



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR**

**PROFESSIONAL DESIGN SERVICES FOR THE EXPANSION AND RENOVATION OF THE COMMERCIAL
FEDERAL INSPECTION STATION FACILITY AT SAN ANTONIO INTERNATIONAL AIRPORT**

AMENDMENT #3

September 26, 2014

Amendment #3 includes questions received in writing, revisions and clarification to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Clarify the SBEDA points assigned to this project.

Response: Prime Contractors who are certified as Small Business Enterprises (SBEs) and propose to perform at least 51% of the work on the project are eligible to receive ten (10) evaluation preference points. In addition, Prime Contractors who are also certified as Minority and/or Woman-owned Business Enterprises (M/WBEs) and propose to perform at least 51% of the work are eligible to receive an additional ten (10) evaluation preference points. Hence, firms certified as SBEs can receive 10 preference points and firms certified as SBEs and M/WBEs can receive 20 evaluation preference points. Per the SBEDA Ordinance, certified M/WBEs must also be SBEs to be eligible to receive the preference points. Firms must be certified by the South Central Texas Regional Certification Agency (SCTRCA) and be headquartered or have Significant Business Presence in the San Antonio Metropolitan Statistical Area (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year. Self-performance by an SBE or M/WBE firm does not count towards the 33% SBE subcontracting requirement on this solicitation. All respondents must meet the subcontracting requirement with the appropriate documentation or their response will be deemed NON-RESPONSIVE.

2. Define San Antonio Metropolitan Surrounding Area?

Response: The San Antonio Metropolitan Statistical Area comprises the eight counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson.

3. Does the 33% SBEDA Contracting goal that applies to sub-consultants count towards the Prime firm if they are also SBE/MBE?

Response: Self-performance by an SBE or M/WBE Prime Contractor does not count towards the 33% SBE subcontracting requirement on this solicitation. The Prime must subcontract 33% to certified Small Business Enterprises (SBEs) designated within the San Antonio Metropolitan Area (SAMSA). All respondents must meet the subcontracting requirement with the appropriate documentation or their response will be deemed NON-RESPONSIVE

4. As a Federally recognized VOSB, are we eligible to become a S/M/WBE provider, and since we do not have an office in San Antonio, are we ineligible for the VOSB status for this pursuit? Would registration with SCTRCA be enough?

Response: The VOSB PREFERENCE does not apply to contracts governed by Texas Government Code Chapter 2254 (Professional Services).

5. Please clarify something for me one more time on the 51% SBEDA Prime contract goals from Page 13. It says Prime Consultants proposing at least 51% SBE participation (prime and sub-consultants) will receive ten evaluation points. So the subs that count toward this goal must be SBE and local also and we would need to show who has what percentage of work somewhere I am assuming. Is this correct?

Response: In order to count toward the 33% SBE subcontracting goal, subcontractor(s) must be certified as Small Business Enterprise (SBE) with the South Central Texas Regional Certification Agency (SCTRCA) and be headquartered in San Antonio or have a “Significant Business Presence” (20% of total company employees) regularly based in the San Antonio Metropolitan Statistical Area. For your proposal submission, you will be required to submit the **Subcontractor/Supplier Utilization Commitment Form** that should be part of your solicitation documents and that asks you to commit to meet that percentage of SBE utilization. If awarded the contract, you will then need to submit to the City the **Subcontractor/Supplier Utilization Plan** that lists all your certified and non-certified subcontractors, their contract value, percentage of work assigned, scope of work by NIGP category and their SAePS vendor number. The Subcontractor/Supplier Utilization Plan will list the subcontractors you will use to meet the SBEDA subcontracting requirement. If a Prime receives preference points at least 51% of the total contract value MUST be awarded to eligible SBE certified firms. Firms not receiving the preference points MUST meet the stated 33% SBE subcontracting goal.

6. If a Prime is an eligible SBE and M/WBE how many preference point would it be eligible to receive?

Response: See response to question #1.

7. If a Prime receives preference points how much work must be done by SBE certified subcontractors?

Response: See response to question #5.

8. What number of years experience must you have in CBP related facilities? Project sheets currently state “in the last 5 years”?

Response: Selected respondent shall have demonstrated experience in substantial design and construction and completed experience for CBP facilities on airports of similar size and type within the past 5 years.

9. Do all four (4) gates need to remain open at all time?

Response: In order to not disrupt passenger processing, all gates must remain open.

10. Who is on the evaluation panel?

Response: Refer to page 3 of the posted RFQ.

11. Does City anticipate environmental remediation during demolition of the project site?

Response: Environmental remediation will be required during demolition phase of project construction.

12. Is Section C. of the Evaluation Criteria tied to local preference?

Response: No, local preference is not applicable for Professional Services.

13. RFQ references both REVIT and AutoCAD. Which should it be?

Response: Selected firm must use AutoCAD.

14. What is the anticipated life span of the facility and Terminal A?

Response: Lifespan is anticipated at twenty-five (25) years or more. Significant longevity is expected.

15. During construction phase, what is the requirement of fire protection?

Response: During construction, life safety measures must remain in place and be coordinated with City Fire Marshall.

16. Will this project be designed with a LEED Requirement? If so, will it be LEED certified or LEED certifiable?
Response: Existing facility is not LEED certified. Renovation and Expansion will not have LEED requirements.
17. Do we need to submit disclosure form or can CBP disclose if facility will require a blast analysis?
Response: Refer to Amendment 2 posted on City website for process to receive sensitive information and submittal of Department of Homeland Security, Non-Disclosure Agreement, DHS Form 11000-6 (08-04).
18. Are there any additional requirements in the Airport badging process at Design Phase?
Response: At this time there are no additional Airport badging requirements but CBP reserves the right to enforce additional requirements.
19. Will there be a walk-thru of the project site?
Response: Refer to Amendment 1 posted on City website for date and time.
20. Will sign-in sheets for this meeting be posted?
Response: Sign-in sheets have been posted on City website.
21. What is the goal for number of passengers per peak hour for the new facility?
Response: Expansion from 25,000 square feet to 39,000 square feet shall allow for 800 passengers per peak hour.
22. Do we need to include specialty sub-consultants as part of our team?
Response: Include all sub-consultant specialties required to meet the scope of work as noted on page 2, Section II, Scope of Work, in the RFQ.
23. Must the Prime be an Architectural Firm? Can the Prime be an Engineering firm?
Response: City does not have a preference for either an Architectural firm or an Engineering firm as long as the firm meets the experience and qualifications noted on page 7, Section V., Submittal Document Requirements and Evaluation Criteria, in the RFQ.
24. Can I submit as a Prime and also be a sub-consultant for another Prime?
Response: A firm may submit as a Prime consultant and also be a sub-consultant on another team.
25. Is there is a specific font size requirement for written content?
Response: Font may not be any smaller than 10pt.
26. Can sub-consultants with a major role provide letters of reference to satisfy Tab 8 (References)?
Response: Respondent may include letters of reference from whomever they feel would be the most advantageous to their statement of qualifications.
27. Please confirm the number of copies required.
Response: Respondent shall submit a total of **seven (7)** Qualification Statements which shall include one **(1)** original unbound Qualification Statement, signed in ink, and **six (6)** printed copies of the submittal, as well as one **(1)** copy of the entire submittal in an Adobe PDF format on a compact disk **(CD)** in a sealed package, clearly marked on the front of the package “**RFQ: PROFESSIONAL DESIGN SERVICES FOR THE RENOVATION AND EXPANSION OF THE COMMERCIAL FEDERAL INSPECTION STATION FACILITY AT SAN ANTONIO INTERNATIONAL AIRPORT.**” Form 2, Submittal Checklist and Table of Contents has been revised and posted to City website.
28. On page 9, section 1, Qualification and Expertise, can you define item 10, Alternative Code Review & Risk Based Assessment? Does this pertain to fire protection and MEP primarily? ADA? Are you wanting a third party source who does independent reviews of all documents?
Response: Respondent a narrative description of the consultant team who would address special conditions within the space that relate to code compliance.

29. Is a PR firm needed for this pursuit – Manager of the Public Input (page 10, section 2 of RFQ)?
Response: A PR firm is not required by the respondent.
30. Will we need to provide a consultant for cost estimating services or will the City rely on the Construction Manager at Risk?
Response: Selected consultant will provide cost estimating services as referenced on page 5, Section II., Scope of Services, Feasibility, item 4, in the RFQ.
31. What is the budget for this project?
Response: Construction budget is estimated at \$10.5 million.
32. Would we be allowed to submit projects within the last 10 years instead of 5 on the project sheets?
Response: Refer to response for question 8 of this Amendment.
33. Who was the baggage systems specialist on the existing system at the Airport?
Response: The existing Baggage Handling System Consultant(s) were Parsons/3DI – Designer of Record on Terminal B Expansion Program and CAGE, Inc. – BHS Designer of Record as their Sub-consultant. North America Conveyor Corporation (NACC) was later brought in as Consultant/Specialist for problem-solving. While these firms were used for previous similar project, City is not obligated nor is City mandating that they are included or excluded as part of their team.
34. On the Discretionary Contracts form, do we put the Aviation Department or TCI as the Originating Department?
Response: The Aviation Department is the Originating Department.
35. Do our sub-consultants also need to fill out the Discretionary and Litigation forms?
Response: Discretionary Contracts Disclosure Form asks the respondent to identify all their sub-consultants. Litigation Disclosure Form should be submitted by respondent.
36. It says on page 17 that we need to submit a Conflict of Interest form and an addendum within 7 days of delivering the RFQ to the City. Is this required of all our subs also?
Response: Conflict of Interest Form should be submitted by respondent.
37. Respondents are asked to provide comments/concerns after reviewing the Contracts Template (Exhibit A) and General Conditions (Exhibit B) under tab 6. Exhibit A was not provided for review under the City of San Antonio Bid Listing download page. Is there another location where Exhibit A can be located?
Response: Exhibit A has been posted to City website.
38. Section A, B, C and their respective data don't follow the tab format, in that Tab 13 is associated with Section C, "Team's Experience with San Antonio Region Issues and Past experience with City of San Antonio Contracts", whereas Section B is to go behind Tabs 14, 15, and 16. (Tab 14 "B.1 Project Understanding", Tab 15 "b.2 Design Management", and Tab 16 "B.3 Construction Phase Services"). Is this correct as noted in the RFQ?
Response: See Section II. in this Amendment for revisions to Section V. of the RFQ.
39. On Form 2, the Submittal Checklist and Table of Contents, under Statement of Qualifications, Tab "12", subsection "A.4 Resumes" does not appear on the list.
Response: Form 2 has been revised and posted to City website.
40. Can City use cost estimating services from City On-Call Cost Estimating contract?
Response: Cost estimating services are part of the scope of work in this RFQ that the selected respondent shall provide.
41. Will pictures be allowed at CBP walk-thru?
Response: Pictures may be taken except for any sensitive material or have officers included in the picture. Also the pictures must be treated like a non-disclosure item.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. Section V. Submittal Document Requirements and Evaluation Criteria, section J., subsection B.1 Project Understanding. on page 11 of the RFQ which states the following:
 - “ 1. Project Understanding – (indexed and labeled as **Tab “14”**)”
 - Has been revised to the following:**
 - “ 1. Project Understanding – (indexed and labeled as **Tab “13”**)”
2. Section V. Submittal Document Requirements and Evaluation Criteria, section J., subsection B.2 Project Understanding. on page 11 of the RFQ which states the following:
 - “ 2. Design Management – (indexed and labeled as **Tab “15”**)”
 - Has been revised to the following:**
 - “ 2. Design Management – (indexed and labeled as **Tab “14”**)”
3. Section V. Submittal Document Requirements and Evaluation Criteria, section J., subsection B.3 Project Understanding. on page 11 of the RFQ which states the following:
 - “ 3. Construction Phase Services – (indexed and labeled as **Tab “16”**)”
 - Has been revised to the following:**
 - “ 3. Construction Phase Services – (indexed and labeled as **Tab “15”**)”
4. Section V. Submittal Document Requirements and Evaluation Criteria, section J., subsection C. Team’s Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts (15 points) on page 12 of the RFQ which states the following:
 - “ This information shall be indexed and labeled as **“Tab 13”**”
 - Has been revised to the following:**
 - “ This information shall be indexed and labeled as **“Tab 16”**”
5. Section V. Submittal Document Requirements and Evaluation Criteria, section J., subsection B.2., Understanding of the Project and Proposed Management Plan on page 11 of the RFQ which states the following **has been deleted from the RFQ:**
 - “Describe Respondent’s understanding and approach to using REVIT model in the delivery of the project. This information should include the firms capabilities in the use if BIM Technology including past experience with the use of BIM Technology”
6. Section V. Submittal Document Requirements and Evaluation Criteria, section J., subsection A.3 Proposed Key Personnel/Organizational Chart, on page 10 of the RFQ which states the following **has been deleted from the RFQ:**
 - “ Manager of the Public Input”
7. Exhibit A Contract Document Template has been posted to City website.
8. Section X. Award of Contract and Reservation of Rights, section O., Debriefings, on page 18 of the RFQ which states the following:
 - “ (b) it has not been debriefed since January 1, 2013”
 - Has been revised to the following:**
 - “ (b) it has not been debriefed since January 1, 2014”

END OF REVISIONS

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