

Capital Improvements Management Services Department RFQ Preparation and Consultant Selection Process

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Preparation

- Read and be familiar with Background and Scope of Services outlined in RFQ
- Attend Pre-Submittal Conference
 - Ask Questions at meeting and/or in writing
 - All Questions will be answered via Amendment
- Review City's website at www.sanantonio.gov/RFPListings for all Amendments

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Restriction on Communication

- Be familiar with the Restriction on Communication
 - Respondents may not contact City officials or staff
 - May ask questions at Pre-Submittal or in writing to contact person listed in RFQ
 - All questions will be answered via Amendment and posted on City's website
 - SBEDA staff can be contacted until day submittals are due

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Evaluation Criteria

- Carefully review all requested information in Evaluation Criteria and including, but not limited to the following:
 - Background, Experience of Prime Firm
 - Experience & Qualifications of Key Personnel and Sub consultants
 - Project Approach/Management Plan
 - Local Firm
 - Experience with City of San Antonio

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Submittal Documentation Requirements

- Executive Summary (1-2 page)
- Submittal Cover/Signature Page
- Submittal Checklist and Table of Contents
- General Questionnaire
- Discretionary Contracts Disclosure form
- Litigation Disclosure Form
- SBEDA Requirements
- Statement of Qualifications Narrative
- Organization Chart
- Proof of Insurability
- Resumes
- Letters of Reference

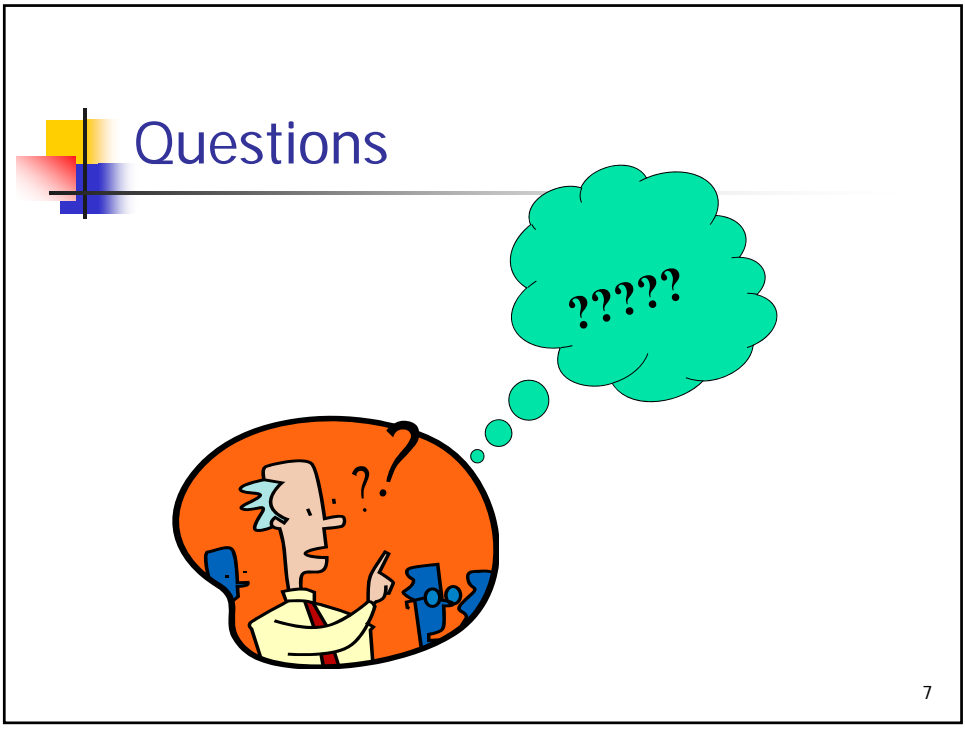
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Submittal Instructions

- Be familiar with Submittal Instructions
 - Unbound Original and Number of Copies of RFQ
 - Due Date & Time
 - Mailing Address
 - Give yourself enough time to pass through security at City Hall

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- ## Consultant Selection Process
- The CIMS Department Director may assume authority and responsibility for procurements resulting in contract amounts not to exceed \$25,000
 - The City Manager or her designee may assume authority and responsibility for procurements resulting in contract amounts not to exceed \$50,000.
 - All procurements over \$50,000 require City Council approval.
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State Law

- Chapter 2254 of the Government Code governs the selection of architects and engineers under a two-step process:
 - Selection based on demonstrated competence and qualifications; then
 - Negotiate with the selected provider for a fair and reasonable price.
- If satisfactory agreement cannot be reached, negotiations are formally ended and begun with the next most qualified provider.

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Request for Qualifications

Key Elements:

- Typically advertised for 30 days
- Evaluation criteria are provided along with submittal instructions
- Pre-submission Conference
- Restrictions regarding communication during solicitation process

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Evaluation Process

- Submittals are received, checked for compliance with submittal requirements and distributed to evaluation committee members
- Evaluation committee may consist of City's project manager, other subject matter experts, executive leadership team member and an outside consultant from AIA or PEP/CECC

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Evaluation of Statement of Qualifications

- **Do the Texas Two-Step**



Step #1

Choose the most qualified provider

Step #2

Negotiate the contract for a fair and reasonable price

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Council Award

- Agenda is posted on the Monday prior to that week's meeting
- City Council reviews staff recommendation and awards contract

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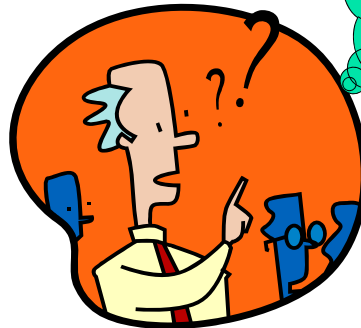
Briefing Unsuccessful Respondents

- Consultants may schedule an appointment to discuss selection process after City Council awards contract
 - Submittal strengths and weaknesses and scores are discussed
 - Opportunity to provide feedback to City regarding solicitation process

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Questions



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CIMS Contract Services Contact Information

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