

# Request for Proposals

## On- Call Environmental Remediation Services

### *Pre-Submittal Conference Agenda*

January 27, 2016

11:00 a.m.

Municipal Plaza 9<sup>th</sup>  
Floor Conference  
Room

#### City Clerks Office:



Send All Questions To:  
[Clayton.Hoelscher@sanantonio.gov](mailto:Clayton.Hoelscher@sanantonio.gov)



- Introductions/Welcome
- Section I, Background
- Section II, Project Scope
- Section III, Tentative Schedule
  - Deadline for written questions, February 1, 2016 at 4:00 PM
  - Submittal Deadline, February 10, 2016 at 11:00 AM
  - Interviews (If Necessary), January 2016 (TBD)
  - Anticipated Council Date, April 2016
- Section IV, Pre-Submittal Conference
- Section V, Submittal Document Requirements and Evaluation Criteria
  - A. Background, Experience and Qualifications of Prime Firm and Key Sub-Consultants – **25%**
  - B. Proposed Management Plan – **25%**
  - C. Team's Experience with San Antonio Region Issues and past experience with CoSA contracts – **15%**
  - D. Price Proposal – **35%**
- Section VI, Submission Instructions
  - No later than February 10, 2016 at 11:00 A.M. – **No late submittals will be accepted.**
- Section VII, Amendments
- Section VIII, Restriction on Communication
  - POC for RFP questions, Clayton Hoelscher, 210-207-8310
- Section IX, Award of Contract and Reservation of Rights
- Section IX, Disadvantaged Business Enterprise Compliance Provisions
- Questions and/or Information
- Adjournment