



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATION (RFQ)
FOR
JOINT MASTER PLAN FOR THE ALAMO PLAZA
HISTORIC DISTRICT AND THE ALAMO COMPLEX
AMENDMENT #3**

May 1, 2015

Amendment #3 contains responses to questions received at the Pre-Submittal Conference on April 27, 2015, and questions received in writing.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. **Clarification: Response to question #2, Amendment#2 issued on April 30, 2015:** The black out period for political contributions begins April 30, 2015 through 30-days after City Council Awards the contract and *also applies to donations to the Alamo and Alamo Endowment*. Contract Award is anticipated on June 18, 2015.
2. Can you please provide the updated list of the Selection Committee?
Response: The updated list of the Selection Committee is now listed as Exhibit L through this Amendment #3.
3. Is the reissue of the RFQ (including a new pre-proposal conference) simply because the scope has expanded and the State has become involved?
Response: Yes, the City of San Antonio, in partnership with the State General Land Office (GLO) is re-issuing Request for Qualifications (RFQ) for eligible firms to develop a comprehensive joint master plan for the Alamo Plaza Historic District now including the state-owned Alamo Complex.
4. With the inclusion of the “surrounding Alamo Plaza Historic District” to the revised Scope of Work is it anticipated that the funding for the master plan will be increased from the stated \$1 million funding? If so, is there a goal amount?
Response: The City shall contribute up to \$1 million, and the GLO shall be responsible for any amount exceeding \$1 million.
5. How much additional money will be added to the planning project with the GLO’s participation?
Response: The City shall contribute up to \$1 million, and the GLO shall be responsible for any amount exceeding \$1 million.
6. How should the GLO be reflected on the org chart - will they share top-level client status with the City?
Response: The City and GLO have formed a partnership. The partnership roles and responsibilities will be outlined in the Interlocal Agreement (ILA). The ILA will identify a project manager for each entity and will establish an executive committee to oversee the Master Plan development and implementation.
7. Is City funding conditioned on GLO funding?
Response: No.

8. Will HUB forms be required?
Response: HUB forms may be requested with the selected Respondent during the negotiation phase.
9. How many staff can the Alamo allocate to manage rotating exhibits?
Response: The number of dedicated staff necessary to manage rotating exhibits will be determined as part of the comprehensive master planning process.
10. How often do exhibits rotate?
Response: The exhibits in the Church depend on type of exhibit and demand. They are currently 4-6 months. Decisions on timing are made on a case by case basis. Exhibits in the new museum will be determined by design and from feedback from the master planning process.
11. Are there plans to expand the existing permanent exhibit?
Response: No. There is no room for expanding anything on site at the current Alamo complex. The new museum/visitor center is our focus on what we can determine after a feasibility study through the master planning and campaign planning process.
12. Regarding the CIQ Questionnaire requirement on page 31 of the RFQ: is the CIQ form to be submitted by the Prime Respondent *only*, **OR** must each member of a proposed team (including sub consultants) submit a CIQ?
Response: Only Prime Respondent seeking the contract is responsible for submitting the CIQ.
13. Per page 28 of the RFQ, Respondents are required to include their 11-digit Comptroller's Taxpayer Number. However, our firm is incorporated in another state and as such does not have a Taxpayer Number associated with the State of Texas. Shall we include our Federal Taxpayer ID number or another number in response to this requirement?
Response: Yes, Respondents may submit its Federal Taxpayer ID number on the Submittal Cover/Signature Page (Form 1) if they do not have a State of Texas Comptroller Taxpayer ID number. There is no field for this number so Respondents may write this information in the Legal Name of Firm field box.
14. Page 28 of the RFQ states that "Respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal." Does "Signature Page" refer to Form 1: the Submittal Cover/Signature Sheet? If so, there does not appear to be a field designated for this number—therefore, where should respondents place this information?
Response: Refer to #12 response above.
15. Please confirm that only the Prime Respondent must include their insurance certificates, **OR** if insurance certificates are required for all sub consultants.
Response: Only the Prime Respondent shall submit proof of insurability such as a letter from their insurance carrier or a copy of their current insurance certificate.
16. In the Oath section of the Discretionary Contracts Disclosure form, it appears that the form accepts a typed name—but should this form also be signed in ink in the original copy of the submission?
Response: The oath section of the Discretionary Contracts Disclosure form is acceptable if type. This form shall be included in the original submission and the electronic copy via CD-ROM/USB.
17. Please confirm that the Discretionary Contracts Disclosure form should NOT be included on the CD-ROM/USB.
Response: Refer to #15 response above.

18. Are ink-signed copies of forms required of the Prime Respondent ONLY, ***OR*** Prime and all sub consultants?

Response: Only the Prime Respondent is required to submit the required forms at this time. If a Respondent is being recommended for award, the City may request the Contracts Disclosure Form at that time.

19. Please confirm that signatures are NOT required on Form 4 / Litigation Disclosure, as the form contains no signature field.

Response: No signature is required on Form 4, the Litigation Disclosure Form.

20. Per question number 3 on the Discretionary Contracts Disclosure form, please confirm whether this project is ***OR*** is not a high-profile contract?

Response: This Project has been identified as a high contract. Refer to page one of the RFQ for reference of the high profile.

END OF REVISIONS

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