



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES
AMENDMENT #2**

MAY 23, 2014

Amendment #1 includes questions received in writing, answers and clarifications to solicitation documents and/or required forms.

I. REVISIONS TO RFQ

1. Delete Response to Question # 13 on Amendment # 1 in its entirety and replace with the following:

In regards to cut-off dates for projects, what are the cut-off dates for projects that can be included in section C of the RFQ (Team's Experience with San Antonio Region Issues and past experience with City of San Antonio Contracts).

Response: Projects that have not been completed can be submitted in this section. Please specify the anticipated completion date when referencing on-going projects.

II. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Addendum # 1, Item 11 states "...sub-consultants do need to submit the discretionary contracts disclosure form." Does this form, from each of our sub-consultants, need to have an original signature in the unbound original of our qualifications or is an electronic signature acceptable?

Response: An electronic signature is acceptable.

2. How should sub-consultants respond to questions 3 and 5 of the Contracts Disclosure Form (Form #3)

Response: The Contracts Disclosure Form will be posted on the City and Contracting Opportunities Website for any firms having difficulty with the link provided in the RFQ forms. For question 3, sub-consultants should list the prime consultant's name, their name, and any sub-consultants that will be doing work for this sub-consultant on this project. For question 5, sub-consultants should fill this information out using the following criteria:

(1) If no sub-consultants will be working for this sub-consultant, check "Not Applicable"

(2) If sub-consultants will be working for this sub-consultant, but the names of these sub-consultants are not known at this time, check "Subcontractors may be retained, but have not been selected at the time of submission."

(3) If the sub-consultants knows the names of the consultants that will be working for them on this contract, check “List of subcontractors, including the name of the owner(s) and business name:” and list the requested information.

3. Can we request a letter of reference from another City of San Antonio Department for this RFQ without violating the restriction on communications requirement?

Response: Firms submitting for this project should not contact the City of San Antonio for references.

4. What does “one page” refer to? Is it a “single-side, one page”, or “Double-Sided, one page”?

Response: “One page” refers to “single-side, one page”.

END OF QUESTIONS AND CLARIFICATIONS
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