



CITY OF SAN ANTONIO

**TRANSPORTATION & CAPITAL IMPROVEMENTS #**

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

**RFQ: ON-CALL PROFESSIONAL ARCHITECTURAL SERVICES  
AMENDMENT#2  
April 1, 2016**

Amendment #2 contains questions received in writing, questions at the Pre-Submittal Conference held on March 28, 2016 and/or revisions to the RFQ and/or RFQ documents.

**I. QUESTIONS AND CLARIFICATIONS TO RFQ**

1. **CLARIFICATION:** The Submittal deadline is April 12, 2016 at 10:00 AM.
2. Could you explain why this RFQ is a high profile solicitation?  
**Response:** Any contract over \$1 million is considered high profile. The not-to-exceed capacity is \$500k with three one-year extensions which could potentially be a \$2 million contract with the extensions.
3. Under the Discretionary Contract Disclosure form, do you need the subs listing their contributions or just the prime?  
**Response:** Yes, all subconsultant and prime contributions need to be listed on the Discretionary Contract Disclosure form.
4. Are we allowed to include a cover letter in our submittal or does the Executive Summary basically the same thing?  
**Response:** The Executive Summary shall serve as the cover letter.
5. I know that we submit only one Discretionary Contracts Disclosure in the Original copy. Can we insert blank pages with page numbers on them within the 6 copies just to keep the page numbers consistent otherwise they will be different on the copy versions?  
**Response:** Yes, you can insert a blank page in the copies and write "included in original submittal".
6. Where are Exhibit A and B as mentioned on Page 5 of the Contract Template and General Conditions? I did not see them attached to the RFQ or posted anywhere.  
**Response:** The Contract Template, Exhibit A and General Conditions, Exhibit B, are now available on the City's Bidding and Contracting Opportunities website at <http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>
7. Regarding Tab 9, do we need to complete Form 1295 online in addition to submitting a notarized copy in our proposal? Should we include signed originals in the 6 copies also or are scanned copies from the original ok?  
**Response:** The 1295 Form must be complete on-line as well as a notarized copy in the original submittal only not the copies.

8. Regarding Tab 11, I do not see any page requirements and we would like to include brief firm profiles for our sub consultants to define their roles after our org chart since they are considered key personnel. Is that allowable?

**Response:** The Organizational Chart on Tab 11 should be limited to one page only. Respondent may submit the team it feels is the best qualified to fulfill the scope of services outlined in the RFQ.

9. Just to clarify, The Conflict of Interest Questionnaire and CIQ addendum need to be submitted separately and delivered to the Office of City Clerk within 7 business days of the submittal deadline of April 12<sup>th</sup>, Correct?

**Response:** Yes, the CIQ form is due not later than the seventh (7<sup>th</sup>) business day after the date that the person: (1) begins contract discussions or negotiations with City; or (2) submits to City an application, response to a request for proposal, offers, correspondence or another writing related to a potential agreement with City.

10. In the copies of the submittal, are we to leave Tab 3 blank? It states "print a copy of the completed form and submit the form as "Tab 3" in its ORIGINAL SUBMITTAL ONLY".

**Response:** You may leave this page blank or include a sheet that states "submitted in the original".

11. Do all sub-consultants listed on the team need to fill out a Form 1295?

**Response:** The Form 1295 needs to be filled out by only the prime Respondent.

12. Do all sub-consultants listed on the team need to fill out a Litigation Disclosure Form?

**Response:** The Litigation Disclosure Form needs to be filled out by only the prime Respondent.

13. Do all sub-consultants listed on the team need to fill out a Discretionary Contracts Disclosure Form?

**Response:** At the time, only the prime Respondent shall submit the Discretionary Contracts Disclosure Form. The City may request this information from the Prime's sub-consultants at a later date.

## II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. Exhibit A, Contract and Exhibit B, General Conditions are now posted on the City's Bidding and Contracting Opportunities website.

## END OF REVISIONS

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