



# Request for Qualifications

## On Call Cost Estimating Services

### *Pre-Submittal Conference Agenda*

March 19, 2013

10:00 AM

Municipal Plaza Building,  
Room B

114 West Commerce  
San Antonio, TX 78205

#### City Clerks Office:



Send All Questions To:  
[Carisa.Gamez@sanantonio.gov](mailto:Carisa.Gamez@sanantonio.gov)



- Call to Order (Welcome)
- Discussion of Background & Project Scope- Section I & II (City Architect Office)
- Review of RFQ:
- Tentative Schedule (Section III)
  - Deadline for written questions, March 22, 2013 at 4:00 PM
  - SOQ Submittal Deadline, April 2, 2013 at 3:00 PM
  - Interviews (if necessary), May 2013 (TBD)
  - Anticipated Council Date, June 2013
- IV, PreSubmittal Conference
- V, Submittal Document Requirements and Evaluation Criteria
  - A. Background, Experience and qualifications of Prime Firm and Key Sub-Consultants – 40%
  - B. Proposed Management Plan – 20%
  - C. Team's Experience with San Antonio Region Issues and past experience with CoSA – 20%
  - D. SBEDA SBE & M/WBE Prime Contractor Program – 20%
- VI, Submission Instructions, Submittals due no later than April 2, 2013 at 3:00 PM – **No late submittals will be accepted**
- VII, Amendments to RFQ
  - Amendment #1
- VIII, Restriction on Communication
  - POC for RFQ questions, Carisa Gamez, 210-207-8325
  - POC for SBEDA questions, David Rios, 210-207-1339
- IX, Award of Contract and Reservation of Rights
- X, SBEDA Ordinance Compliance Provisions
- Questions and/or Information
- Adjournment