



## **ADDENDUM NO. II**

**SUBJECT:** Request for Qualifications – San Antonio Fire Department Facilities Assessment

**RFQ#:** 2024-050

**FROM:** Jonathan Miranda, Procurement Administrator

**DATE:** February 27, 2024

### **THIS NOTICE SHALL SERVE AS ADDENDUM NO. II – TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS**

This addendum is separated into sections for convenience; however, all Respondents, and other parties shall be responsible for reading the entire addendum. The failure to list an item or items in all affected sections of this addendum does not relieve any party affected from performing as per instructions, providing that the information is set forth one time any place in this addendum. These documents shall be attached to and become part of the Contract Documents for this project. The Respondent shall be required to acknowledge the receipt of this addendum.

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1. The following changes and/or additions to the Contract Documents, via this addendum, shall apply to submittals made for and to the execution of the various parts of the work affected thereby.
2. Careful note of the addendum shall be taken by all interested parties and all trades affected shall be fully advised in their performance of the work involved.

#### **GENERAL INFORMATION**

1. Fire station square footage is attached.
2. FORM 1 (revised) is attached.

#### **CHANGES TO RFQ, SECTION V.A.2**

1. **Remove:**  
Project Sheets (Indexed and Labeled as “Tab 6”) – Respondent’s SOQ shall include a maximum of five (3) project sheets, limited to one (1) page for each project included, which shall describe similar design projects Respondent has completed within the last three (3) years. Each project sheet shall include the following:

**Replace:**

Project Sheets (Indexed and Labeled as “Tab 6”) – Respondent’s SOQ shall include a maximum of three (3) project sheets, limited to one (1) page for each project included, which shall describe similar design projects Respondent has completed within the last three (3) years. Each project sheet shall include the following:

**QUESTIONS SUBMITTED ON CIVCAST IN ACCORDANCE WITH SECTION VIII, RESTRICTION OF COMMUNICATIONS:**

- Question 1: Section 2 of the scope has been written in a manner that makes this an uncompetitive solicitation. Item 2d indicates that “Software will be linked with RS means in a direct and automatically updated format.” This eliminates all except one software provider. We ask this requirement either be removed or rewritten to indicate "Unit costs within the software will be updated annually to reflect current costs".
- Response: The software must be linked to RS Means. Respondents may include information regarding Unit Costs, or any information they would like to be considered.
- Question 2: Is there a recognized Facilities Condition Assessment Software the City of San Antonio is currently using? Or is there a preferred platform desired?
- Response: We are not aware of any other Facilities Condition Assessment Software that City of San Antonio is currently using. Please refer to Section 2 of the RFQ regarding the software platform requirements.
- Question 3: All of the PDF forms (Forms 1-7) for this RFQ are erroneously labeled. Will you be sending a new package of forms? For example: Form #6 lists the solicitation as FY24 COSA Sidewalk Condition Assessment?
- Response: Forms have been reloaded.
- Question 4: Can the referenced ASTM's be provided as part of the solicitation?
- Response: Respondents need to obtain the ASTMs and provide their responses.
- Question 5: Will ASTM E2018-15 be a part of this contract as well?
- Response: Yes, ASTM E2018-15 is part of this contract.
- Question 6: Does the City or SAFD have a preference on a FCA software?
- Response: The City will consider all proposed FCA software platforms.
- Question 7: Does the City or SAFD have a FCA software they would not favor?
- Response: Please see question #6.
- Question 8: Will the awarded firm have access to the previous FCA reports?
- Response: Yes, the awarded firm will have access to the previous FCA reports.
- Question 9: Does the City or SAFD have plans for any or all facilities? Are they in hardcopy or electronic version? If so, will they be provided to the awarded firm?
- Response: The City has hard copies and/or electronic copies of plan for the majority of the facilities. This information will be provided to the awarded firm.
- Question 10: Are all the fire stations currently in operation?
- Response: Yes, the fire stations are currently in operation.
- Question 11: Will the awarded firm be able to visit the fire stations during normal business hours?
- Response: Yes, the awarded firm will be able to visit the fire stations during normal business hours
- Question 12: Will the contract value of approximately \$250,000 include the cost of software licensing/seats and training?
- Response: Yes, the contract value of approximately \$250,000 does include the cost of software licensing/seats and training

- Question 13: On page 5, section A.2. of the RFQ document it states Respondent's SOQ shall include a maximum of five (3) project sheets. Can you clarify if we should submit 5 or 3 project sheets?  
Response: Refer to **CHANGES TO RFQ** on page 1.
- Question 14: On page 3, section 2.c of the RFQ document it states the assessment will include a compatible computerized maintenance management system in order to be used by the City and the SAFD for managing the maintenance portion of the facility condition assessment. Is computerized maintenance management system compatible with an FCA software mandatory?  
Response: Yes, it is mandatory the computerized maintenance management system be compatible with an FCA software.
- Question 15: On page 3, section 2.e. Is the provision of RS means data directly linked to the software program mandatory?  
Response: Yes, the provision of RS means data directly linked to the software program mandatory
- Question 16: In tab 11, the Proposed Management Plan, the RFQ asks for the "Respondent's Quality Control/Quality Assurance process." Knowing the scope of work is geared towards facility condition assessments (FCAs), does the City want respondent's process for FCA on top of or instead of our QA/QC process?  
Response: Both facility condition assessments and Quality Control/Quality Assurance should be provided.
- Question 17: In tabs 9 and 12, the RFQ asks for respondent's "experience and commitment with green building and sustainability practices." Can the City give us a better idea of what kind of green building/sustainability experience they're looking for as it relates to facility condition assessments?  
Response: Provide any experience and commitment the respondent feels is applicable to the requested information.
- Question 18: A few questions with respect to the RFQ:  
- How many facilities are involved?  
- What the total square footage is?  
- What part of the project should be completed by June 2025?  
- Can you please clarify the contract duration (i.e. they state project completion estimated for June of 2025 and then state that support, management and training for a duration of 3 years)?  
Response: Fifty-four Fire Stations and our Services Facility. Square Footage is included in the attached list. Assessment of all stations and Services Facilities to be complete by June 2025, and support for three (3) years following completion of the assessment. Support, management, and training by third party software vendor of your choice, not by a consulting firm.
- Question 19: Will the City provide the attendees list from the pre-proposal conference?  
Response: Addendum I was posted on Monday, February 26, 2024.
- Question 20: Form 1 - Submittal Checklist Table of Contents that was posted on the Civcast website on February 8th references 2024 SIDEWALK CONDITION ASSESSMENT RFQP: 23-032| PROJECT NUMBER: 23-032 at the bottom of the page. Is this the correct document required for RFQ# 2024-050?  
Response: Form 1 was corrected and uploaded.
- Question 21: Given that we are now 2 weeks from the deadline and none of the submitted questions have been answered, can a 1-2-week extension be provided?  
Response: Addendum I with extension deadline was posted on Monday, February 26, 2024.
- Question 22: Can we get a list of fire stations with the gross square footage?"  
Response: See attached.

- Question 23: Monday, February 19, is a federal holiday. Will there be an extension?  
Response: Please see question #20.
- Question 24: Two sections in the RFQ (A5 on page 6 and B3 on page 6) ask for different information regarding Green Building and Sustainability Practices. Which section should we respond to?  
Response: Respond to both A5 and B3.
- Question 25: The time frame for projects is mentioned in two different sections of the RFP, Projects Sheets (page 5) says, “within the last three (3) years” and “Experience with San Antonio Region Past Performance” (pages 6 and 7) says, “the past five (5) years.” While these are two separate sections of the RFQ, the Projects interconnect. What is the correct time frame for projects for each section?  
Response: Refer to **CHANGES TO RFQ** on page 1.
- Question 26: The file names of the forms and exhibits do not match the content of the files, and some forms are missing (i.e., Veteran-Owned Small Business Preference Program). Will you be uploading a new package of forms?  
Response: Please see question #3.
- Question 27: There are discrepancies (see below) between the tab numbers listed on the Form 1 Checklist and the RFQ. With the discrepancies between the two documents and the direction provided, which document should be followed for the correct format/outline of the proposal? Which tab numbers and headers are correct? And if it’s the RFQ, why are there two Tab 12s?  
Checklist: Tab 9 Project Understanding  
RFQ: Tab 9 Experience and Commitment with Green Building and Sustainability Practices Checklist:  
Tab 10 Proposed Management Plan  
RFQ: Tab 10 Project Understanding  
Checklist: Tab 11 Commitment to Green Building and Sustainability  
RFQ: Tab 11 Proposed Management Plan  
Checklist: Tab 12 Experience with San Antonio Region Past Performance  
RFQ: Tab 12 Commitment to Green Building and Sustainability Initiatives, Practices, and Implementation  
RFQ: Tab 12 Experience with the San Antonio Region Past Performance  
Response: Please see question #3 regarding the Forms. “Experience with the San Antonio Region Past Performance” should be indexed and labeled as Tab “13.”

END OF ADDENDUM No. II

DocuSigned by:  
*Jonathan Miranda*  
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Jonathan Miranda  
Procurement Administrator  
Finance Department – Procurement Division

| SITE NAME                  | ADDRESS                     | ZIP   | SQ. Ft | DATE OF CONSTRUCTION |
|----------------------------|-----------------------------|-------|--------|----------------------|
| FIRE STATION #01           | 515 NORTH CHERRY            | 78202 | 24,305 | 2011                 |
| FIRE STATION #02           | 1058 W. VILLARET BLVD.      | 78224 | 15,407 | 2017                 |
| FIRE STATION #03           | 1425 EAST COMMERCE STREET   | 78205 | 4,284  | 1921                 |
| FIRE STATION #04           | 1430 N ST MARYS STREET      | 78215 | 6,642  | 1968                 |
| FIRE STATION #05           | 1011 MASON STREET           | 78208 | 5,969  | 1929                 |
| FIRE STATION #06           | 503 W RUSSELL PLACE         | 78212 | 6,543  | 1929                 |
| FIRE STATION #07           | 1414 S SAINT MARYS STREET   | 78210 | 12,000 | 2006                 |
| FIRE STATION #08           | 619 S. HAMILTON AVENUE      | 78207 | 11,344 | 1999                 |
| FIRE STATION #09           | 649 DELMAR STREET           | 78210 | 7,224  | 1914                 |
| FIRE STATION #10           | 1107 CULBERA ROAD           | 78201 | 5,352  | 1914                 |
| FIRE STATION #11           | 610 S FRIO STREET           | 78207 | 14,629 | 1998                 |
| FIRE STATION #12           | 103 ARTS CRAFTS WAY         | 78241 | 1,056  | 2015                 |
| FIRE STATION #13           | 3203 PRESA STREET           | 78210 | 4,784  | 1929                 |
| FIRE STATION #14           | 2515 THOUSAND OAKS DRIVE    | 78232 | 9,045  | 1983                 |
| FIRE STATION #15           | 3150 RUIZ STREET            | 78228 | 9,005  | 1987                 |
| FIRE STATION #16           | 2110 NOGALITOS STREET       | 78225 | 12,321 | 2000                 |
| FIRE STATION #17           | 8545 JONES MALTSBERGER ROAD | 78216 | 9,160  | 1985                 |
| FIRE STATION #18           | 1410 S W.W. WHITE ROAD      | 78220 | 14,894 | 2017                 |
| FIRE STATION #19           | 2307 VANCE JACKSON          | 78213 | 13,612 | 2011                 |
| FIRE STATION #20           | 3347 S W.W. WHITE           | 78222 | 10,778 | 1997                 |
| FIRE STATION #21           | 5537 S FLORES STREET        | 78214 | 5,080  | 1929                 |
| FIRE STATION #22           | 1100 MARCH AVENUE           | 78214 | 10,040 | 1984                 |
| FIRE STATION #23 - Airport | 1750 SKYPLACE BLVD          | 78216 | 19,020 | 1983                 |
| FIRE STATION #24           | 2265 AUSTIN HIGHWAY         | 78218 | 16,217 | 2023                 |
| FIRE STATION #25           | 1038 NEW LAREDO HIGHWAY     | 78211 | 12,277 | 2006                 |
| FIRE STATION #26           | 4140 CULEBRA STREET         | 78228 | 9,009  | 1981                 |
| FIRE STATION #27           | 1518 HILLCREST DRIVE        | 78228 | 13,713 | 2012                 |
| FIRE STATION #28           | 15 BURWOOD LANE             | 78216 | 12,433 | 2013                 |
| FIRE STATION #29           | 827 HOT WELLS BOULEVARD     | 78223 | 9,258  | 1988                 |
| FIRE STATION #30           | 911 GEMBLER ROAD            | 78219 | 15,499 | 2017                 |
| FIRE STATION #31           | 11802 WEST AVENUE           | 78216 | 4,558  | 1968                 |
| FIRE STATION #32           | 4839 CHARLES KATZ DRIVE     | 78229 | 14,060 | 2016                 |

| SITE NAME              | ADDRESS                  | ZIP        | SQ. Ft  | DATE OF CONSTRUCTION |
|------------------------|--------------------------|------------|---------|----------------------|
| FIRE STATION #33       | 2002 SW 36TH STREET      | 78237      | 6,833   | 1972                 |
| FIRE STATION #34       | 15300 BABCOCK ROAD       | 78249      | 10,161  | 1973                 |
| FIRE STATION #35       | 7038 CULEBRA ROAD        | 78238      | 7,544   | 1970                 |
| FIRE STATION #36       | 5826 RAY ELLISON DRIVE   | 78242      | 8,496   | 1971                 |
| FIRE STATION #37       | 11011 VANCE JACKSON ROAD | 78230      | 7,640   | 1975                 |
| FIRE STATION #38       | 6000 DISTRIBUTION DRIVE  | 78218      | 7,737   | 1976                 |
| FIRE STATION #39       | 10750 NACOGDOCHES ROAD   | 78217      | 7,259   | 1974                 |
| FIRE STATION #40       | 14331 O'CONNOR ROAD      | 78217      | 9,400   | 1986                 |
| FIRE STATION #41       | 9146 DOVER RIDGE         | 78250      | 9,364   | 1987                 |
| FIRE STATION #42       | 10400 HORN DRIVE         | 78240      | 8,919   | 1987                 |
| FIRE STATION #43       | 2055 BITTERS ROAD        | 78248      | 9,045   | 1987                 |
| FIRE STATION #44       | 1351 HORAL DRIVE         | 78245      | 8,915   | 1987                 |
| FIRE STATION #45       | 3415 RODGERS ROAD        | 78251      | 11,056  | 2004                 |
| FIRE STATION #46       | 1165 EVANS ROAD          | 78258      | 10,112  | 1986                 |
| FIRE STATION #47       | 7240 STONEWALL BEND      | 78256      | 11,553  | 2006                 |
| FIRE STATION #48       | 18100 BULVERDE ROAD      | 78259      | 11,542  | 2005                 |
| FIRE STATION #49       | 8710 MYSTIC PARK         | 78250      | 9,818   | 2006                 |
| FIRE STATION #50       | 12703 APPLEWHITE ROAD    | 78224      | 12,669  | 2011                 |
| FIRE STATION #51       | 5020 BECKWITH ROAD       | 78249      | 14,015  | 2011                 |
| FIRE STATION #52       | 10440 QUINTANA ROAD      | 78073      | 5,197   | 2017                 |
| FIRE STATION #53       | 14102 DONOP ROAD         | 78223      | 5,197   | 2017                 |
| FIRE STATION #54       | 1215 N. FOSTER ROAD      | 78219      | 7,579   | 2019                 |
| SAFD SERVICES DIVISION | 230 CALLAGHAN ROAD       | 78228      | 56,435  | 2013                 |
|                        |                          | TOTAL S.F. | 634,346 |                      |

## FORM 1 SUBMITTAL CHECKLIST AND TABLE OF CONTENTS

The materials and information listed on this checklist must be uploaded as part of the submittal. Failure to upload/submit any of the requested materials may eliminate the submittal from consideration.

**Materials shall be included in the submittal in the order identified on this checklist. The items in this section must be uploaded as one PDF document.**

| Page No. | Form No.      | Form Title  |
|----------|---------------|---|
|          | Form 1        | Submittal Checklist and Table of Contents - Indexed and labeled as Tab "1"              |
|          | No Form       | Executive Summary – Indexed and labeled as Tab "2"                                      |
|          | Exhibit A & B | Contract Template and General Conditions Review – Indexed and labeled as Tab "3"        |
|          | No Form       | Letters of Reference – Indexed and labeled as Tab "4"                                   |
|          | No Form       | <b>Statement of Qualifications:</b>   |
|          | No Form       | <b>Criteria A:</b>  |
|          |               | Experience - Indexed and labeled as Tab "5"   |
|          |               | Project Sheets – Indexed as Tab "6"   |
|          |               | Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab "7"            |
|          |               | Resumes – Indexed and labeled as Tab "8"  |
|          |               | Experience and Commitment with Green Building– Indexed and labeled as Tab "9"           |
|          |               | <b>Criteria B:</b>  |
|          |               | Project Understanding – Indexed and labeled as Tab "10"                                 |
|          |               | Proposed Management Plan – Indexed and labeled as Tab "11"                              |
|          |               | Commitment to Green Building and Sustainability – Indexed and labeled as Tab "12"       |
|          |               | <b>Criteria C:</b>  |
|          |               | Experience with San Antonio Region & Past Performance - Indexed and labeled as Tab "13" |

**The following items must be uploaded / submitted individually.**

| Page No. | Form No.  | Required Forms Packet   |
|----------|-----------|---|
|          | Form 2    | Submittal Cover/Signature Sheet   |
|          | Form 3    | Contracts Disclosure Form   |
|          | Form 4    | Litigation Disclosure Form  |
|          | Form 5    | Small Business Economic Development Advocacy (SBEDA) Subcontractor/Supplier Utilization Commitment Form |
|          | Form 6    | Local Preference Program (LPP) Ordinance Identification   |
|          | Form 7    | Veteran-Owned Small Business (VOSB) Preference Program Identification                                   |
|          | No Form   | Proof of Insurability   |
|          | Form 1295 | Certificate of Interested Parties TEC Form 1295   |