

# Request for Proposals

## On Call Building Systems Testing, Adjusting & Balancing

### *Pre-Submittal Conference Agenda*

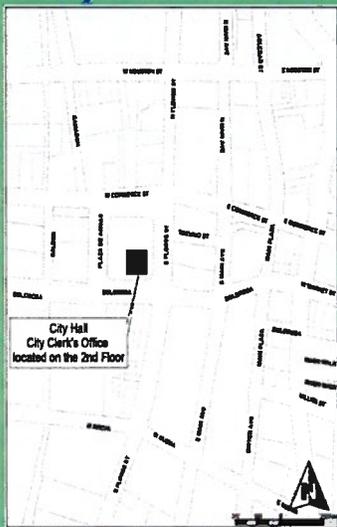
April 4, 2016

10:00 AM

Municipal Plaza  
Building Plaza, B  
Room

114 W. Commerce

#### City Clerks Office:



Send All Questions To:  
[Maria.godina@sanantonio.gov](mailto:Maria.godina@sanantonio.gov)



- Call to Order (Welcome)
- Discussion of Background & Project Scope- Section I & II
- Review of RFP:
- Tentative Schedule (Section III)
  - Deadline for written questions, April 7, 2016 at 3:00 PM
  - SOQ Submittal Deadline, April 19, 2016 at 2:00 PM
  - Anticipated Council Date, August 2016
- IV, PreSubmittal Conference
- V, Submittal Document Requirements and Evaluation Criteria
  - A. Experience and Qualifications of Respondent's Key Personnel and Key Sub-Consultants – 35%
  - B. Proposed Management Plan – 25%
  - C. Team's Experience with San Antonio Region Issues and past experience with CoSA – 10%
  - D. Fee Proposal – 15%
  - D. SBEDA – 15 pts (SBE Prime Contract Program)
- VI, Submission Instructions, No later than Tuesday, April 19, 2016 at 2:00 PM – **No late submittals will be accepted**
- VII, Amendments to RFQ
- VIII, Restriction on Communication
  - POC for RFQ questions, Maria Godina, 210-207-1688
  - POC for SBEDA questions, David Rodriguez, 210-207-0071
- IX, Award of Contract and Reservation of Rights
- X, SBEDA Ordinance Compliance Provisions (POC David Rodriguez)
- Questions and/or Information
- Adjournment