



City of San Antonio
TRANSPORTATION AND CAPITAL IMPROVEMENTS

June 10, 2016

Amendment #1 includes questions received in writing, answers and clarifications to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Is a cover letter allowed?
Response: A cover letter may be a part of the Executive Summary.
2. Regarding Item 8 on page 9 of the RFQ, is proof of insurability required for all team members, or just the prime firm?
Response: This is only required for the Prime Firm
3. Please confirm that a Form 1295 is required by respondents to the request for qualifications. We are glad to submit this in advance, but it is our understanding that this form is typically completed once a contract is pending by the selected respondent, and once a specific contract number or purchase order number has been issued by the City of San Antonio.
Response: The 1295 form is required to be included in the submittal. The RFQ number can be referenced as the identification number in box 3 of the form.
4. On page 10 of the RFQ, item B-ii, please confirm that Tab 12 refers to Tab 13.
Response: Yes, Tab 12 should refer to Tab 13
5. On page 11, Item C-ii and Item C-iv, please confirm whether a budget by task is required. Per State of Texas statutes for qualifications based selections, professional firms and professional in the Architecture, Landscape Architecture and Engineering fields may be restricted from **submitting** fee costs to avoid “bidding” for the effort.
Response: Please disregard the references to the budget and rates. This information is not required at this time. This information will be provided by the selected consultant after notification of intent to award.
6. Should Item D (SBEDA – SBE and M/WBE information) be considered a new tab (Tab 16) or included under Tab 15?
Response: This is not a tab for the firm to submit. Points will be awarded based on the utilization plan filled out in Tab 5.

7. While we understand the desire for conciseness in the response, please confirm that for sections/tabs 6, 7, 8, 10, 11, 12, 13, 14, and 15, only Tab 11 (Experience) has a maximum page limit of 3 pages. Other sections have no page limit.

Response: If a page limit is not referenced, there is no page limit for that section.

8. Please confirm that images (along with a brief caption if appropriate) are allowed on tab pages and will not count towards the page restriction for Tab 11.

Response: Images can be included on the pages indicating the tab number. The pages indicating the tab number will not count towards the page restriction.

9. Do a Conflict of Interest Questionnaire (Form CIQ) and COI Addendum (Form CIQ-A) need to be submitted with our proposal? If yes, please advise where they will need to appear. Also if yes, are these required for all team members or just the prime firm? Conflicts of interest are discussed on RFQ pg. 15. We are glad to submit this in advance, but it is our understanding that this form is typically completed once a contract is pending by the selected respondent.

Response: The instructions for submitting this form can be found in Section IX. 11 (Award of Contract and Reservation of Rights).

10. Are both the Prime Consultant and subconsultants required to complete the TEC 1295 form?

Response: Only the Prime Consultant is required to submit this form.

11. Is there an anticipated date for an Interview?

Response: Early July

12. It has been our understanding and experience on past pursuits with the City of San Antonio and throughout Texas, that project cost estimates and/or Information are not to be submitted prior to contract negotiation per Texas State Law. Is there something unique with this RFQ and/or project that is allowing for a cost estimate to be submitted by consultants for consideration as part of the RFQ Process.

Response: No cost estimate should be a part of the submittal. Please disregard the requests for cost estimates.

13. Can companies from Outside USA apply for this?

Response: As long as they are registered with the city, they can apply.

14. Would the awarded firm need to come to City of San Antonio offices for meetings?

Response: A representative would need to attend meetings.

15. Can we perform the tasks (related to RFQ) outside USA?

Response: It could be possible for some aspects to be completed out of the country.

16. Can we submit the proposals via email?

Response: No. Hard copies must be submitted. The address these should be submitted to can be found on page 12 of the RFQ.

17. Will the City require public input?

Response: Yes, there will be extensive public input. Currently the City has 10 sub planning areas, and the City anticipates having 2 public input meetings for each sub planning area.

18. Can you please elaborate on the Urban Forestry Component?

Response: The City is not looking for a full blown inventory. The Parks and Recreation Department wants to incorporate an Urban Forestry component in its System Plan. One of our objectives is for an evaluation of current practices and programs that have been in development for the past several years to determine alignment within our parks system and local community. This information can be used as a tool to establish a framework, vision, and long-range plan in managing the city's urban forest. The department is not looking for a tree inventory, tree canopy study, or tree risk assessment. The system plan should outline and establish overarching goals about urban forestry and address specific opportunities and focus areas to pursue. The City of Austin's Urban Forest plan was mentioned at the pre-submittal conference as a possible case study/document to consider.

19. What is the time frame for the master plan to be completed?

Response: Approximately 1 year from contract execution.

20. How will this tie in to SA tomorrow?

Response: SA Tomorrow consists of the Comprehensive Plan, Sustainability Plan and Multimodal Transportation Plan. The Parks System Plan must be consistent with goals, policies, strategies and place types identified in these plans where it relates to Parks and Recreation. The Parks System Plan must include specific strategies to incorporate goals, policies, strategies, etc. of the Parks and Recreation related sections of the SA Tomorrow's Comprehensive, Transportation and Sustainability Plans.

21. Will coordination be required with Bexar County and the State of Texas?

Response: No, the City's primary concern is being consistent with the goals and policies of SA Tomorrow and should demonstrate strategies regarding implementation.

22. Will the annexation areas be included in the Master Plan?

Response: The City wants the projected annexation areas to be considered in the Master Plan.

23. Can pages be double sided? Will double sided pages count as one or two pages?

Response: Yes, pages can be double sided. Double sided pages will count as two pages.

24. Is connectivity one of the primary concerns?

Response: Connectivity, particularly from a pedestrian perspective, to current and future parks is a primary concern.

II. CLARIFICATIONS TO RFQ

A copy of the current master plan can be located at:

<http://www.sanantonio.gov/Portals/0/Files/Parks/Parks-and-Recreation-System-Strategic-Plan-2006-2016.pdf>

For Section 5 of the project deliverables, section D (Final Presentations) has been revised to the following:

Final Presentations – Make presentations of the Final System Strategic Plan to the Parks and Recreation Advisory Board, Planning Commission and City Council including required Council action regarding policy or ordinance recommendations.

END OF QUESTIONS AND CLARIFICATIONS