

Section 030
CONTRACTOR'S QUESTIONNAIRE
San Antonio International Airport
Airport IT Infrastructure Modernization

1. Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #1.2. If Joint Venture or Partnership, attach Joint Venture or Partnership Agreement.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

e-mail address: _____

List here, any other names under which Respondent has operated within the last 10 years. (add space as needed)

1.2 Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____

Partnership _____

Corporation If checked, check one: For-Profit Nonprofit

Also, check one: Domestic Foreign

Other If checked, list business structure: _____

1.3 Ownership: Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes No

1.4 Is Respondent authorized and/or licensed to do business in Texas?

Yes No If "Yes", list authorizations/licenses.

1.5 Where is the Respondent's corporate headquarters located? _____

1.6 Local Operation: Does the Respondent have an office located in San Antonio, Texas?

Yes No If "Yes", respond to **a.** and **b.** below:

a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

b. State the number of full-time employees at the San Antonio office. _____

1.7 **County Operation:** If the Respondent does not have a San Antonio office, does the Respondent have an office located in Bexar County, Texas?

Yes No If "Yes", respond to **a.** and **b.** below:

a. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

b. State the number of full-time employees at the Bexar County office. _____

1.8 **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes No If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

1.9 **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes No If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

1.10 **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes No If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

1.11 **LITIGATION DISCLOSURE - Failure to fully and truthfully disclose the information required by this Litigation Disclosure may result in the disqualification of your bid/proposal from consideration or termination of the contract, once awarded.**

A. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

- B. Have you or any member of your Firm or Team been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity? Yes No
- C. Have you or any member of your Firm or Team been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years? Yes No
- D. Have you or any other member of your Firm or Team paid liquidated damages in the last three (3) years? Yes No

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page and submitted with your bid as Attachment 1.11.

2. EXPERIENCE AND QUALIFICATIONS

2.1 Prospective bidders must show and document that they are responsible, qualified, capable, bondable, etc. to fulfill and abide by the specifications herein listed, and prospective bidders must have the capability and capacity in all respects to fully satisfy all of the contractual requirements described in this solicitation.

2.2 All bidders’ facilities, personnel and equipment may be subject to inspection before contract award.

2.3 Bids for electrical and telecommunications contractors shall be considered only from responsible businesses with a minimum of five (5) years experience or equivalent experience in construction in similar underground utilities projects, cutovers for critical facilities and renovations in similar tenant environments. Businesses for other disciplines shall have a minimum of five (5) years experience or equivalent experience in their specific area of expertise.

2.4 How many years has your current organization been doing business in underground utilities projects, cutovers for critical facilities and renovations in similar tenant environments? _____ years. If less than five years please explain on a separate page with your bid as Attachment 2.4.

2.5 How many years, if any, have you been doing construction-contracting work under previous business name(s)?__ years. Please provide name(s) of previous business if applicable.

2.6 **RELEVANT (SIMILAR) EXPERIENCE PROJECT SHEETS:** Contractor shall include project summary sheets for at least three (3) projects of similar complexity which have been completed within the last five (5) years that demonstrate knowledge of sequencing, staging and constructing challenges in a limited areas of work due to airport environments. Each project sheet should include the project's: name, project scope, duration (start and end dates), photo(s), reference (owner name with a phone number and e-mail address), original and final contract amount, project managers’ and superintendents’ names. Bids submitted without required experience or equivalent experience and documentation of similar projects may be disqualified.

2.7 **Organizational Chart:** Attach a one page copy of your business organizational chart for the portion of your business that will be involved with this project, complete with names and titles, identify as Attachment 2.7.

2.8 **PROJECT MANAGER:**

- 2.8.1 Name of the proposed **project manager** _____
 - 2.8.2 Number of years of similar project management experience (including previous employment) _____
 - 2.8.3 Total number of years of management experience (including previous employment) _____
 - 2.8.4 Number of years employed with this organization _____
 - 2.8.5 Names of similar projects of this organization where employed as project manager and name of owner (add space as necessary) List no more than 5 relevant projects.
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2.9 **SITE SUPERINTENDENT:**

- 2.9.1a Name of the proposed **site superintendent:** _____
 - 2.9.2 Number of years of superintendent's experience on similar projects (including previous employment) _____
 - 2.9.3 Total number of years of superintendent's experience _____
 - 2.9.4 Number of years employed with this organization _____
 - 2.9.5 Names of similar projects of this organization where employed as superintendent and name of owner (add space as necessary) List no more than 5 relevant projects.
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3. **FINANCIAL**

- 3.1 Please indicate the current limit of your **BONDING CAPACITY:** _____ **This limit indication reduces your risk of forfeiting a bid bond.** Properly informing the CITY of your current capacity for BONDED work allows the determination of awards in cases where a CONTRACTOR has the low bids for multiple projects and that total amount exceeds the capacity for bonding. If this section is left blank, CONTRACTOR agrees to be fully responsible for all active bid submissions to the limit of their respective bid bonds.

- 3.2 How much work is your firm currently contracted to provide? I.E. current total amount of work in dollars from all sources.

\$ _____