMINAL A RENOVATIONS PROJECT
RFQ: CIMS-013011**

ADDENDUM #3, February 22, 2011

Addendum #3 includes the responses to questions received after the Pre-Submission Conference.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

The following questions were received regarding the clarification of work required under the RFQ:

- 1. Question:** Is the contract for the Terminal A Renovations project considered a high profile contract?

Response: Yes.

- 2. Question:** In order to count SBE percentages does the consultant need to be local? If so, please define what cities or counties are considered to be local. **Similar question:** We are a local SBE firm headquartered in San Antonio interested in performing as a subcontractor on the Terminal A Renovation project. Do we meet the SBEDA requirements for this project?

Response: The SBE Subcontracting Program applied to this solicitation and contract requires all Prime Respondents to submit a signed **Subcontractor/Supplier Utilization Commitment Form** affirming their intent to meet the 30% SBE subcontracting goal throughout the life of the contract.

SBE Subcontractors eligible to be counted towards this 30% goal must be:

1. Certified as an SBE by the South Central Texas Regional AND
2. Headquartered in the San Antonio Metropolitan Statistical Area (SAMSA)* or have Significant Business Presence in the SAMSA for at least 1 year. Significant Business Presence is defined an established place of business in the SAMSA from which 20% of the firm's full-time, part-time and contract employees are regularly based, and from which a substantial role in the SBEs performance of a Commercially Useful Function is based.

Firms who do not meet the criteria above may still be included as subcontractors on the project; however, they will not be counted towards the 30% goal.

* San Antonio Metropolitan Statistical Area (SAMSA) includes the following eight (8) counties: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson

3. **Question:** On page six of the RFQ it states, “pages that have project photos, charts, and graphs will be counted towards the maximum number of pages.” If we include images on our tabs will that be counted towards the page limit?

Response: If a Respondent wants a photo, image or chart to be considered part of the submittal, the page must be counted. If a tab has a random design which is not part of the submittal, it will not be counted.

4. **Question:** Page eight of the RFQ states, “Experience & Qualifications of Key Personnel and Subconsultants.” Do we need to include project experience for all of the subconsultants with reference information?

Response: 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 subconsultant experience.

5. **Question:** On the Discretionary Contracts Disclosure form question two item ‘B’ the drop down box is not working and I am unable to type in that box, please advise on how to proceed.

Response: Kindly check the link again as it was working as of 2-22-11.

6. **Question:** On the Discretionary Contracts Disclosure form question five asks for subcontractors, this term is used by general contractors; do you want us to list our subconsultants (i.e. mechanical engineer, structural engineer, etc.)?

Response: Yes.

7. **Question:** Are we allowed to include a cover letter that would go prior to the executive summary?

Response: The Executive Summary has a maximum of two pages. If a “cover letter” is included, it will count towards that page limit.

8. **Question:** Do we need to include a separate letter of commitment (on the firm’s letter head) that states we are committed to meeting the 30% SBE goal? If so, where you like this letter to be located?

Response: The SBEDA Subcontractor Utilization Commitment Form, labeled as Tab “6” to the submittal, is the form which should be used to show commitment to the 30% SBE goal.

9. **Question:** Can the architectural sub-consultant to the prime be the architect of record?

Response: Yes.

10. Question: If we're using a consultant towards our SBEDA plan, do we have to provide their qualifications/resume or can we just list them on a chart if they are not a Key Consultant?

Response: See Question #4 listed above.

11. Question: Will the Terminal A Renovations Program require full-time inspection services (aside from the construction administration that is part of this RFQ)? If so, how will this be procured? Will CIMS issue a separate RFP or utilize a current existing inspection services contract?"

Response: This will be determined during the programming phase.

END OF REVISIONS

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