



# CITY OF SAN ANTONIO

P.O. Box 839966  
San Antonio, Texas 78283-3966

## ADDENDUM I

SUBJECT: REQUEST FOR QUALIFICATIONS "AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ" DATED JUNE 21, 2013

DATE: July 9, 2013

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I  
TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS (RFQ)**

**A. THE ABOVE MENTIONED RFQ IS HEREBY AMENDED AS FOLLOWS:**

1. RFQ Section VII – Submittal Requirements, Item 6, delete in its entirety and replace with:
  6. Statement of Qualifications ("SOQ") – Narrative document that addresses all evaluation criteria in Evaluation Criteria A.1 and A.2 below. This section is limited to **twelve (12) pages** not including forms and attachments.
2. RFQ Section VIII – Evaluation Criteria, Item C.5, replace Discretionary Contracts Disclosure website address with:  
<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>
3. RFQ Section IX – Submission Instructions, 2<sup>nd</sup> Paragraph, delete in its entirety and replace with:

*Respondent shall submit a total of ten (10) SOQs which shall include two (2) originals, signed in ink, printed and bound to include Tabs 1-11; and eight (8) printed and bound copies of SOQs to include Tabs 5, 6-1, 6-2, 6-3, 6-4, 6-5, 6-6 and 7 only; and one (1) copy of the entire SOQ in an Adobe PDF format on a compact disk (CD). Place the two (2) SOQ Originals, eight (8) SOQ copies, and the electronic CD SOQ copy in a sealed package, clearly marked on the front of the package "Airport General Engineering Consultant Services." All submittals must be received in the Office of the City Clerk no later than 10:00 a.m., local time, Monday, July 22, 2013, at the address indicated below. Any submittal received after this time shall not be considered.*

4. RFQ Form #2, SOQ Checklist, delete in its entirety and replace with RFQ Form #2 (Revised) which is attached.
5. RFQ Form #5, "DBE Good Faith Effort Plan for Federally Funded Contracts (DBE Form 1)" and "Letter of Intent for Federally Funded contracts (DBE Form 2)",

delete in its entirety and replace with DBE Form 1 (Revised) and DBE Form 2 (Revised) which are attached.

**B. QUESTIONS RECEIVED BY CITY STAFF IN ACCORDANCE WITH RFQ SECTION 08 ARE ANSWERED AS FOLLOWS:**

**QUESTION 1: Is the Prime Contractor and/or any of its team members required to submit a Conflict of Interest form, per Section X. Award of Contract and Reservation of Rights, Item L?**

RESPONSE: The Prime is required to complete the Discretionary Contract Disclosure (DCD) Form (Tab 10) which includes the conflict of interest questions on behalf of themselves and their subs-consultants. Separate DCDs for the sub-consultants are not required.

**QUESTION 2: Where can I find a copy of the anticipated project listing for the City's FY 2014 6-year Capital Budget as part of this RFQ?**

RESPONSE: The FY 2013 6-year Capital Improvement Plan is on City's website shown below. The FY 2014 6-year Capital Improvement Plan has not been approved.

<http://www.sanantonio.gov/Portals/0/Files/budget/FY2013/FY%202013%20Adopted%20Budget%20Document.pdf>

**QUESTION 3: What is the CIP budget year for this contract?**

RESPONSE: FY 2014 through FY 2018.

**QUESTION 4: How many IDIQ Professional Service Agreement(s) (PSAs) does the City anticipate entering into?**

RESPONSE: As stated in RFQ Section X – Award of Contract and Reservation of Rights, Item A: The City reserves the right to award one, more than one, or no contract(s) in response to this RFQ.

**QUESTION 5: Is there a page limit associated with Section VIII, Evaluation Criteria, Item A. 3, Proposed Key Personnel/Organizational Chart?**

RESPONSE: Proposed Key Personnel/ Organization Chart is limited to one page.

**QUESTION 6: Can an 11"x17" page be utilized for the Organizational Chart and Staff Experience Matrix?**

RESPONSE: Yes.

**QUESTION 7:** Section VIII, Evaluation Criteria, Item A.5, Project Sheets, requires listing of projects “completed” by the Prime and Subconsultants in the last 5 years. Can on-call projects with “completed” work orders be submitted as part of the evaluation?

RESPONSE: Yes, completed work orders may be submitted as project sheets.

**QUESTION 8:** RFQ Form #4, Staff Experience Matrix, Item 12, is requesting staff experience relative to “Projects greater than \$5 million”. Is this referring to design fees or construction costs?

RESPONSE: Total Project Costs.

**QUESTION 9:** If the Prime Contractor has met the 33% DBE goal, is it required to submit the Good Faith Effort Plan (DBE Form 1) to be included in Tab 8 of the Submittal?

RESPONSE: Yes.

**QUESTION 10:** Section XI, DBE Program Overview and Requirements, listed only one NAICS Code Category (541330 Engineering Services). Would other NAICS codes be accepted if applicable to the project?

RESPONSE: NAICS Code Categories can include:  
541310 - Architectural Services  
541320 - Landscape Architectural Services  
541330 - Engineering  
541350 - Building Inspections  
541370 - Survey  
541380 - Testing Laboratories  
541410 - Interior Design  
541611 - Administrative Management & General Management Consulting  
541820 - Public Relations

**QUESTION 11:** Is it the intent of the City of San Antonio to have the goal for DBE participation attained for the contract as a whole, or for each individual assignment that may arise out during the duration of the contract?

RESPONSE: The DBE Goal is for the project as a whole.

**QUESTION 12:** Is there a minimum font size relative to text?

RESPONSE: The minimum size font is 10 point.

**QUESTION 13: Section II, Scope of Work, Section E, Other Requirements, 2<sup>nd</sup> paragraph states is requiring an audited overhead statement supported by the report of independent auditor accompanied the audited overhead statement.” Is a “Reviewed Overhead Statement supported by the report of an independent auditor” acceptable?**

**RESPONSE:** As stated in RFQ Section E – Other Requirements, last paragraph “Selected Respondent may also submit a recent DCAA (Defense Contract Audit Agency) audit or other governmental agency audit report in lieu of the audited overhead statement.

**RFQ FORM #2 (REVISED)**

**SOQ CHECKLIST**

**PROJECT: AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ**

Use this checklist to ensure that all required documents have been included in the SOQ and that they are properly tabbed and appear in the correct order.

<b>Tab in Respondent's SOQ</b>	<b>Document</b>	<b>Initial to Indicate Document is Attached to SOQ</b>
	<b>Table of Contents</b>	
<b>1</b>	<b>* Submittal Cover/ Signature Page (RFQ Form #1)</b>	
<b>2</b>	<b>Submittal Checklist / Table of Contents (RFQ Form #2)</b>	
<b>3</b>	<b>Litigation Disclosure (RFQ Form #3)</b>	
<b>4</b>	<b>Proof of Insurability</b>	
<b>5</b>	<b>Executive Summary</b>	
<b>6-1</b>	<b>Minimum Qualifications</b>	
<b>6-2</b>	<b>Team Profile</b>	
<b>6-3</b>	<b>Proposed Key Personnel/ Organization Chart</b>	
<b>6-4</b>	<b>Experience Matrix for Proposed Staff (RFQ Form #4)</b>	
<b>6-5</b>	<b>Project Sheets</b>	
<b>6-6</b>	<b>Resumes</b>	
<b>7</b>	<b>Project Approach/ Management Plan</b>	
<b>8</b>	<b>*DBE Form 1 and DBE Form 2 (RFQ Form #5) and Narrative Statement (Provide two originals and one (1) copy.)</b>	
<b>9</b>	<b>References</b>	
<b>10</b>	<b>Discretionary Contracts Disclosure Form (Download from web address provided in RFQ Section VIII)</b>	
<b>11</b>	<b>Contract Template and General Conditions</b>	
<p><b>NOTES:</b> Items listed in Tabs 1 through 11 are required in the two (2) Original bound proposals.                      Only items listed in Tabs 5, 6-1 through 6-6, and 7 are required in the eight (8) bound copies.                      One (1) CD of entire SOQ in PDF format.</p>		

**\*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of SOQ.**

**RFQ FORM # 5**

**SAN ANTONIO INTERNATIONAL AIRPORT (SAIA)  
DBE GOOD FAITH EFFORT PLAN FOR FEDERALLY FUNDED CONTRACTS  
(DBE FORM 1 - REVISED)**

NAME OF PROJECT: **AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ**

PROPOSER INFORMATION:

Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Is your firm certified? \_\_\_ Yes \_\_\_ No Type of Certification: \_\_\_ DBE \_\_\_ MBE \_\_\_ WBE \_\_\_ AABE \_\_\_ SBE

Age of Firm (Number of Years in Business): \_\_\_\_\_ years

Annual Gross Receipts of the Firm: \_\_\_\_\_ Less than \$500,000 \_\_\_\_\_ \$500,000 to \$1 million  
 \_\_\_\_\_ \$1 million to \$2 million \_\_\_\_\_ \$2 million to \$5 million  
 \_\_\_\_\_ Over \$5 million

1. List **ALL SUBCONTRACTORS/SUPPLIERS** that will be utilized on this contract. **The apparent successful proposer for professional services contracts** shall submit a Letter of Intent (DBE Form 2) for all firms to be utilized on this contract to the Aviation Department's DBE Liaison Officer within seven business days from the date a contract is negotiated. **If the Aviation Department does not receive completed copies from the apparent successful proposer within seven (7) business days from the date a contract is negotiated, then apparent successful proposer's Good Faith Effort Plan will not be approved. An approved Good Faith Effort Plan is required prior to award of any contract.**

Name & Address of Company	Scope of Work/Supplies to be Performed/ Provided by Firm	Estimated Contract or % Level of Participation	If Firm is DBE Certified, Provide Certification Number	Date Written Notice Was Sent and Method (Letter, Fax, E-mail)
1.				
2.				
3.				
4.				
5.				

(Use Additional Sheets if Necessary)

**If Goal is Met, Skip to Item 9**

2. List all firms you contacted with subcontracting/supply opportunities for this project that will not be utilized for this contact by choice of either the proposer, subcontractor, or supplier. **Written notices to firms contacted by the proposer for specific scopes of work identified for subcontracting/supply opportunities must be provided to subcontractor/supplier not less than five (5) business days prior to bid/proposal due date.** The following information is required for all firms that were contacted of subcontracting/supply opportunities:

Name & Address of Company	Scope of Work/Supplies to be Performed/ Provided by Firm	Estimated Contract Amount or % Level of Participation	If Firm is DBE Certified, Provide Certification Number	Date Written Notice Was Sent and Method (Letter, Fax, E-mail)	Reason Agreement Was Not Reached
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(Use additional sheets as needed)

In order to verify a proposer's good faith efforts, it may be necessary to provide the City with copies of the written notices to all firms contacted by the proposer for specific scopes of work identified in relation to the subcontracting/supply opportunities in the above named project. If requested by the DBE Liaison, copies of said notices must be provided to the DBE Liaison within five (5) business days of such request. Such notices shall include information on the plans, specifications and scope of work.

3. Did you attend the pre-proposal conference scheduled by the City for this project? \_\_\_\_ Yes \_\_\_\_ No

4. List all DBE listings or directories, contractor associations, and/or any other associations utilized to solicit DBE subcontractors/suppliers:

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5. Discuss efforts made to define additional elements of the work proposed to be performed by DBEs in order to increase the likelihood of achieving the goal:

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6. Indicate advertisement mediums used for soliciting bids from DBEs. (Please attach a copy of the advertisement(s):

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7. Discuss efforts made to assist interested DBEs in obtaining bonding, lines of credit, or insurance:

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8. Discuss efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services:

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9. Name and phone number of person appointed to coordinate and administer the Federal DBE Good Faith Efforts of your company on this project.

Name: \_\_\_\_\_ Title:

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Phone Number:

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10. The Good Faith Effort Plan for Federally Funded Contracts must be approved by the Aviation Department's DBE Liaison Officer prior to award of contract.

11. The Federal DBE Good Faith Efforts Plan is subject to the review by the Aviation Department's DBE Liaison and final approval in determining whether Good Faith Efforts have been made rests with the Aviation Director.

**AFFIRMATION**

*I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND AND AGREE THAT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.*

NAME AND TITLE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR San Antonio INTERNATIONAL AIRPORT USE ONLY:**

Plan Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of DBE Liaison

Recommendation: Approval: \_\_\_\_\_ Denial: \_\_\_\_\_

Action Taken: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_



**NAME OF PROJECT: AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ**

DECLARATION OF PRIME CONTRACTOR

*I hereby declare and affirm that I am the*

\_\_\_\_\_  
*(Title of Declarant)*

*and a duly authorized representative of*

\_\_\_\_\_  
*(Name of Prime Contractor)*

*to make this declaration and that I have personally reviewed the material and facts set forth in this Intent to Perform form. To the best of my knowledge, information and belief, the facts and representations contained in this form are true, the owner or authorized agent of the firm signed this form in the place indicated, and no material facts have been omitted.*

*The undersigned intends to enter into a formal agreement with the listed firm for work as indicated by this form and will, if requested, provide the Airport's DBE Liaison with a copy of that agreement within three (3) business days of execution.*

\_\_\_\_\_  
*(Name of Declarant)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

**SUBMIT THIS PAGE FOR EACH SUBCONTRACTOR/SUPPLIER FOR THIS CONTRACT, AS LISTED ON ITEM 1 OF DBE GOOD FAITH EFFORT PLAN FOR FEDERALLY FUNDED CONTRACTS [DBE FORM 1] AND/OR CHANGE OR ADDITION OF SUBCONTRACTORS/SUPPLIERS ON FEDERALLY FUNDED CONTRACTS (DBE FORM 3)**