



**CITY OF SAN ANTONIO  
TRANSPORTATION & CAPITAL IMPROVEMENTS**

**REQUEST FOR QUALIFICATIONS  
FOR  
ON CALL REAL ESTATE APPRAISAL SERVICES**

**AMENDMENT NO. 1, JANUARY 4, 2016**

Amendment #1 includes revisions to RFQ.

**I. REVISIONS TO THE RFQ REQUIRED FORMS**

1. Form 2 Submittal Checklist and Table of Contents of the RFQ Required Forms which states the following:

“No Form – Statement of Qualifications in narrative form that addresses items in Section II & IX of the RFQ. This portion is limited to 13 pages not including forms and attachments – Indexed as Tab “6”

**Is amended to the following:**

“No Form – Contract Template – Indexed at Tab “6”

**END OF REVISIONS**

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

**FORM 2**  
**SUBMITTAL CHECKLIST AND TABLE OF CONTENTS**

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide adequate explanation may eliminate the submittal from consideration.

Materials shall be included in the submittal in the order identified on the checklist. Identify the corresponding page numbers in the space provided.

Page No.	Form No.	Form Title
	No Form	Executive Summary
	Form 1	Submittal Cover Sheet / Signature Page – Indexed as Tab “1”
	Form 2	Submittal Checklist (Table of Contents) – Indexed as Tab “2”
	Form 3	Discretionary Contracts Disclosure Form labeled as Tab “3” to the submittal
	Form 4	Litigation Disclosure Form – labeled as Tab “4”
	Form 5	SBEDA SBE Subcontractor/Supplier Utilization Plan - indexed as Tab “5” to the submittal.
	No Form	Contract Template – Indexed as Tab “6”.
	No Form	Proof of Insurability – Submit a letter from insurance provider stating provider’s commitment to insure the Respondent for the types of coverages and at the levels specified in the attached Contract Document Template. Respondent shall also submit a copy of their current insurance certificate – Indexed as Tab “7”
	No Form	Letters of Reference labeled as Tab “8” to the submittal. Respondent must provide a maximum of five (5) letters of referenced.
	No Form	Statement of Qualifications A-Experience Narrative – Indexed as Tab “9” Organizational Chart – Indexed as Tab “10” Resumes – Indexed as Tab “11” B-Proposed Management Plan – Indexed as Tab “12” C-teams Experience with San Antonio Region Issues with Past Experience with City of San Antonio Contracts – Indexed as Tab “13”
Submission includes: one (1) <u>unbound</u> original proposal signed in ink, five (5) printed copies (total of 6) and one PDF version of entire submittal on CD. Check Here: _____		