



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

ADDENDUM III

SUBJECT: REQUEST FOR QUALIFICATIONS "AIRPORT GENERAL ENGINEERING CONSULTANT ON-CALL SERVICES / SBEDA" DATED FEBRUARY 14, 2014

DATE: March 19, 2014

*THIS NOTICE SHALL SERVE AS ADDENDUM NO. III
TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS (RFQ)*

A. QUESTIONS RECEIVED BY CITY STAFF IN ACCORDANCE WITH RFQ SECTION VI ARE ANSWERED AS FOLLOWS:

QUESTION 1: Page 12, Item C-2 "Small Business Economic Development (SBEDA), states Prime must propose at least 51% of SBE to get 10 points. Can you clarify?

RESPONSE: Certified Small Business Enterprises (SBE) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultants proposing at least 51% SBE participation (Prime and/or Sub-Consultant) will receive ten (10) evaluation criteria percentage points

QUESTION 2: Section XI - SBEDA Ordinance Compliance Provisions, Item E, last paragraph on Page 25 of 39, there are additional SBEDA submittal requirements including the percentages of the total prime contract, each Sub-Consultant's scope of work and confirmation of each sub-consultant's commitment to perform the scope. Do these items need to be provided with our Statement of Qualifications?

RESPONSE: Respondents shall submit a completed and signed Sub-Contractor/Supplier Utilization Commitment Form (RFQ Form#5). Index and label as "Tab 8" in the submittal. The form referenced on page 25 of 39, "Sub-Contractor/Supplier Utilization Form" is due after contract negotiations.

QUESTION 3: Section XI - SBEDA Ordinance Compliance Provisions, Item E, last paragraph on Page 25 of 39, states the minimum requirement is to Sub-Consultant 25% of the work from the Prime to SBE firm headquarter or with presence in the San Antonio Metropolitan Statistical Area. Can you clarify?

RESPONSE: 25% must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA).

Eligibility Certification:

- SBE
- Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform a commercially-useful function.
- Be considered small under SBA size standards for specific industry category of work being proposed.
- Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year.

QUESTION 4: Do S/M/WBE certificates of qualified firms on the team need to be included with the Sub-Contractor/Supplier Utilization Commitment Form?

RESPONSE: No.

QUESTION 5: Can a Joint Venture or Partnership submit a proposal and can they be assigned SBEDA points?

RESPONSE: A Joint Venture or Partnership may submit a proposal, however, it would not be eligible for SBEDA points.

QUESTION 6: Is it permissible to add items to the "Experience Matrix for Proposed Staff"? (e.g., International Technical Aviation Expertise)

RESPONSE: No.

QUESTION 7: For Section VIII - Evaluation, Item D "References", are they required by the Prime only, or do we also we provide references for Sub-Consultants?

RESPONSE: Prime.

QUESTION 8: Is double-sided printing allowed?

RESPONSE: Yes.

QUESTION 9: Can an 11"x17" page be utilized for the Organizational Chart and Staff Experience Matrix?

RESPONSE: Yes.

QUESTION 10: Section IX, Submission Instructions, page 15, states "Corporate Respondents and limited liability company respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the proposal," is this for the Prime only or should all Sub-Consultants provide their number as well?

RESPONSE: Prime.

QUESTION 11: Section X, Award of Contract and Reservation of Rights, Item J, page 16, requires the respondent to "warrant and certify that it, its officers, employees, and agents are neither officials nor employees of the City," does this apply only to prime firms?

RESPONSE: The Prime is required to complete the Contract Disclosure (DCD) Form (Tab 10) on behalf of themselves and their Sub-Consultants. Separate DCDs for the sub-consultants are not required.

QUESTION 12: Section X, Award of Contract and Reservation of Rights, Item J, page 16 requires a Conflict of Interest Questionnaire (CIQ) and the City's Addendum to Form CIQ, does this apply only to prime firms?

RESPONSE: The Prime is required to complete the Contract Disclosure (DCD) Form (Tab 10) which includes the Conflict of Interest Questionnaire and City Addendum to Form CIQ on behalf of themselves and their Sub-Consultants. Separate DCDs for the Sub-Consultants are not required.

QUESTION 13: Is a Sub-Consultant required to fill out the CIQ Form and Addendum?

RESPONSE: Refer to Response to Question 12.

QUESTION 14: Is an existing contract with the Airport through the City of San Antonio considered a business relationship with a local government entity on the required CIQ Form? If so, who do we list as the local government officer?

RESPONSE: List the City of San Antonio - Aviation Department.

QUESTION 15: Can you provide a specific percentage of work that will be required for the services outlined under Section II- Scope of Work?

RESPONSE: Refer to the FY 2014 6-year Capital Improvement Plan on City's website shown below to look at projects planned for the "Transportation/ Air Transportation".

<http://www.sanantonio.gov/Portals/0/Files/budget/FY2014/Final%20Budget%20CTver.2%20-%20Web.pdf>

QUESTION 16: Does Prime need to have demonstrated PFC experience or will Prime's Sub-Consultant with qualified experience meet the "Minimum Qualifications" as required under Section I - Background?

RESPONSE: Yes, Prime must demonstrated PFC experience as required under the "Minimum Qualifications".

QUESTION 17: Are the two firms and their Sub-Consultant that were selected for the GEC DBE allowed to submit a proposal for this RFQ? And, who are were the firms selected.

RESPONSE: Yes, the two firms RS&H and URS and their Sub-Consultant are allowed to submit proposals.

QUESTION 18: Does Project Manager (PM) for firm selected need to live in San Antonio?

RESPONSE: PM presence in San Antonio is preferred and it will be a factor that will be reviewed during the SOQ evaluations.

QUESTION 19: Is Stinson Municipal Airport included as part of this RFQ?

RESPONSE: The San Antonio Airport Systems (SAAS) includes both the San Antonio International Airport (SAT) and Stinson Municipal Airport (SSF).

QUESTION 20: Is the \$5 million contract per firm?

RESPONSE: Yes, each firm will be awarded a \$5 million contract for the duration of the contract which will be for 3 years with a two-year renewal option.

QUESTION 21: For a big project that would exhaust the \$5 million, would you put it out for bid?

RESPONSE: All business options are being kept open and at this time no restrictions have been placed on this RFQ.