

## City of San Antonio

### ADDENDUM I

**SUBJECT:** Request for Qualifications for Comprehensive Plan Consulting Services, (RFQ 14-034, 6100004328), Scheduled to Close: May 16, 2014; Date of Issue: April 8, 2014

**FROM:** Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator

**DATE:** May 1, 2014

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS**

#### **THE ABOVE MENTIONED REQUEST FOR QUALIFICATIONS IS HEREBY AMENDED AS FOLLOWS:**

1. **Submission Deadline Extended:** Request for Proposal submission deadline has been extended to **2:00 p.m., CT, Friday, May 30, 2014.**
2. **Add:** Sign-In Sheets for the Pre-Submittal Conference dated Thursday, April 17, 2014.
3. **Add:** Pre-Submittal Conference SBEDA Presentation, these documents will be posted as separate files.

#### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:**

On Thursday, April 17, 2014, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Comprehensive Plan Consulting Services Request for Qualifications. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

- Question 1:** Is submitting a response electronically in lieu of a hard copy submittal?  
**Response:** Yes, Respondents have the option to either submit electronically through the SAePS portal or via hard copy at the Office of City Clerk.
- Question 2:** In the scope of work there is reference to a website as a product. The size, volume, etc. vary for the websites. Could you please provide more detail in the City's definition of what that website would include?  
**Response:** The website should be simple in order for the general public to be able to navigate it. It should be less than 10 pages. The consultant shall establish the domain name and be responsible for maintaining the website in a current condition. The consultant will post background studies, meeting notes, PowerPoint presentations, surveys, and other interactive media. The City is seeking some unique and enhanced ideas in the delivery of the website.
- Question 3:** Would the website be housed on the City's server or the Respondent's server?  
**Response:** No, the website will be the consultant's responsibility.
- Question 4:** How long would the website need to be up? How long after project would it be extended through?  
**Response:** This is negotiable, but the City would like the website to be up for at least 6 months following the adoption of the plan by City Council.
- Question 5:** You mentioned that Part One is already done, would the recommended Respondent have full access to everything done and if so, what would that include?  
**Response:** Part One is still incomplete and that will not affect the consultant selected for this solicitation. Once Part One is complete, the City will make the contents available to the consultant. We believe the contents of Part One will not be needed in the initial stages of this solicitation.

Question 6: Is the information from Part One currently available for potential Respondents to this RFQ?  
Response: No.

Question 7: Regarding the growth scenarios that will be worked on, will it be one specific or 3 or 4?  
Response: It will most likely be a hybrid of the various growth scenarios presented to date.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:**

Question 8: Is the City looking for one individual group or a group of several different consultants?  
Response: The City is looking to make recommendation and award to one qualified firm.

Question 9: My firm is a SDVOSB HQ'ed out of state, we saw a clause on page 15 regarding significant business presence. We don't currently have 20% of our workforce living in the San Antonio area. Are we eligible to participate given that we are based out of state and don't currently have employees in San Antonio?

Response: Yes. Vendors are eligible to respond to the solicitation even though they are headquartered out of state and do not currently have employees in San Antonio. The Small Business Economic Development Advocacy (SBEDA) Affirmative Procurement Initiatives (APIs) applied to the Comprehensive Plan Consulting Services solicitation is: Small Business Enterprise (SBE) Prime Contract Program at 10 points and Minority and/or Women-Owned Business Enterprises (M/WBE) Prime Contract Program at 10 points. These APIs are optional incentives, and not a requirement of the solicitation.

**To be eligible for the 10 points associated with the SBE Prime Contract Program, SBE prime respondents must be certified with the South Central Texas Regional Certification Agency, be headquartered or have a Significant Business Presence in the San Antonio Metropolitan Statistical Area (SAMSA) for at least one year, and must demonstrate that at least 51% of the contract will be performed between SBE Prime and SBEDA eligible SBE Subcontractor(s). No evaluation criteria percentage points will be awarded to non-Small Business Enterprises (non-SBE) prime respondents by subcontracting to certified SBE firms.**

**Moreover, to be eligible for the 10 points associated with the Minority and/or Women-Owned Business Enterprises (M/WBE) Prime Contract Program, M/WBE prime respondents must be certified with the South Central Texas Regional Certification Agency, be headquartered or have Significant Business Presence in the San Antonio Metropolitan Statistical Area (SAMSA) for at least one year, and must demonstrate that at least 51% of the contract will be performed between M/WBE Prime and SBEDA Eligible MWBE Subcontractor(s). M/WBEs should also be certified as SBEs to be eligible for these preference points, and no evaluation criteria percentage points will be awarded to non- Minority and/or Women-Owned Business Enterprise (non-M/WBE) prime respondents by subcontracting to certified M/WBE firms.**

For more information, please contact Edson I. Zavala with the City of San Antonio Small Business Office at (210) 207-3962/[edson.zavala@sanantonio.gov](mailto:edson.zavala@sanantonio.gov)

Question 10: My question is in regard to Attachment A, Part Two: Experience, Background, Qualifications. Items 1 and 2 request information regarding "respondent's experience, relevant projects, specific experience with public entities, and past services for the City. Does the projects/experience have to have been performed by the prime and/or sub-consultant firms responding to the RFQ or can they have been performed by a current employee of the prime or sub-consultant who completed the work when employed by a prior firm?

Response: An individual's experience can be shown on their resumes and not as part of the firm's experience for the proposal submission.

Question 11: Do you envision the consultant team preparing any broad zoning code or form-based code standards as part of this effort?  
Response: No.

Question 12: In addition to the staff meetings outlined in the RFP, would the City be open to real-time remote WebEx meetings where we can interactively review/refine policies and designs?

Response: Yes, any additional staff meetings that will be needed can be done over the internet.

Question 13: Would the City like Spanish versions of project documents?  
Response: No.

- Question 14: Would the City like Spanish facilitation during the Open House?  
Response: No.
- Question 15: Are there particular community survey tools that have worked well, or not well, for the City in the past (related to website tools)?  
Response: We do not have this information.
- Question 16: To confirm, the City will take the lead printing all milestone documents and Open House materials?  
Response: Yes.
- Question 17: What kind of software programs does the City already have in terms of design and publishing such as Adobe Suite, Sketch Up, etc? Please see the related question (8) below.  
Response: The City does not have many programs that are utilized, most staffers have MS Publisher, and there are a select few that utilize Sketch-Up.
- Question 18: The Respondent is expected to pay all royalty and licensing fees. In addition the Respondent is expected to obtain, at Respondent's sole expense, the necessary license(s), hardware or rights that would allow the City to continue using the hardware, or both the programs and hardware. Does that mean the Respondent is expected to buy these softwares for the City?  
Response: No, the City will purchase the necessary programs or hardware to make modifications to the document as needed.
- Question 19: Is the City requesting a budget broken up by the different tasks and/or deliverables?  
Response: Yes.
- Question 20: Is there a hierarchy of precedence to the plans outlined in the RFQ i.e.; Are any of the plans subordinate to each other?  
Response: All plans are subordinate to the Master Plan Policies and then, it goes to Sector Plans, Neighborhood Plans, and Community Plans.
- Question 21: Is there a page limit to any of the sections of the proposal response?  
Response: No, please refer to Section 010 Submission of Proposal, Proposal Format. We can notate that concise brevity is always appreciated in Respondent's submissions.
- Question 22: Is the current City Comp Plan available for review to help us understand the scope of Task 3.3? If so, please provide the document or a link.  
Response: The Master Plan Policies please refer to RFP Exhibit 6, serves as the City's Comp Plan.
- Question 23: Is the 2010 update to the City Master Plan available for review? If so, please provide the document or a link.  
Response: An update for the Master Plan Policies was not conducted in 2010.
- Question 24: Page 5 of the RFQ refers to the following "Other important products in this phase include the review of the different growth center scenarios, annexation policy, housing/job opportunities and constraints assessment, preferred land use and the integration of transit supportive land use with local/regional transportation plan(s), and the draft Comprehensive Plan policies." Will this list of scenarios, assessments, policies, et. Al. be provided? If so, please provide the document(s) or a link(s).  
Response: Yes, they will be provided to the selected consultant when they are completed. They are currently being created.
- Question 25: The RFQ states that a primary objective is to 'better position the City to accommodate the doubling of our current population over the next 30 years' (page 3), and later 'City...capacity for the nearly one million new inhabitants over the next 20 years' (page 28). These statements seem to refer to the City limits, and not the entire metropolitan area. We know that the adopted 'growth scenario' is forthcoming, but generally speaking, what is the order of magnitude growth expected across the metropolitan area?  
Response: The additional one million actually does refer to the metropolitan area, thus the amount of growth within the City limits could reach over a half million.
- Question 26: Page 3 states, 'The consultant's work will significantly inform the City's support for one of the three MPO growth scenarios'. Does this mean the consultant will provide a recommendation as to which of the three scenarios to adopt, or how to support a scenario that the MPO chooses?  
Response: No.

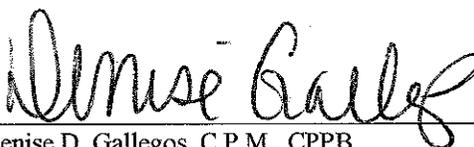
Question 27: What is the budget for Phase II of the two-year project? Was it 250K or 500K for the contract total of the 2 year period?  
Response: \$250,000

Question 28: Whether the Alamo, or other City historical type landmarks or attractions, is the general desire of the City to build complementary attractions around these landmarks, limit growth around such landmarks ('no growth zones'), or some combination in between?

Response: There are currently no preconceived building restrictions.

Question 29: Does the Listening Phase (LP) per extend outside the city? To the entire metropolitan area? To other parts of the 'Texas Triangle', to vet affects on other metropolitan areas, such as Houston?

Response: No.



Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator  
Finance Department – Purchasing Division

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature