



**CITY OF SAN ANTONIO  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
DESIGN SERVICES FOR THE TERMINAL A/B CONNECTOR AND SECURITY CHECKPOINT  
EXPANSION PROJECT**

**AMENDMENT #2**

**January 27, 2016**

**Amendment #2 includes questions received in writing, revisions and clarification to solicitation documents and/or required forms.**

<b>I. QUESTIONS AND CLARIFICATIONS TO THE RFQ</b>
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- 1. QUESTION:** Can you clarify the budget? On Page 3, paragraph 1 the RFQ states: "The City has allocated a budget of \$4,500,000 for this Project." Would this be for the Design Budget or the Overall Construction Budget?  
**ANSWER:** The Design budget is \$4,500,000.00 which includes design services, allowances, reimburables and owner's contingency. The Program budget is \$45,000,000.00
- 2. QUESTION:** Does the \$4.5 Million budget represent the budget for the design fee for all three phases of the project?  
**ANSWER:** All three phases are included in the Design budget.
- 3. QUESTION:** On page 12 - K. Statement of Qualifications, A.2: The proposed key personnel shall consist of a Texas Licensed Engineer with a minimum of 5 years demonstrated engineering experience. Can this be a licensed architect with a minimum of 5 years demonstrated architecture experience?  
**ANSWER:** City does not have a preference for either an Engineering firm or an Architectural firm as long as the firm meets the experience and qualifications noted on page 10, Section V., Submittal Document Requirements and Evaluation Criteria, in the RFQ.
- 4. QUESTION:** Does the Proposed Key Personnel / Organizational Chart (Tab 11) have a page maximum/requirement?  
**ANSWER:** Organizational chart should be one (1) page.
- 5. QUESTION:** Does the Proposed Management Plan Section (Tab 14) have a page maximum/requirement?  
**ANSWER:** Proposed Management Plan should be a maximum of three (3) pages.
- 6. QUESTION:** Do you know what week in March interviews will be held for the shortlisted firms?  
**ANSWER:** Dates for interviews have not been formally scheduled. Interviews are tentatively scheduled for mid March 2016.
- 7. QUESTION:** The General Conditions that were included in the RFQ do not seem like they are General Conditions for a Design Contract but for a Construction Contract. Will there be a set of General Conditions for a design contract be issued or are these the General Conditions that the Design Team is supposed to agree to?  
**ANSWER:** General Conditions apply to Design Consultants at the Construction Administration phase. The General Conditions are made available for reference when the project reaches Construction Administration.
- 8. QUESTION:** Statement of Qualifications A.2 Proposed Key Personnel/Organizational Chart. Can this be a folded 11X17 sized sheet?  
**ANSWER:** The organizational chart may be a folded 11 x 17 sized sheet but must be easily accessible to view when reviewed by the Evaluation Committee Members.
- 9. QUESTION:** Submittal Document Requirements & Evaluation Criteria D., Discretionary Contracts Disclosure Form, Is every Consultant (Prime and Sub) on the team required to submit a separate form?

**ANSWER:** Discretionary Contracts Disclosure Form asks the Prime Respondent to identify all their Subconsultants. Should your firm be chosen as Prime, it is possible the City may ask for additional information before City Council award.

**10. QUESTION:** Submittal Document Requirements & Evaluation Criteria E., Litigation Disclosure Form, Is every consultant (Prime and Sub) on the team required to submit a separate form?

**ANSWER:** Litigation Disclosure Form should be submitted by Prime Respondent.

**11. QUESTION:** Can a firm be qualified by the SCTRCA before the RFQ closes?

**ANSWER:** Contact Ms. Lisa Brice at 210-207-3505 or [lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov) who will be able to assist in accelerating the approval process.

**12. QUESTION:** Statement of Qualifications A.4 Project Sheets; Since the City of San Antonio is incentivizing local SBE and MWBE firms to prime this contract while understanding that local SBE and MWBE firms will need to bring a team of specialty Subconsultants in order to successfully perform a project of this magnitude, is it permissible to show a project from the Subconsultant team as part of A.4. Project Sheets?

**ANSWER:** Respondent may include Projects they feel would be the most advantageous to their statement of qualifications.

**13. QUESTION:** Can the page limit be front and back?

**ANSWER:** Respondent shall only use the front of the page.

**14. QUESTION:** What font size should be used for the submittal?

**ANSWER:** Font may not be smaller than ten (10) point Times New Roman.

**15. QUESTION:** State of Texas requires design of security systems is done by a licensed engineering firm, will you require the same?

**ANSWER:** The security systems are required to be designed by a licensed engineering firm.

**16. QUESTION:** During Design, will selected firm talk to Airlines?

**ANSWER:** At Design, selected Respondent shall interface with all required parties including concessions, airlines, TSA and City of San Antonio.

**17. QUESTION:** Is there an overall concessionaire?

**ANSWER:** At Design, selected Respondent might interface with HMSHost.

**18. QUESTION:** Based on the pre-submittal meeting, a lot of project focus is on ingress; will there be focus on egress also?

**ANSWER:** All conditions relative to 1452 must be applicable to exit doors. Airport must meet the same criteria in case of emergency where doors will react for people to pass. The design shall focus on all applicable ingress and egress access points at the Connector and shall be based on applicable building code requirements.

**19. QUESTION:** A number of Airports now allow automated processing, will Airport consider this option?

**ANSWER:** Airport already does that now. Airport is looking for a firm to bring the latest most relevant information for design development.

**20. QUESTION:** Is there an anticipated upgrade to baggage system?

**ANSWER:** Not at this time.

**21. QUESTION:** Will concept drawing be posted?

**ANSWER:** Drawing is attached as Exhibit D. Concept drawing serves only to what could be done but selected Respondent should not utilize as a tool to design to.

**22. QUESTION:** Will concessions Subconsultant assist in concessions contract and new agreements?

**ANSWER:** Selected firm will not be required to assist with concessions contracts.

**23. QUESTION:** What is the anticipated Council date?

**ANSWER:** Council date has not been scheduled but it is anticipated to be April/May 2016.

**24. QUESTION:** Will Airport consider taking on Geotechnical and Environmental work?

**ANSWER:** Geotechnical Design work to include testing services will be provided by the selected Respondent. Environmental work shall be coordinated through Aviation Environmental Services.

**25. QUESTION:** On page 11 of the RFQ, item K-Certificate of Interested Parties (TEC Form 1295); it states Form 1295 needs to be submitted. My question is: Does this pertain only to the Prime Consultant, or do all subconsultants need to submit as well?

**ANSWER:** Form should be completed by Prime Consultant.

**26. QUESTION:** RFQ states there is to be a 1" margin all around. My question is: Can our footer be in the 1" margin?

**ANSWER:** Footer may be included in 1" margin.

- 27. QUESTION:** Do we need to collect Conflict of Interest Forms from all consultants as a part of this proposal? Should we add them to TAB 3 as a part of Form 3?  
**ANSWER:** Conflict of Interest Form should be submitted by Prime Respondent.
- 28. QUESTION:** Is it anticipated any gates will be affected with this Project?  
**ANSWER:** There will be at least one gate that will be potentially affected.
- 29. QUESTION:** Do you have anticipated City Council dates for Phase II and Phase III?  
**ANSWER:** Not at this time. Design is anticipated to take no longer than 12 months.
- 30. QUESTION:** On page 23 the definition of Respondent refers to “the entity” is the entity the prime only or does this refer to the team?  
**ANSWER:** The entity is the Respondent.
- 31. QUESTION:** Tab 13 Project Sheets; Can the 3 project sheets be projects which members of the team have completed?  
**ANSWER:** Respondent may submit project sheets which they feel would be the most advantageous to their statement of qualifications.
- 32. QUESTION:** What should we use as the Contract ID number on the Texas Ethics Commission Certificate of Interested Parties?  
**ANSWER:** Use TCI02102016MG
- 33. QUESTION:** We clicked on the link to download the discretionary contracts disclosure form but we got back a message saying we need the latest Adobe version to open it. We upgraded and we were still not able to open the document. Could you tell us a good way to find the form elsewhere or get it from your staff?  
**ANSWER:** The hyperlink has been verified and is working properly. Refer to your IT department for additional assistance.
- 34. QUESTION:** What is the page limit for the RFQ? At the bottom of page 15, it notes “Respondent shall adhere to the page limitations for each section as stated herein.” We understand the RFQ to define the forms and TABS to be used. However on the bottom of page 12 under V.K.A.3 (Tab 12)”, there is no limit on “Key Team Members.” We understand that each resume is limited to one page. Is there a limit to the number of resumes?  
**ANSWER:** One page resumes should be submitted for each proposed “Key Team Member.” The number of “Key Team Members” is left up to the Prime Respondent and their proposed team.

### III. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. Exhibit A – Contract Document Template attached.
2. Exhibit C – Terminal Area Forecast and Runway Feasibility Study Final Report attached.
3. Exhibit D – TSA SSCP/Connector/Concessions Study concept drawing dated June 15, 2015
4. Page 6, Section II, Scope of Work, Phase I, Item 3, add “1. Second Floor Mezzanine Club Room.”
5. Page 12, Section V. Submittal Document Requirements and Evaluation Criteria; Change Item K. Statement of Qualifications to Item L. Statement of Qualifications.
6. Page 13, Section C. Team’s Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts, change “Tab 13” to “Tab 15.”
7. Page 14, Section C. Team’s Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts, delete “Describe Respondents past experience and planned management approach to coordinate with UPRR and the utility components.

### END OF REVISIONS

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