



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

MAY 15, 2014

Amendment #1 includes questions received in writing and at pre-submittal conference, answers and clarifications to solicitation documents and/or required forms.

I. REVISIONS TO RFQ

1. On Page 6 of RFQ, under the Proposed Key Personnel/Organizational Chart section, delete sentence that reads “The Proposed Key Personnel shall consist of a Licensed Consultant with a minimum of five (5) years demonstrated experience in environmental services.”

II. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Who are the firms that currently hold the on-call services for traffic engineering contracts?
Response: If you are interested in obtaining this information, please submit an open records request. A determination on whether or not this information can be released will be determined after an open records request is submitted.. You can request this information at:

<http://www.sanantonio.gov/opengovernment/RequestSubmit.aspx>

2. Would it be possible to receive a list of work authorizations done under the existing on-call traffic engineering contracts for the last two years? Not details, just the name and brief title of the projects authorized.

Response: As work is identified under these contracts, the City will get a scope and/or fee from the consultant, and an individual notice to proceed will be given for each task order that is authorized. If you are interested in obtaining this information, please follow instructions listed in question 1. A determination on whether or not this information can be released will be determined after an open records request is submitted.

3. Regarding the experience of the team, if the experience is outside of the San Antonio Region, but relevant, will this experience count?

Response: For Section C of the scoring criterion (Team’s Experience with San Antonio Region Issues and past experience with City of San Antonio Contracts), respondent’s can include experience for this section. The evaluation committee will determine if this experience is relevant to this section. If experience is not in the San Antonio Region, this will be more applicable to Section A (Background, Experience, and Qualifications of Prime Firm, Key Personnel and Key Sub-consultants, including Co-respondent, Joint Venture Party or Partner).

4. You mention that multiple firms may be selected. How does this process work?

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Response: The process of determining this will take place when we evaluate and rank the respondents. In Section IX of the RFQ (Award of Contract and Reservation of Rights), the City reserves the right to award one, more than one or no contract(s) in response to this RFQ. We don't have a definitive number that we will award contracts to, this is just determined during the evaluation.

5. Why has the maximum contract amount per year decreased to \$250,000.

Response: When the City solicited this project, we tried to anticipate usage. This is what the Transportation and Capital Improvements Department determined to be the most accurate amount. If the City awards to multiple firms, each firm will have a maximum contract amount per year of \$250,000.

6. For Tab "10", the organizational chart doesn't show a page limit, is it okay to use multiple pages? Can this be submitted on an 11" x 17" page?

Response: It is okay to use multiple pages for the organizational chart. However, this should be done on a maximum 8 1/2" x 11" page.

7. The area for Originating Department on the Discretionary Contracts Disclosure Form does not allow for entries to be typed in and the drop down menu does not work in the PRF. Please advise how to accurately complete this form for the City of San Antonio.

Response: If a respondent is having trouble filling this out electronically, they can fill this out manually and sign and submit a hand-written version of this document with their proposal.

8. Can you specify which of the RFQ forms sub-consultants need to fill out? Does a joint venture agreement need to be attached if we are including sub-consultants in our submission?

Response: Sub-consultants do not need to submit the litigation disclosure form or submit Form # 1 (Submittal Cover/Signature Sheet). Only the prime respondent or all parties included in joint venture agreement must submit these forms. However, sub-consultants do need to submit the discretionary contracts disclosure form. The name of the firm submitting the form should be included so it is clear who is submitting this form. The original signed discretionary form must be included in the one (1) unbound original submittal the City is requesting. Joint venture agreements are only needed when respondents are submitting as a joint venture. If sub-consultants are being used, but not as a joint venture, this is not needed.

9. Page 10 of the RFQ states that all pages should be numbered. Would you like the pages to be numbered according to the section in which they belong, for instance, start at one for each section, or would you like them to be consecutively numbered?

Response: The City would like for these to be consecutively numbered.

10. One pages 8 and 9, SBEDA SBE and MWBE Prime Contract Programs, does anything need to be submitted for this section?

Response: All respondents, (SBE, M/WBE, Non-SBE, Non M/WBE) must submit the Subcontractor/Supplier Utilization Commitment Form with their proposal. No other information regarding the SBEDA program is required to be listed in the proposal.

11. For experience that is not local but is similar to this scope, could this be included in the submittal?

Response: Yes. This experience would be considered under section A (Background, Experience and Qualifications of Prime Firm, Key Personnel and Key Sub-Consultants, including Co-Respondent, Joint Venture Party or Partner).

12. Page 6 of the RFQ states that respondents shall submit one-page resumes for key personnel. Is there a limit on the number of resumes/personnel we may include?

Response: No, there is no limit for this section.

END OF QUESTIONS AND CLARIFICATIONS