



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL BUILDING COMMISSIONING & LEED MONITORING SERVICES
AMENDMENT #2
February 13, 2013**

Amendment #2 includes the responses to questions received in writing and/or revisions to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Section II. Scope of Work, page 3 – Several of the bullet points in the list of Scope of Services mention “the Construction Manager”. Please clarify the term; is this the City’s in-house construction manager, the contractor, or some other entity.
Response: “Construction Manager” refers to the construction contractor entity, construction-manager-at-risk entity, or design/build entity.
2. Section V. D, Discretionary Disclosure Statement, page 5 – Is this contract considered to be a High-Profile contract?
Response: The On-Call Building Commissioning & LEED Monitoring Project is not a high-profile solicitation.
3. Section V.J.A.2, Proposed Key Personnel/Organizational Chart, page 6 – Please clarify the bullet point items under “Label key personnel assignments as.” Can other key personnel assignments also be listed on the organizational chart such as constructability review, documentation of installation, pre-functional tests, etc., or are these the only terms that can be used in the Chart?
Response: Respondents are encouraged to label personnel assignments they feel are most advantageous to their response to this RFQ. Kindly adhere to the one-page limitation on the organizational chart.
4. Section V.J.A.3, Resumes, page 6 – Is there a maximum number of resumes that can be submitted?
Response: Respondent may include resumes for all proposed key personnel as long as the resumes do not exceed one-page.
5. Section V.B. Proposed Management Plan, page 7 – Is there a page limitation on the response for this information?
Response: The page limitation for the Proposed Management Plan (Tab 13) shall be limited to (2) two pages. Kindly refer to Section II of this Amendment for clarification.
6. Section VI. Submission Requirements, Page 9 – Margins are required to be no less than 1” around the perimeter of each page. Is it permissible for the firm’s logo, page number, etc. to be outside the 1” perimeter in the header or footer of the page? Is it permissible to have a larger right hand margin for binding purposes?
Response: Yes, it is permissible to use outside the 1” margin for binding purposes, logos and page numbers.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. Section V., Statement of Qualifications (paragraph J), B. Proposed Management Plan on page 7 of the RFQ which states the following:

“ The firm shall submit information in a brief narrative plan indexed and labeled as “Tab 13” that clearly and concisely describes the organization and approach to the project to include the information below:”

Has been revised to the following:

“The firm shall submit information in a **two (2) page** brief narrative plan indexed and labeled as “Tab 13” that clearly and concisely describes the organization and approach to the project to include the information below:”

END OF REVISIONS

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