



Request for Qualifications

Professional Design Services for the Hemisfair Play Escape

Pre-Submittal Conference Agenda

February 22, 2013

10:30 AM

Plaza B Conference
Room

114 W. Commerce

Municipal Plaza
Building

City Clerks Office:



Send All Questions To:
Carisa.Gamez@sanantonio.gov



- Call to Order (Welcome)
- Discussion of Background & Project Scope- Section I & II (City Architect and HPARC Staff)
- Review of RFQ:
- Tentative Schedule (Section III)
 - Deadline for written questions, March 4, 2013 at 4:00 PM
 - SOQ Submittal Deadline, March 12, 2013 at 3:00 PM
 - Interviews, April 2013 (TBD)
 - Anticipated Council Date, May 2013
- IV, PreSubmittal Conference
- V, Submittal Document Requirements and Evaluation Criteria
 - A. Experience and qualifications of Prime Firm and Key Sub-Consultants with Park and Play Environment Projects – 25%
 - B. Experience of Key Personnel with Park and Play Environment Projects – 25%
 - C. Team's Experience with San Antonio Region Issues and past experience with CoSA – 10%
 - D. Understanding of the Project and Proposed Management Plan – 15%
 - E. Overall Evaluation of the Firm/Team and its Ability to Provide the Required Services – 5%
 - SBEDA – 20% (SBE Prime 10% & MWBE Prime 10%)
- VI, Submission Instructions, No later than March 12, 2013 at 3:00 PM –
No late submittals will be accepted
- VII, Amendments to RFQ
 - Amendent #1 issued on February 21, 2013
- VIII, Restriction on Communication
 - POC for RFQ questions, Carisa Gamez, 210-207-8325
 - POC for SBEDA questions, Brenda Navarro, 210-207-5442
- IX, Award of Contract and Reservation of Rights
- XI, SBEDA Ordinance Compliance Provisions (POC Brenda Navarro)