



CITY OF SAN ANTONIO

TRANSPORTATION & CAPITAL IMPROVEMENTS

THROUGH INNOVATION AND DEDICATION, WE BUILD AND MAINTAIN SAN ANTONIO'S INFRASTRUCTURE.

RFQ: ASSISTANCE WITH THE EDWARDS AQUIFER LAND PROTECTION PROGRAM

Amendment #1

January 8, 2016

Amendment #1 contains questions received in writing and/or revisions to the RFQ and/or RFQ documents.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Will the Selected Responded for the Land Acquisition Team (LAT) be required to use the City's selected subcontractors (i.e. title company, surveyor, appraisal company)?

Answer: No. The City maintains a list of approved subcontractors that have experience in conservation easements, which the LAT may choose to use.

2. Will the LAT be part of a Team, meaning, will subcontractors (i.e. appraisal company, title company, surveyor, etc.) be hired by the City?

Answer: No, the City will not hire subcontractors for the LAT to work with on this project. It is the responsibility of the LAT to provide the services either in-house or by subcontracting. If subcontracting, the LAT must hire and pay a subcontractor for their services up front and then invoice the City later for reimbursement with a copy of the invoice from the subcontractor.

3. Is it recommended that a Respondent list their subcontractor (i.e. surveyor, title company, environmental firm, etc.) as Team Members in their proposal?

Answer: No, this is not required, but Respondents may do so at their discretion if they feel it helps their proposal.

4. In RFQ Section 0001-b Proposed Key Personnel / Organizational Chart, is it necessary for a Respondent to have an architect/urban planner on the Team?

Answer: No. This language has been removed via this Amendment#1 to refer to Section II, Revision to the RFQ and Solicitation Documents.

5. In RFQ Section d Project Sheets, are you looking for past projects we've done? Can it be a prior project conducted as part of this program?

Answer: Yes, either or both are acceptable examples of past work performed.

6. Where can we see the Fee Schedule?

Answer: This information is provided in the contract template, Exhibit A, which has been added via this Amendment #1 and posted to the City's Bidding and Contracting Opportunities website at listed below:
<http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>.

7. Are you basically treating this contract as a real estate transaction with payment based on a commission?

Answer: Yes.

8. Regarding the proposal submission, to clarify, we can submit either the CD or the flash drive, but we're not required to submit both, correct?

Answer: Correct: either, not both are required.

9. Can you clarify the physical location to deliver for proposal submissions?

Answer: Office of the City Clerk, Attn: Transportation and Capital Improvements
100 Military Plaza
City Hall, **1st Floor**,
San Antonio, Texas 78205

10. Will someone be at the location to collect the bids?

Answer: Yes

11. Will you hand out copies of the pre-submittal sign-in sheets?

Answer: Sign in sheets for the Pre-Submittal Conference are supplied as an attachment to the RFQ and posted on the City's Purchasing website listed below:
<http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>.

12. If you do end up providing the contract template, how will you disseminate it?

Answer: This information is provided in as Exhibit A, to the RFQ posted on the City's Purchasing website at
<http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>.

13. Does the size of a LAT Team matter?

Answer: No.

14. Regarding key personnel assignments in Section 0001b-1 through b-5 of the RFQ, are we required to list someone for each position?

Answer: No, this information is supplied in the RFQ for illustrative purposes only. If you don't have personnel for a position listed, leave it blank. It is common for team members to fulfill multiple roles within the Team. In such instances, please identify the roles / functions each of your Team members will perform.

15. If we list a subcontractor on our Team (i.e. appraisal company, surveyor, etc.), must we use them every single time?

Answer: No.

16. What if we have the capability to perform subcontracting services in-house (Phase I Environmental Site Assessments); can we do this on our own if we have the capability and then bill the City for that cost? Do we still need to get three (3) quotes?

Answer: If you have the capability to perform these services in-house, then yes, you may do so, but you must first provide the City with a quote and receive approval before invoicing the City for this service. You do not need to provide three quotes.

17. What is the purpose of the original unbound Qualification Statement in Section VI. of the RFQ? Can we secure it with a paperclip?

Answer: The purpose of this submission is to enable City staff to conduct a review of each proposal for minimum requirements before it is processed for consideration. You may secure it with a clip / paperclip.

18. Are the activities / services required in the RFQ limited only to acquisition services?

Answer: No. Identification of property and acquisition of property are the services being solicited in this RFQ.

19. At what point would the LAT member be engaged for services: after the staff has identified a target property or does the LAT identify the property? Does the CAB direct the LAT to pursue particular properties?

Answer: Services may begin upon award of the contract. The City's Project Manager and Program staff will direct the LAT to pursue properties currently identified in the Scientific Evaluation Team (SET) GIS spatial model, which prioritizes properties. The LAT may also be asked to help identify properties for consideration / inclusion in the Scientific Evaluation Team (SET) GIS spatial from time-to-time.

No, the CAB will not direct the LAT to pursue particular properties.

20. Can a firm be a LAT member and also / simultaneously serve as a subcontractor for another LAT member?

Answer: Yes.

21. If the contract template (including insurance requirements) is not finalized before the proposal submission deadline, will that requirement be removed from the submittal document requirements listed in Section V. letter H. of the RFQ? Should we then leave the tabs for Contract Template and Proof of Insurability blank in our proposal?

Answer: Through this Amendment #1, the contact template is provided in as Exhibit A, and posted on the City's Purchasing website at <http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>.

22. My understanding is that the City holds the easement. Is the landowner required to make any contribution towards stewardship (i.e., annual monitoring) or is that an expense internal to the City?

Answer: No stewardship contributions are required by the landowner nor are applicable to the City.

23. Does the landowner pay for any costs?

Answer: No, the landowner does not pay for any due diligence costs. They do pay some costs associated with the closing.

24. Does the project require the land trust to perform annual monitoring activities?

Answer: No, the land trust will no perform monitoring activities.

25. I am not able to access the Contract Disclosure Form with the link provided in the RFQ. Would you confirm the proper link?

Answer: The link for the Contract Disclosure Form is <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. Exhibit A, Contract Template (draft), has been added via this Amendment #1. This template is a draft and subject to change with the Selected Respondent.
2. In Section b, Proposed Key Personnel / Organizational Chart, which states the following:

“0001 b. Proposed Key Personnel/Organizational Chart (Indexed and Labeled as Tab “9”) - Key personnel included in this section are expected to be the same personnel that shall be assigned to contract, if awarded. Respondent shall provide a detailed organizational chart of its team, identifying key personnel who shall be committed to work on the various tasks for this Project. The proposed key personnel shall consist of a licensed architect/urban planner or licensed engineer with a minimum of five (5) five years demonstrated experience.”

Has been revised to the following:

“0001 b. Proposed Key Personnel/Organizational Chart (Indexed and Labeled as Tab “9”) - Key personnel included in this section are expected to be the same personnel that shall be assigned to contract, if awarded. Respondent shall provide a detailed organizational chart of its team, identifying key personnel who shall be committed to work on the various tasks for this Project.”

END OF REVISIONS

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