



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL CIVIL ENGINEERING SERVICES
AMENDMENT #1**

January 29, 2014

Amendment #1 includes questions received in writing, questions received at the PreSubmittal Conference held on January 28, 2014 and revisions/clarification to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. **Question:** We are having issue obtaining reference letters from PMs at SAWS since they are not allowed to. Project Managers at TxDOT are not allowed due to legal issues about writing a reference letter for a consultant since most some of them sit on selection committees. All of them have stated that we can list them as references but they cannot provide a reference letter. My question is can we obtain a reference letters from previous employer (Consultant)?
Response: Reference letters may be obtained from any party that your firm feels is most advantageous. The City may check references listed in the Project Sheets.
2. **Question:** Do reference letters need to be for the firm or can the letters be from the PM?
Response: Refer to response#1 above.
3. **Question:** The scope references "Foundation Design", is this structural design or more of a geotechnical recommendations?
Response: The foundation design may require more general geotechnical recommendations.
4. **Question:** Will projects under this on-call have to comply with Low Impact Development Criteria?
Response: The scope of the projects is unknown, but the likelihood of incorporating LID criteria for these types of projects is small.
5. **Question:** Will projects under this on-call have to comply with Complete Streets Criteria?
Response: The scope of the projects is unknown, but the likelihood of incorporating Complete Street criteria into these types of projects is small.
6. **Question:** Section F of the referenced RFQ is below and it contains a conflicting statement about the required small business subcontracting goal. Can you clarify whether the requirement is ten (10) percent or fifteen (15) percent?
Response: There is no required subcontracting goal for this solicitation. Refer to Section II, Revisions to the RFQ and Solicitation Documents.
7. **Question:** I noticed there were no veteran-owned small business points for this solicitation. Would you happen to know if there are any plans to include "Professional Services" in the future?
Response: Unfortunately, many of the contracts (low bid, RFCSP, professional services) that fall under statutes that do not allow for application of a preference based on veteran-owned small business designation. If the State laws are revised in the future to allow for such a preference, the City may revise its ordinance accordingly.

8. **Question:** What is the maximum page limitation for the Proposed Management Plan to be submitted on Tab 13?
Response: The maximum page limitation is two (2) pages.
9. **Question:** Would it be best to provide on-call experience for a non-municipality or non-on-call municipality project in the Project Sheets?
Response: The Respondent shall include project sheets it feels is most advantageous to this solicitation.
10. **Question:** Should we include a consultant on the team with environmental experience?
Response: This is not necessary, as the City has a list of environmental consultants that will be used if environmental services are needed.
11. **Question:** Is the maximum total of Project Sheets three (3) for consultant and three (3) for subconsultants?
Response: No, the total combined Project Sheets is three (3) for your firm and/or team.
12. **Question:** Do the subconsultants need to turn in new Ethics CIQ form?
Response: The Ethics CIQ form shall be submitted by a person who seeking to contract with the City. Refer to Section IX, paragraph J of the RFQ for further clarification.
13. **Question:** Are subconsultants required to submit Contracts Disclosure Form (Form 3)?
Response: The Prime consultant is required to submit the Contracts Disclosure Form (Form 2) and list its subconsultants on this form. Refer to the link at <http://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf> , for further information and instructions.
14. **Question:** Would you verify whether the reference to “no nick-names, abbreviations, shortened or short-hand, or local “handles” under section VI. Submission Instructions on page 9 refers to individual employees or the employer/corporation?
Response: This refers to the authorized individual who is authorized to sign the Submittal Cover Sheet / Signature Sheet (Required Forms - Form 1) of the RFQ. This name should match the records of the Texas Secretary of State and Texas Comptroller.
15. **Question:** Are we allowed to submit letters of reference from City of San Antonio employees?
Response: Letters of reference from a previous City project may be used. However Responds are prohibited from contacting City staff regarding this RFQ. Refer to the Restriction on Communications outlined on page 9 of the RFQ.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. Exhibit C, Evaluation Committee, has been added to the City’s website at www.sanantonio.gov/RFPListings.
2. Section V, paragraph F which reads the following:
“SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (FORM 5) - Submit a completed and signed Subcontractor/Supplier Utilization Commitment Form indicated that your firm commits to satisfy a **ten percent (15%)** Small Business Enterprise (SBE) subcontracting goal for this solicitation. During the first phase of this solicitation, absent a waiver granted by the SBO, failure of a Prime Contractor to submit a completed Subcontractor/Supplier Utilization Commitment Form in its response shall render its response NON-RESPONSIVE. This form shall be indexed and labeled as **Tab “5”** in the submittal.

Has been deleted in its entirety and replaced with the following:

“SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (FORM 5) - Submit a completed and signed Subcontractor/Supplier Utilization Commitment Form. If an eligible SBE or M/WBE Prime consultants fails to submit a completed Subcontractor/Supplier Utilization Commitment Form in its response, the firm shall not receive the SBE Prime and M/WBE Prime points. The form shall be indexed and labeled as **Tab “5”** in the submittal.

3. Section V, Proposed Management Plan on page 6 of the RFQ has been revised to include a two (2) page maximum response.
4. Section VIII, Restriction on Communication, item 2 which states the following:

“Respondent may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **4:00 PM on February 11, 2013**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail or by fax to:”

Has been revised to the following:

“Respondent may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **4:00 PM on January 31, 2014**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail or by fax to:

END OF REVISIONS

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