

# Request for Qualifications

Construction Manager at Risk Services for the Renovation and Expansion of the Commercial Federal Inspection Station Facility at SAIA

## *Pre-Submittal Conference Agenda*

**October 15, 2014**

**9:30 AM**

**9800 Airport Blvd**

**San Antonio International  
Airport**

**Terminal A, Mezzanine  
Conference Room**

### City Clerks Office:



**Send All Questions To:  
Maria.godina@sanantonio.gov**



- Call to Order (Welcome)
- Discussion of Background & Project Scope- Section I & II (Loyce Clark)
- Review of RFQ:
- Tentative Schedule (Section III)
  - Deadline for written questions, October 23, 2014 at 4:00 PM
  - SOQ Submittal Deadline, November 4, 2014 at 3:00 PM
  - Interviews, January 2015 (TBD)
  - Anticipated Council Date, February 2015
- IV, PreSubmittal Conference
- V, Submittal Document Requirements and Evaluation Criteria
  - A. Experience and qualifications of Prime Firm and Key Sub-Consultants – 35%
  - B. Understanding of the Project and Proposed Management Plan – 30%
  - C. Team's Experience with San Antonio Region Issues and past experience with CoSA – 10%
  - D. Proposed Costing Methodology – 10%
  - E. SBEDA – 15 pts (SBE Prime Contracting Program)
- VI, Phase II Evaluation Criteria (short-listed firms only)
- VII, Submission Instructions, No later than Tuesday, November 4, 2014 at 3:00 PM – **No late submittals will be accepted**
- VIII, Amendments to RFQ
- IX, Restriction on Communication
  - POC for RFQ questions, Maria Godina, 210-207-1688
  - POC for SBEDA questions, Lisa Brice, 210-207-3505
- IX, Award of Contract and Reservation of Rights
- XI, SBEDA Ordinance Compliance Provisions (POC Lisa Brice)
- Questions and/or Information
- Adjournment