



Memo: Alamo Visitor Center & Museum
Architect RFQ – Amendment No. 1
From: Alamo Trust Inc. (the Trust)
Date: June 30, 2021

This Amendment is intended to revise the RFQ published by ATI dated June 24, 2021. Please revise the RFQ as indicated below.

Item 1: Revise Article 3.1 Process to read as follows:

3.1 Process

The Trust intends to select its design partners utilizing the following process.

- Step One:** Request for Qualifications submission and review.
- Step Two:** Generation of an unspecified number of “short-listed” firms.
- Step Three:** Members of the Selection Committee may or may not choose to visit the offices or past projects of some or all the short-listed firms.
- Step Four:** Short-listed firms will be invited to attend a site orientation tour.
- Step Five:** Short-listed firms will be required to submit a fee proposal prior to their in-person interview. *
- Step Six:** Short-listed firms will be invited to present at an in-person interview at the Trust.
- Step Seven:** The top-ranked firm will be invited to enter contract negotiations with the Trust.

* The Trust anticipates the contract form to be a modified version on AIA Document B103 – 2017, Standard Form of Agreement Between Owner and Architect for a Complex Project. Short-listed firms will be expected to submit proposed modifications and alternate language with their fee proposal.

Item 2: Revise Article 3.2 Schedule and Submission to read as follows:

3.2 Schedule and Submissions

A pre-submission meeting will be hosted by the Trust via a ZOOM video conference on July 8, 2021, at 2:00 pm CST. This meeting will be by virtual attendance only. Members from the Trust, the Program Manager, and the Project Manager will make themselves available to answer questions from attendees at that time. There will not be a formal presentation by the Trust. The duration of the meeting will be one hour. Attendance is not required.

To help facilitate a more productive meeting, the Trust encourages questions to be submitted via email before July 6, 2021, at 5:00 pm CST. Questions should be emailed to AlamoPlan@thealamo.org.



Please note the following preliminary timeline for the RFQ/P process:

- Submissions due: July 22, 2021, at 3:00 pm CST
- Short-listed Firm Notification: Week of August 2, 2021
- On-Site Orientation Meetings: August 10-12, 2021
- Fee Proposal Due: August 30, 2021
- On-Site Firm Interviews: September 9 and 10, 2021
- Top Ranked Firm Notification: Week of September 13, 2021
- Kick off Meeting: Week of October 4, 2021

These dates are subject to change but should provide a sense of the preliminary timeline anticipated.

The submittal shall be limited to between 75-100 pages of information whether printed single sided or double sided. Front and back covers and divider pages will not count against the (75) page limit. The submission shall consist of 10 "hard" copies and one electronic PDF copy. The digital copy should be included on a flash drive and delivered with the hard copies as well as emailed to AlamoPlan@thealamo.org. Both the hard copies and the electronic copy must be received in the Trust office on or before July 22, 2021 at 3:00 pm CST and delivered to:

Christina Robertson, Chief of Staff
Alamo Trust Inc.
321 Alamo Plaza, Suite 200
San Antonio, Texas 78205

End of Amendment No. 1