



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATION (RFQ)
FOR
ALAMO PLAZA COMPREHENSIVE MASTER PLAN
AMENDMENT #4**

February 23, 2015

Amendment #4 contains responses to questions received in writing and revisions or clarification to the RFQ and/or RFQ documents.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. On page 27 of the RFQ it states that a total of 12 printed qualification statements (one original unbound and eleven bound copies) are required, but the Form 2 -- Submittal Checklist -- states a requirement of only ten copies and one unbound original. Please clarify and confirm the required number of printed originals and copies of the submission.
Response: The correct number of submittals is twelve (12). Refer to Section II of this Amendment for Form 2 revision.
2. With receipt of Amendment #2, it is very clear the Prime and Subconsultants both complete Form 3 and Form 4. Would you confirm if the Prime alone completes Form 1 and Form 2?
Response: Yes, the Prime Respondent shall complete Submittal Cover/Signature Page (Form 1) and Submittal Checklist and Table of Contents (Form 2).
3. With receipt of Amendment #2, it is clear that the Prime and Sub-Consultants must both complete the Discretionary Contracts Disclosure Form (Form 3) and Litigation Disclosure Form (Form 4). As a Prime, I am proposing about twenty (20) sub-consultants. Will the City consider allowing the Sub-Consultants to turn in these forms at a later date?
Response: Yes, at minimum the Prime must complete the Discretionary Contracts Disclosure Form (Form 3) and Litigation Disclosure Form (Form 4). If the Prime is recommended for contract award the City may request these forms from the sub-consultants at that time. The response to this question in Amendment #2 has been revised with this response in Amendment #4.
4. We are having difficulty accessing the Discretionary Contracts Disclosure form via the link in the "RFQ Required Forms 1-4" file--even though we have installed the latest version of Adobe Reader. Please provide the appropriate form for this requirement.
Response: This file must be opened with the Internet Explorer browser. The Discretionary Contract Disclosure Form is included with this Amendment #4 and listed as Exhibit L.
5. Under Tab 7, Proof of Insurability, are insurance certificates required of the prime respondent ONLY, or should sub consultants' certificates also be included?
Response: Proof of insurability is required from the Prime Respondent only.

6. Under Tab 8, Letters of Reference, should all letters of reference be submitted on behalf of the prime respondent ONLY, or may letters attesting to projects of sub consultants also be considered?
Response: Respondents may submit letters of reference they feel is most advantageous to the solicitation.

7. Does the "Notice Regarding Prohibition on Campaign or Officeholder Contributions..." apply only to the Respondent?"

Response: The Discretionary Contracts Disclosure form states that the following individuals are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the 10th business day after a contract solicitation has been released until 30 calendar days after the contract has been awarded:

- a) Legal signatory of a high-profile contract
- b) Any individual seeking a high-profile contract
- c) Any owner or officer of an entity seeking a high-profile contract
- d) The spouse of any of individual listed in response to (a) through (c) above
- e) Any attorney, lobbyist, or consultant retained to assist in seeking a high-profile contract

8. Does the Conflict of Interest Questionnaire apply only to the Respondent?

Response: The Prime Respondent seeking a contract with the City is required to complete the Conflict of Interest Questionnaire.

9. If we utilize 11 by 17 inch sheets of paper, does each sheet count as two pages (front and back)?

Response: The page size maximum is 8 ½" x 11" as outlined in the Section IX, Submission Instructions on page 27 of the RFQ.

10. Exhibit B – General Terms and Conditions is defined as conditions for *construction* projects, and therefore includes provisions that are not necessarily applicable to design and cultural planning/consulting efforts, i.e. surety and performance bonds, etc. Can you confirm that these conditions are the correct terms for this specific project, and if so, how should respondent best indicate the applicability or non-applicability of various terms?

Response: The General Conditions for City of San Antonio Construction Contracts contains requirements placed upon Contractors and retained Consultants performing under City contracts. To that end, the City's General Conditions are included with all City contracts to fully disclose the requirements and expectations placed upon all parties doing business with the City.

11. The Professional Services Contract included in the RFQ is a Standard Agreement for Architectural services related to a building project. Will the contract be modified to address the "Alamo Plaza Comprehensive Master Plan"?

Response: The Architectural Services contract is included as a base document and the City may alter the document to meet the needs of the Project. However, the City will not be utilizing an AIA contract. Kindly include your suggested edits in Tab 6.

12. The contract in the RFQ is not written for a Master Plan type service. Are we suppose to re-write the contract or do we include an AIA contract that is more in-line with these services?

Response: Refer to response #11.

13. What is the anticipated role of the master plan team in future design and implementation of the improvements?

Response: The selected master planning team may have the opportunity to continue working with the City through the future implementation process at the City’s discretion.

14. In the RFQ on page 18 it is stated that the team should include: Historians/Academics. Would they be in the role of advising or curating the content? Presently The Alamo has Dr. Richard Bruce Winders on staff who is fairly well known. Would it not be he and his team advising the content of the exhibit? Please define roles of the historian and academics.

Response: The selected team's historian(s) will be responsible for any historical content, assisting with interpretation and other relevant issues. They will be expected to collaborate with subject matter experts including the Alamo's historian, the City Archaeologist and others as necessary.

II REVISIONS TO RFQ AND/OR REQUIRED FORMS
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1. Form 2 has which states the following:

“Submission included: one (1) unbound original proposals in ink, ten (10) printed copies for a total of eleven (11) and one (1) PDF versions of the entire submittal on a CD or flash drive.

Has been revised to the following:

“Submission included: one (1) unbound original proposals in ink, eleven (11) printed copies for a total of twelve (12) and one (1) PDF versions of the entire submittal on a CD or flash drive.

END OF REVISIONS

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