



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL BUILDING COMMISSIONING & LEED MONITORING SERVICES**

AMENDMENT #1

February 1, 2013

Amendment #1 includes the responses to questions received in writing and questions at the Pre-submittal meeting held on January 29, 2013, and revisions to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. In Section, "V. Submittal Document Requirements and Evaluation Criteria, Item J, Part D – SBEDA – M/WBE Prime Contract Program", for the SBEDA-MWBE portion the RFQ states to "see the Minority/Women Business Enterprise definition", which states that the MWBE must also be a SBE. The SBEDA Program ordinance definition and the RFQ definition are not the same as shown below:

Can you please clarify as to why the definition in the RFQ is different than the definition in the Ordinance?

RFQ Definition:

Minority/Women Business Enterprise (M/WBE) – firm that is certified as a Small Business Enterprise and also as either a Minority Business Enterprise or as a Women Business Enterprise, and which is at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members and/or women, and that is ready, willing and able to sell goods or services that are purchased by City of San Antonio.

SBEDA Ordinance Definition:

Minority / Women Business Enterprise (M/WBE) firm that is certified as either a Minority Business Enterprise or as a Women Business Enterprise, and which is at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members and/or women, and that is ready, willing and able to sell goods or services that are purchased by the City of San Antonio.

Response: In accordance with SBEDA Ordinance Section III. E. 7. (e), a Minority or a Women-Owned Business Enterprise (M/WBE) firm graduates from the SBEDA Program and is no longer eligible for Program incentives when its "annual revenues or number of employees have exceeded the SBA's small business size standards for annual revenues or number of employees for the Relevant Industry in each of two consecutive years." Therefore, firms that are not certified as Small Business Enterprise (SBE) per the Small Business Administration's size standards do not qualify for the SBEDA Program.

The language included in the RFQ more clearly explains the eligibility requirements of the SBEDA Program. A firm would be recognized as an M/WBE per the definition provided in the SBEDA Ordinance if they have a minority business or women-owned business enterprise certification through South Central Texas Regional Certification Agency (SCTRCA), however, lack of SBE certification would make the firm ineligible for the SBEDA Program incentives.

2. In Section X of the RFQ, SBEDA Ordinance Compliance Provision, it states that the Consultant agrees to subcontract at least fifteen percent (15%) of the contact value to a certified SBE firm headquartered in the SAMSA area. My firm is an SBE, would you confirm this does not count towards the 15% goal.

Response: That is correct. The SBE Prime's participation in the project will not count towards the SBE Subcontracting goal.

3. Does this contract require a LEED Coordinator if monitoring projects is done independently?
Response: A separate “LEED Coordinator” is not expected within the basic scope of work. Respondent should indicate experience with documenting LEED requirements that have been met.
4. Will this Contract require retro-commissioning?
Response: As stated in Section I., Background, “...quality of both new and remodeled City-owned facilities...” “Retro-commissioning” may be requested for existing buildings. Retro-commissioning is generally defined as process that seeks to improve how building equipment and systems function together. Kindly refer to Section II of this Amendment for revision on Background section of the RFQ.
5. Will this Contract require building envelope commissioning? What about electrical commissioning?
Response: It is possible that envelope commissioning may be a requested service at some time, but it is not expected to be a standard requirement within this contract. Electrical commissioning is expected as it is part of (at least) integrated systems testing and functional performance testing.
6. If my firm does new building commissioning and retro-commissioning for renovation types of work, what does the City prefer to see on the Project Sheets? Can I use two (2) new commissioning projects and one (1) retro-commissioning project?
Response: The Respondent shall include Project Sheets relative to the Scope of Work outlined in the RFQ. Respondents are encouraged to use Project Sheets they feel are most advantageous to their response to this RFQ.
7. What type and size of Project Sheets would the City like to see if a firm does large scale projects such as the Convention Center?
Response: The On-Call Building Commissioning and LEED Monitoring Contract will generally be used for smaller scale projects. Respondents are encouraged to use Project Sheets they feel are most advantageous to their response to this RFQ.
8. If my firm is being considered for the On-Call MEP contract, is my firm still eligible for this RFQ?
Response: Any Firm who has a contract with the City of San Antonio or being considered for other City contracts is still eligible to respond to this RFQ.
9. How does the Restriction on Communications work if I am negotiating another project with the City or have a current contract in place with the City?
Response: The Restriction on Communications states that the Respondents are prohibited from communicating with City staff regarding this specific RFQ, On-Call Building Commissioning & LEED Monitoring Services. Kindly refer to Section VIII, Restriction on Communication, for further information.
10. May I contact a City employee for a reference letter?
Response: You may ask City employees for a reference letter for a previously completed project. However, any communication with City staff regarding On-Call Building Commissioning & LEED Monitoring Services RFQ is prohibited. Kindly refer to Section VIII, Restriction on Communication, for further information
11. Is it permissible for a firm to request one of the required letters of reference from a City department other than CIMS
Response: Refer to Response#10 above.
12. Will the Pre-Submittal Sign-In sheet be available?
Response: The Pre-Submittal Sign-In sheet was posted onto the City’s website at www.sanantonio.gov/RFPListings on January 29, 2013.
13. Will this On-Call Building Commissioning & LEED Monitoring Services Contract be used for any of the 2012 Bond Projects?
Response: There is a possibility that this Contract will be used for 2012 Bond Projects.
14. What does the term “Co-Respondent” mean on Section A, Background, Experience and Qualifications of a Prime Firm, Key Personnel, Key Subconsultants including “Co-Respondent”, Joint Venture Party or Partner (page 6 of the RFQ). I have never heard this term before.
Response: The term “Co-Respondent” refers to any Respondent who may enter into a Joint Venture with firm. It may or may not be relevant to your response to this RFQ.

15. In Section “VI. Submission Instructions”, the RFQ states that “Adherence to the maximum page criterion is critical.” What is the total maximum page count that we should adhere to? Or does this statement refer to the individual section page counts that were mentioned?

Response: Each individual section in the Submittal Document Requirements and Evaluation (section V of the RFQ) references a page limitation.

16. On the Project Sheets section of the RFQ, page 7, it states the Project sheets shall include a “minimum” of three (3) projects. Is this correct?

Response: No, that is not correct. That section should state a “maximum” of three (3) projects. This information has been revised in Section II of this Amendment.

17. In Section “V. Submittal Document Requirements and Evaluation Criteria, Item F – Small Business Economic Development Advocacy”, the RFQ states that the form should be completed “indicating that your firm commits to satisfy a **ten percent (15%)** SBE subcontracting goal”, please clarify the required percentage.

Response: The required percentage for the Small Business Economic Development Advocacy is fifteen percent (15%). This information has been revised in Section II of this Amendment.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. Section V of the RFQ, Submittal Document Requirements and Evaluation Criteria, Item F – Small Business Economic Development Advocacy which states the following:

“Submit a completed and signed Subcontractor/Supplier Utilization Commitment Form indicated that your firm commits to satisfy a **ten percent (15%)** Small Business Enterprise (SBE) subcontracting goal for this solicitation”

Has been revised to the following:

“Submit a completed and signed Subcontractor/Supplier Utilization Commitment Form indicated that your firm commits to satisfy a **fifteen percent (15%)** Small Business Enterprise (SBE) subcontracting goal for this solicitation.”

2. Section V, of the RFQ, Submittal Documents Requirements and Evaluation Criteria, Item A.4, Projects Sheets, which states the following:

“Respondent’s submittal shall include a **minimum** of three (3) project sheets, limited to one (1) page for each project, which describe similar projects the respondent has completed in the within the last five years.”

Has been revised to the following:

“Respondent’s submittal shall include a **maximum** of three (3) project sheets, limited to one (1) page for each project, which describe similar projects the respondent has completed in the within the last five years.”

3. Section I of the RFQ, Background, first sentence which states the following:

“The City of San Antonio (hereafter referred to as “City”), Capital Improvements Management Services Department (hereafter referred to as “CIMS”) is seeking Statements of Qualifications (hereafter referred to as “SOQ”) from qualified firms to assist with general building commissioning of City-owned facilities in an effort to improve the quality of **both new and remodeled City-owned facilities**, from an Operational, Energy Efficiency and Environmental standpoint.

Has been revised to the following:

“The City of San Antonio (hereafter referred to as “City”), Capital Improvements Management Services Department (hereafter referred to as “CIMS”) is seeking Statements of Qualifications (hereafter referred to as “SOQ”) from qualified firms to assist with general building commissioning of City-owned facilities in an effort to improve the quality of **both new and remodeled as well as existing** City-owned facilities, from an Operational, Energy Efficiency and Environmental standpoint.

END OF REVISIONS

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