



# Request for Qualifications

On-Call Building Commissioning & LEED Monitoring Services

## Pre-Submission Conference Agenda

January 29, 2013

10:00 AM

Plaza C Conference  
Room

114 W. Commerce

Municipal Plaza  
Building

### City Clerks Office:



Send All Questions To:  
[Carisa.Gamez@sanantonio.gov](mailto:Carisa.Gamez@sanantonio.gov)



- Call to Order (Welcome)
- Discussion of Background & Project Scope- Section I & II
- Review of RFQ:
- Tentative Schedule (Section III)
  - Deadline for written questions, February 11, 2013 at 4:00 PM
  - SOQ Submittal Deadline, February 19, 2013 at 3:00 PM
  - Interview Date (if necessary), February
  - Anticipated Council Date, April 2013
- IV, PreSubmittal Conference
- V, Submittal Document Requirements and Evaluation Criteria
  - A. Background, Experience and qualification of Key Personnel and Key Subconsultants – 40%
  - B. Proposed Management Plan - 20%
  - C. Team's Experience with San Antonio Region Issues and past experience with CoSA – 20%
  - D. SBEDA – SBE Prime 10% and MWBE Prime 10%
- VI, Submission Instructions, No later than February 19, 2012 at 3:00 PM – No late submittals will be accepted
- VII, Amendments to RFQ
- VIII, Restriction on Communication
  - POC for RFQ questions, Carisa Gamez, 20-207-8325
  - POC for SBEDA questions, David Rios, 210-207-1339
- IX, Award of Contract and Reservation of Rights
- XI, SBEDA Ordinance Compliance Provisions (POC David Rios)
- Questions and/or Information
- Adjournment