



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL CIVIL ENGINEERING SERVICES
AMENDMENT #2**

February 3, 2014

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

I. QUESTIONS AND CLARIFICATIONS TO RFQ

- 1.) **Question:** Regarding the requested Project Sheets in the RFQ, do the projects have to be from the “firm” or can they be for projects done by the “PM” at another firm?
Response: Respondents may highlight projects completed while serving as Project Manager for another firm, however, the City prefers Project Sheets for relevant projects completed by the firm responding to the RFQ.
- 2.) **Question:** Sec. V K.A.2 Proposed Key Personnel/Organizational Chart states "The Proposed Key Personnel shall consist of a Licensed Consultant with a minimum of 5 years demonstrated experience in engineering services." Does this mean that ALL key personnel are required to have 5 years of experience in engineering services and be licensed consultants?
Response: At least one key personnel such as the Project Manager must be a licensed engineer with a minimum five (5) years experience.
- 3.) **Question:** On page 6, Section II, regarding the key personnel assignments, are you looking for a single person to fill each role or can multiple people have the same assignment (i.e. project manager)?
Response: The City will accept key personnel with multiple assignments.
- 4.) **Question:** Section IX, paragraph J of the RFQ talks about the Conflict of Interest Questionnaire and provides two links, one for the state of Texas and one directly to the City’s CIQ-A form. Form CIQ-A states the following: “A CIQ and CIQ Addendum are required to be filed for EACH solicitation submitted, and are required to be submitted together.” Can you clarify?
Response: Respondent may access the CIQ and CIQ-Addendum forms on the City’s website at <http://www.sanantonio.gov/atty/ethics/forms.asp>. Both forms, CIQ and CIQ-Addendum, shall be submitted to the Office of the City Clerk no later than the seven (7) business days after responding the RFQ. Refer to page 11 of the RFQ for submittal address information.
- 5.) **Question:** Does the CIQ form need to be part of the SOQ package delivered on or before 2/11/14 or can it be mailed separately? If mailed separately, does the same deadline as the SOQ apply?
Response: The CIQ form should not be submitted in the SOQ package. The CIQ and CIQ-Addendum form must be submitted to the Office of the City Clerk no later than the seven (7) business days after responding the RFQ. Refer to page 11 of the RFQ for submittal address information.

6.) **Question:** In the RFQ, page 5, it states that the subconsultants shall complete and submit a separate Discretionary Contracts Disclosure Form with the submittal. In a question that was answered in Addendum #1, it states that only the Prime consultant is required to submit the form, but this item was not listed in Section II, Revisions to the RFQ and Solicitation Documents. Would you please confirm that the instructions regarding the submission of this form have been revised?

Response: See revisions to Section V, paragraph D and E below. If a Respondent is entering into a “Joint-Venture” agreement, then the Respondent and each party of the Joint Venture must submit a Discretionary Contracts Disclosure Form.

7.) **Question:** Is there a page limit for the Proposed Key Personnel section (Tab 10)?

Response: The Proposed Key Personnel/Organizational Chart shall be limited to one (1) page. Refer to Section II, Revisions to the RFQ and Solicitations Documents.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1.) The Proposed Key Personnel/Organizational Chart (Tab 10) shall be limited to one (1) page.

2.) Section V, paragraph D which reads the following:

D. DISCRETIONARY CONTRACTS DISCLOSURE FORM (Form #3) – Respondents shall complete the form online at, <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>, print a copy of the completed form and submit as **Tab “3”** in its ORIGINAL SUBMITTAL ONLY. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.

Has been revised to the following:

D. DISCRETIONARY CONTRACTS DISCLOSURE FORM (Form #3) – Respondents shall complete the form online at, <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>, print a copy of the completed form and submit as **Tab “3”** in its ORIGINAL SUBMITTAL ONLY. If Respondent is proposing as joint venture, then each party to that joint venture shall complete and submit a separate form with the submittal.

3.) Section V, paragraph E which reads the following:

E. LITIGATION DISCLOSURE FORM (Form #4) – Complete Litigation Disclosure form and additional pages for explanation, if necessary, index or label as **Tab “4”** in submittal. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.

Has been revised to the following:

E. LITIGATION DISCLOSURE FORM (Form #4) – Complete Litigation Disclosure form and additional pages for explanation, if necessary, index or label as **Tab “4”** in submittal. If Respondent is proposing as a joint venture, then each party to that joint venture shall complete and submit a separate form with the submittal.

END OF REVISIONS

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