

CITY OF SAN ANTONIO

Aviation Department



REQUEST FOR PROPOSAL ("RFP")

for

**Airport IT Modernization Program
Management Oversight Services**

RFP-2011-016-TC

Release Date: Tuesday, November 16, 2010

Proposals Due: Friday, December 17, 2010 at 10:30 a.m.

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I. BACKGROUND

The City of San Antonio, Aviation Department (City) seeks qualified Respondents interested in providing Information Technology (IT) technical oversight services for the San Antonio International Airport's IT Modernization project (Project).

As a qualified Respondent, your firm must have a minimum of three (3) years experience designing low voltage systems for airports or other large institutional campus environments such as universities or medical centers. Additionally, the selected Respondent will be responsible for providing multi-discipline expertise and/or a team necessary to provide the required services solution.

The City is in the process of modernizing the San Antonio International Airport's (SAT) communications infrastructure in order to meet its current and future demands. As part of this process, an IT Modernization and Infrastructure Assessment (Assessment) was conducted to:

- Review existing conditions; and
- Develop a conceptual design for information technology improvements to the SAT Campus' Outside Plant (OSP) and Terminal A (*previously known as Terminal 1*), Inside Plant (ISP) Communications Infrastructure.

Program Phases

As a result of the Assessment, preliminary phasing plans for the Project have been developed in accordance with the Assessment Design Criteria (RFP Exhibit 1). The Program phases include:

Phase 1 – Terminal A structured cabling system and enhancements to the West Vault (existing outside plant distribution node) and ARFF (fire station) distribution nodes including 4 sub-phases:

- 1-a. Final planning for all three Program phases.
- 1-b. Initial 30% design for Phase 1.
- 1-c. 30% to 100% design documentation for Phase 1.
- 1-d. Procurement Support and Construction Administration Services for Phase 1.

Phase 2 – Data Center and outside plant infrastructure that includes connectivity from the data center and primary/secondary distribution nodes to the designated North and South (or East and West) distribution nodes.

Phase 3 – Completion of the outside plant campus ring with all associated distribution nodes.

Program Phases 1-a and 1-b have been accomplished by the City's Design Consultant, Barich, Inc., who is also currently tasked with completing Phase 1-c. The Respondent selected as a result of this RFP will be responsible for providing technical oversight for Program Phase 1-c as outlined in Section II – Scope of Services. Commencement of Phase 1-c is anticipated to begin in February 2011 with completion by December 2011.

To preserve the continuity necessary for the successful completion of Phase 1, the City may subsequently amend the contract resulting from this RFP to include technical oversight services

for Program Phase 1-d - Procurement Support and Construction Administration Services. Contract amendment would be subject to funding availability.

II. SCOPE OF SERVICES

The selected Respondent will provide the following IT oversight services for Phase 1-c - 30% to 100% Design Documentation Phase of the “Terminal A and Campus IT Modernization Infrastructure” project at SAT. Work will include:

- Coordination, review and input of the Design Consultants’ project approach and major design deliverables.
- Review and oversight of Design Consultant’s schedule progression.
- Participation in Design Consultant-Client coordination meetings.
- Provision of strategic input and continuity regarding infrastructure improvement planning and schematic design at SAT.

Task 1: IT Oversight Services – Coordination and Strategic Input

Task includes IT oversight services for coordination during the design development periods leading up to the 60%, 90% and 100% deliverable. The selected Respondent will be responsible for coordinating with the Aviation Department, IT Division staff in order to provide project input, guidance, and strategic impacts to the Design Consultant as they develop the design from 30% to 100%. Specific tasks include:

- a. Provide general project coordination with Aviation staff and Design Consultant.
- b. Participate in project design conference calls.
- c. On-site trips for onsite project team coordination.

Task 2: IT Oversight Services - 60% Infrastructure Design Review

Task includes IT oversight services for the 60% design phase of work. Specific sub-tasks include:

- a. Review of developed 60% design drawings.
- b. Review of developed 60% design specifications.
- c. Review of 60% submittal Budget and Schedule.
- d. On-site trips for 60% design review session.

Task 3: IT Oversight Services – 90% Infrastructure Design Review

Task includes IT oversight services for the 90% design phase of work. Specific sub-tasks include:

- a. Review of developed 90% design drawings.
- b. Review of developed 90% design specifications.
- c. Review of 90% submittal Budget and Schedule.
- d. Onsite trips for 90% design review session.

Task 4: IT Oversight Services – Issue 100% and Bid Selection Support

Task includes IT oversight services for the issuance of the 100% design and the bid selection process. Specific sub-tasks include:

- a. Provide general project coordination with Aviation staff and Design Consultant Team in preparation for issuance and pre-bid.
- b. On-site trips for pre-bid meeting.
- c. Review bidder responses and provide input.
- d. Participate in selection conference calls.

Additional Requirement

In order to conform to the available budget, the City expects the required level of effort for each of the tasks, as described above, to be:

Task 1: IT Oversight – Coordination and Strategic Input

- Consulting Services: Estimate ~ 100 hours*

Task 2: IT Oversight – 60% Infrastructure Design Review

- Consulting Services: Estimate ~ 60 hours*

Task 3: IT Oversight – 90% Infrastructure Design Review

- Consulting Services: Estimate ~ 50 hours*

Task 4: IT Oversight – Issue 100% and Bid Selection Support

- Consulting Services: Estimate ~ 50 hours*

* Estimated Hours for Consulting Service includes a minimum of one (1) on-site trip.

III. TERM OF CONTRACT

The initial term of the contract resulting from this RFP will be eleven (11) months from the effective date of City Council approval. Subsequent extensions for additional phases, subject to funding availability and required approvals, shall extend the term for additional periods consistent with the City's needs and the mutual agreement of the parties.

IV. PRE-PROPOSAL CONFERENCE

A Pre-proposal Conference will be held at **San Antonio International Airport, Terminal 1, Mezzanine Conference Room**, 9800 Airport Boulevard, San Antonio, Texas 78216 at **10:30 a.m., Local Time, on Tuesday, November 30, 2010**. Respondents are encouraged to prepare and submit their questions in writing four (4) calendar days in advance of the Pre-proposal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-proposal Conference and posted on the City's

website at <http://epay.sanantonio.gov/RFPListings/>. Attendance at the Pre-proposal Conference is optional, but highly recommended.

This meeting place is accessible to disabled persons. Terminal A is wheelchair accessible. The accessible entrance is located at 9800 Airport Boulevard. Accessible parking spaces are located at 9800 Airport Boulevard. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-proposal Conference shall be preliminary. A written summary of the Pre-proposal Conference shall contain official responses, if any. Any oral response given at the Pre-proposal Conference that is not confirmed in the written summary of the Pre-proposal Conference or by a subsequent addendum shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City. Respondents are encouraged to resubmit their questions in writing, to the City Staff person identified in Section VIII – Restrictions on Communication, after the conclusion of the Pre-proposal Conference.

V. PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, tabbed and noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

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TAB 1 – EXECUTIVE SUMMARY: The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

TAB 2 – GENERAL INFORMATION & REFERENCES FORM: Use the Form found in this RFP as Attachment A, Part One.

TAB 3 – EXPERIENCE/QUALIFICATIONS OF RESPONDENT AND SUB-CONSULTANT FIRMS: Use the Form found in this RFP as Attachment A, Part Two.

TAB 4 – PROJECT APPROACH & METHODOLOGY - Use the Form found in this RFP as Attachment A, Part Three.

NOTE: The remaining document requirements listed for TABs 5 – 11 are to be placed within Respondent's ORIGINAL proposal only. Additional copies are not required, unless otherwise instructed.

TAB 5 – PRICING SCHEDULE - Use the Pricing Schedule that is found in this RFP as Attachment B

TAB 6 – DISCRETIONARY CONTRACTS DISCLOSURE FORM: Use the Form posted separately as RFP Attachment B or Respondent may download a copy at: <https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.

Instructions for completing the Discretionary Contracts Disclosure form:

1. Download form and complete all fields. All fields must be completed prior to submitting the form.
2. Click on the “Print” button and place the copy in your proposal as indicated in the Proposal Checklist.

TAB 7 – LITIGATION DISCLOSURE FORM: Complete and submit the Litigation Disclosure Form, found in this RFP as Attachment C. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

TAB 8 – SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM FORM: Complete, sign and submit the SBEDA form, found in this RFP as Attachment D.

Place **original and one (1) copy** as Tab 8 within Respondent’s ORIGINAL proposal. Additional copies are not required.

TAB 9 – PROOF OF INSURABILITY: Submit a letter from insurance provider stating provider’s commitment to insure the Respondent for the types of coverages and at the levels specified in this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.

TAB 10 – SIGNATURE PAGE: Respondent must complete, sign and submit the Signature Page found in this RFP as Attachment E. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

TAB 11 – PROPOSAL CHECKLIST: Complete and submit the Proposal Checklist found in this RFP as Attachment F.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT’S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

VI. AMENDMENTS TO RFP

Amendments to the RFP, including written responses to questions received in compliance with Section VIII, Restrictions on Communication, may be posted as addendums on the City’s website at <http://epay.sanantonio.gov/RFPListings/>. It is Respondent’s responsibility to

review this site and ascertain whether any amendments have been made prior to submission of a proposal. A Respondent who does not have access to the Internet, must notify City in accordance with Section VIII, Restrictions on Communication, that Respondent wishes to receive copies of addendums by mail or fax.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP, and changes to the RFP – if any – shall be made in writing only.

VII. SUBMISSION OF PROPOSALS

- A. Respondent shall submit: One (1) original, signed in ink, ten (10) copies of the proposal, and one (1) compact disk (CD) containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, “**Airport IT Modernization Program Management Oversight Services**” on the front of the package.

All proposals must be received in the City Clerk's Office no later than **10:30 a.m., Local Time, on Friday, December 17, 2010** at the address below. Proposals submitted prior to the above time and date may be modified provided such modifications are sealed and received by the City Clerk's Office prior to the time and date set for submission of proposals. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the City Clerk's Office by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

City Clerk's Office
Attn: Aviation Department
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office
Attn: Aviation Department
100 Military Plaza
2nd Floor, City Hall
San Antonio, Texas 78205

Proposals sent by facsimile or email will not be accepted.

- B. Proposal Format: Each proposal shall be typewritten, single spaced and submitted on 8 ½” x 11” white paper with original placed inside a three ring binder and each copy to be securely bound in a more economical fashion (i.e. – heat bond, spiral bond, etc.). The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aides, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 12-point type. All pages shall be numbered and printed two-sided. Margins shall be no less than 1” around the

perimeter of each page. A proposal response to RFP Attachment A – Respondent Questionnaire may not exceed fifty (50) pages in length. Electronic files, websites, or URLs shall not be submitted in lieu of the printed proposal. Each proposal must include the sections and attachments in the sequence listed in the RFP Section V, Proposal Requirements, and each section and attachment must be indexed and divided by tabs and indexed in a Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

- C. Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFP as Attachment A.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of Aviation shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

- D. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for one-hundred and fifty days (150) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.
- E. All proposals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
- F. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-proposal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

VIII. RESTRICTIONS ON COMMUNICATION

- A. Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or Proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or Proposal submitted by Respondent. Violation of this provision by

Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

1. Respondents may ask verbal questions concerning this RFP at the Pre-proposal Conference.
2. Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **2:00 p.m., Local Time, on Friday, December 3, 2010**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by email to:

Terri Canal, Contract Coordinator
City of San Antonio, Purchasing and General Services Department
Terri.Canal@sanantonio.gov

Questions submitted and the City's responses will be posted in the form of an Addendum to the City's web site at <http://epay.sanantonio.gov/RFPListings/>.

3. Respondents and/or their agents are encouraged to contact the Small Business Office of the Aviation Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA form. The point of contact is Ms. Lisa Brice and may be reached by telephone at (210) 207-3505 or by e-mail at lisa.brice@sanantonio.gov. Contacts to the Small Business Office regarding this RFP after the proposal due date is not permitted.
 4. Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests.
 5. Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Respondents desiring a review of the solicitation process may submit a written request no later than seven (7) calendar days from the date letter was sent. The letter will indicate the name and address for submission of requests for review.
- B. City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations, initiated by City staff persons, shall not be considered a violation by Respondent of this section.

IX. EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the

RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

Evaluation criteria:

A. Experience/Qualifications of Respondent and Sub-consultant Firms (30 points)

B. Project Approach & Methodology (20 points)

C. Pricing (30 points)

D. Small Business Economic Development Advocacy Program (SBEDA) (20 points):

1. A maximum of ten percentage (10%) points for Local Business Enterprises (LBEs).

Prime contractors who have a local branch office will receive six percent (6%) of the selection points.

Non-local prime contractors can receive points for subcontracting with local businesses proportional to the amount of work performed by those local subcontractors. (For example, if a non-local prime contractor subcontracts with a local subcontractor for 50% of the work, they are eligible for up to five points).

2. A maximum of five percentage (5%) points for companies designated as Historically Underutilized Enterprises (HUEs).

Prime contractors who subcontract with HUEs can receive points proportional to amount of work performed by those HUEs. (For example, if a prime contractor subcontracts with a small, minority and/or a small, woman business enterprise for 50% of the work, they are eligible for up to 2.5 points).

S/MBEs and/or SWBEs must be certified by the South Central Texas Regional Certification Agency, the City's certifying agency, or approved by the Director of International and Economic Development or designee to be considered HUEs.

3. A maximum of five percentage (5%) points for Prime Contractor compliance with the SBEDA Program policy:

- a. One percent (1%) for submission/approval of the SBEDA form.
- b. One percent (1%) for meeting/exceeding the MBE goal.
- c. One percent (1%) for meeting/exceeding the WBE goal.
- d. One percent (1%) for meeting/exceeding the AABE goal.
- e. One percent (1%) for meeting/exceeding the SBE goal.

X. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

- A. City reserves the right to award one, more than one or no contract(s) in response to this RFP.
- B. The Contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council.
- C. City may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to City Council approval.
- D. City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
- E. City will require the selected Respondent(s) to execute a contract with the City, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the Contract. Contract documents are not binding on City until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- F. This RFP does not commit City to enter into a Contract, award any services related to this RFP, nor does it obligate City to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.
- G. If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.
- H. The successful Respondent must be able to formally invoice the City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by the City.
- I. Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a “prohibited financial interest” in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City’s Ethics Code. (Discretionary Contracts Disclosure – form may be found online at <https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.)

- J. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that City shall in no way be responsible for Respondent’s actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

- K. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Respondent should consult its own legal advisor for answers to questions regarding the statute or form.

XI. SCHEDULE OF EVENTS

Following is a list of **projected dates/times** with respect to this RFP:

RFP Release Date	Tuesday, November 16, 2010
Pre-proposal Conference	Tuesday, November 30, 2010, 10:30 a.m.
Final Questions Accepted	Friday, December 3, 2010, 2:00 p.m.
Proposals Due	Friday, December 17, 2010, 10:30 a.m.

RFP ATTACHMENTS

THE DOCUMENTS THAT FOLLOW ARE FORMS THAT MUST BE COMPLETED BY RESPONDENT AND INCLUDED WITH RESPONDENT'S PROPOSAL. ATTACH THESE DOCUMENTS TO YOUR PROPOSAL IN THE ORDER INDICATED IN RFP SECTION V, WHICH IS ENTITLED "PROPOSAL REQUIREMENTS"

RFP ATTACHMENT A, PART ONE

GENERAL INFORMATION

To be submitted with Respondent’s Proposal as TAB 1

- 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 #2.)

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: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller’s Taxpayer Number, if applicable: _____
(NOTE: This 11-digit number is sometimes referred to as the Comptroller’s TIN or TID.)

DUNS NUMBER: _____

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: _____

Printed Name of Contract Signatory: _____

Job Title: _____

(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as “High Profile”. Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each: _____

Provide address of office from which this project would be managed: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: ____

Total Number of Current Clients/Customers: ____

Briefly describe other lines of business that the company is directly or indirectly affiliated with: _____

List Related Companies: _____

- 2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

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

Yes No

- 4. Is Respondent authorized and/or licensed to do business in Texas?

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

- 5. Where is the Respondent's corporate headquarters located? _____

6. **Local/County 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. _____

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes No If "Yes", respond to c and d below:

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

Years _____ Months _____

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

7. **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.

8. **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.

9. **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.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If “Yes”, state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes No If “Yes”, state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes No If “Yes”, state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes No If “Yes”, state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

REFERENCES

Provide references for the projects listed in response to RFP Attachment A, Part Two, Question #2. The contact person named should be familiar with the day-to-day management of the contract and **be willing to respond to questions** regarding the type, level, and quality of service provided.

Reference No. 1:

Firm/Company Name: _____
Contact Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Email: _____
Date and Type of Service(s) Provided: _____

Reference No. 2:

Firm/Company Name: _____
Contact Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Email: _____
Date and Type of Service(s) Provided: _____

Reference No. 3:

Firm/Company Name: _____
Contact Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Email: _____
Date and Type of Service(s) Provided: _____

RFP ATTACHMENT A, PART TWO

EXPERIENCE/QUALIFICATIONS: RESPONDENT & SUB-CONSULTANT FIRMS

To be submitted with Respondent's Proposal as TAB 2

Prepare and submit narrative responses to the following items. Responses should cover experience and qualifications of any sub-consultant firms that are part of the proposed project team. Do not delete the questions posed or change their order.

1. **Respondent's Business:** State the Respondent's primary line of business. State the number of years in this primary business. If Infrastructure Design is not the Respondent's primary line of business, state the number of years the Respondent has been in the field of Infrastructure Design consulting. Describe the resources the Respondent has available to complete the requested Services.
2. **Prior Projects:** Describe at least three projects (1 outside plant and 2 inside plant), three of which preferably performed at similar aviation facilities, conducted in the last six years that most closely correspond to the requested Services. For each project, identify the role of the client, the start date, completion date, individuals assigned, extent of design performed, associated results or impacts of the project/work performed, and challenges experienced and how they were met. (Note: Responses shall also focus on describing oversight, construction administration services, and procurement support).
3. **Availability and Mobilization:** List all of Respondent's current projects. Provide a statement regarding current workload and Respondent's availability to meet the Project schedule stated in the Background section of this solicitation. Include a description of how Respondent will mobilize to perform the Services. Address how Respondent and individuals assigned will meet the security badging and airfield licensing requirements within the timeline for the Project.
4. **Teaming:** If Respondent is responding as a team or joint venture or has included sub-contractors, describe the rationale for selecting the team members and the extent to which the team members, joint venturers and/or sub-contractors have worked together in the past. Explain the exact role of each team member, joint venturer and/or sub-contractor. Also, provide a specific plan addressing coordination and management by the prime or lead venturer. Insert an organization chart showing relationship of the firm that comprise the team.
5. **Key Personnel:** Identify the following information for the key individuals Respondent will assign to this engagement, if selected.
 - a. Role on the Project;
 - b. Professional Qualifications (to include education, licenses, certifications, associations);
 - c. Relevant experience on projects of similar size and scope; and
 - d. Percentage of time to be devoted to the Project.

- 6. Organization Chart:** Prepare an organizational chart that shows the relationships between and amount the staff that Respondent will deploy on this Project, including sub-contractors, if any.

RFP ATTACHMENT A, PART THREE

PROJECT APPROACH & METHODOLOGY

To be submitted with Respondent's Proposal as TAB 3

Prepare and **insert responses** to the following items. Do not delete the questions posed or change their order. Do not include any items not requested below.

1. What is the project methodology you propose for the execution of the design oversight effort?
2. How do you propose dealing with any local or state regulations in terms of telecommunication issues?
3. Based on your prior experience, what is your proposed approach in formulating a successful business model for an Infrastructure Design project?
4. Is there an existing airport or similar client for which similar effort was performed and is now benefiting from your efforts?

RFP ATTACHMENT B

PRICING SCHEDULE

To be submitted with Respondent’s Proposal as TAB 4

Complete the chart below. Indicate the Proposed Fee for each task defined in Respondent’s Project Approach & Methodology in the Respondent Questionnaire. Proposed Fees shall be inclusive of all time and all expenses, including any travel costs, related to each task.

Note: Phases/tasks must conform to Respondent’s Proposed Plan; additional line items may be added as needed.

TASK	PROPOSED FEE
Task 1 – IT Oversight – Coordination and Input	\$ _____
Task 2 – IT Oversight – 60% Design Review	\$ _____
Task 3 – IT Oversight – 90% Design Review	\$ _____
Task 4 – Issue 100% and Bid Support	\$ _____

TOTAL PROPOSED FEE FOR ALL TASKS	\$ _____
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RFP ATTACHMENT C

DISCRETIONARY CONTRACTS DISCLOSURE FORM

To be submitted with Respondent's Proposal as TAB 5

Discretionary Contracts Disclosure Form is posted as a separate document or may be downloaded at <https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.

Instructions for completing the Discretionary Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in proposal response as indicated in the Proposal Checklist.

RFP ATTACHMENT D

LITIGATION DISCLOSURE FORM

To be submitted with Respondent's Proposal as TAB 6

LITIGATION DISCLOSURE

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. 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

2. Have you or any member of your Firm or Team to be assigned to this engagement 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

3. Have you or any member of your Firm or Team to be assigned to this engagement 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

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, attached to this form and submitted with your proposal.

RFP ATTACHMENT E

SBEDA FORM

To be submitted with Respondent's Proposal as TAB 7

LIST OF SUBCONTRACTORS/SUPPLIERS

The Bidder/Proposer, _____, as part of the procedure for the submission of bid/proposals on a project known as **Airport IT Modernization Program Management Oversight Services** submits the following list of subcontractors/suppliers for proposed subcontracting areas (use additional sheets if necessary) to be used in the performance of work to be done on said project.

Name of Subcontractor/Supplier	SBE-MBE-WBE-AABE Certification No.	Percent and Dollar Amount of Subcontract

The following section is to be completed if the contract (Project) is for less than \$200,000. Please list subcontracting solicitations to all SBE-MBE-WBE-AABE contractors for participation on project. If none, explain (exclude successful bidders listed above). Use additional sheets if necessary. **The contractor is expected to solicit participation on subcontracts from available MBE-WBE-AABE-SBEs under this contract.**

Name of Company Performing Work	SBE-MBE-WBE-AABE Certification No.	Reason for Rejection

Only companies certified as an MBE, WBE, AABE or SBE by the City of San Antonio or its certifying organization can be applied toward the contracting goals. All MBE-WBE-AABE-SBE subcontractors or suppliers must submit a copy of their certification certificate through the Prime Contractor. Proof of certification must be attached to this form. If a business is not certified, please call the Small Business Office at (210) 207-3900 for information and details on how subcontractors/suppliers may obtain certification.

It is understood and agreed that, if awarded a contract by the City of San Antonio, the Contractor will not make additions, deletions, or substitutions to this certified list without consent of the Director of International and Economic Development and Director of the appropriate contracting department (through the proposal of the Request for Approval of Change to Affirmed List of Subcontractors/Suppliers).

AFFIRMATION

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

NAME AND TITLE OF AUTHORIZED

OFFICIAL: _____

SIGNATURE: _____ DATE: _____

RFP ATTACHMENT F

SIGNATURE PAGE

To be submitted with Respondent's Proposal as TAB 8

SIGNATURE PAGE

The undersigned certifies that (s)he is authorized to submit this proposal on behalf of the entity named below:

Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If proposal is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

Co-Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

By signature(s) above, Respondent(s) agrees to the following:

1. If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.
2. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Exhibits 2 & 3.
3. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's proposal and during Proposal process.
4. Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.
5. Respondent agrees to fully and truthfully submit a Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.
6. To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.

RFP ATTACHMENT G
PROPOSAL CHECKLIST

To be submitted with Respondent's Proposal as TAB 9

PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and that they are properly tabbed and appear in the correct order.

Tab in Respondent's Proposal	Document	Initial to Indicate Document is Attached to Proposal
	Table of Contents	
1	Executive Summary	
2	General Information and References <ul style="list-style-type: none"> • RFP Attachment A, Part One 	
3	Experience, Background & Qualifications <ul style="list-style-type: none"> • RFP Attachment A, Part Two 	
4	Proposed Plan <ul style="list-style-type: none"> • RFP Attachment A, Part Three 	
<p>NOTE: Remaining items listed in Tabs 5 – 11 are required in the ORIGINAL proposal only. Additional copies are not required, unless otherwise instructed.</p>		
5	Pricing Schedule <ul style="list-style-type: none"> • RFP Attachment B 	
6	Discretionary Contracts Disclosure form <ul style="list-style-type: none"> • RFP Attachment C 	
7	Litigation Disclosure <ul style="list-style-type: none"> • RFP Attachment D 	
8	* SBEDA Form <ul style="list-style-type: none"> • RFP Attachment E; and • Associated Certificates, if applicable <p style="text-align: center;"><i>Provide original and one (1) additional copy.</i></p>	
9	Proof of Insurability (See RFP Exhibit 2) <ul style="list-style-type: none"> • Insurance Provider's Letter • Copy of Current Certificate of Insurance 	
10	* Signature Page <ul style="list-style-type: none"> • RFP Attachment F 	
11	Proposal Checklist <ul style="list-style-type: none"> • RFP Attachment G 	
	One (1) Original, Ten (10) Copies, and one (1) CD of entire proposal in PDF format.	

*** Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.**

RFP EXHIBIT 1

ASSESSMENT DESIGN CRITERIA

1. Design Requirements

1.1. Overview

The Communications Infrastructure (Outside Plant and Inside Plant) will provide a common framework to support the interconnection of various communications systems that will be located throughout the SAT campus and existing facilities (i.e. Terminal 1). It will provide a Structured Cabling System (SCS) that consists of fiber optic cabling, copper cabling, and specialty cabling such as coaxial cable, where required.

The primary elements of the Structured Cabling System are single mode and multi-mode fiber optic cable, high pair count copper cable, and Category 6 Unshielded Twisted Pair (UTP) cable. The use of a fiber optic backbone in the development of the passive infrastructure provides the capability for high-speed voice, data, and video applications. High pair count copper cabling in the backbone is used to support primarily legacy radio, data, and specialty applications. The use of Category 6 UTP for horizontal (station) cabling adequately provides the necessary bandwidth for data rates up to 1 Gbps to end user devices.

The purpose of this section is to provide guidelines and standards to be used in the final design of the communications infrastructure.

1.2. References

The Designer will utilize the latest revision of the following codes, standards, and references listed below in the design of the passive infrastructure:

- COSA ITSD Communications System Design Standards.
- ANSI/TIA/EIA 526-14 Optical Power Loss Measurements of Installed Multimode Fiber Cable Plant.
- ANSI/TIA/EIA-568-B.1 Commercial Building Telecommunications Cabling Standard Part 1: General Requirements.
- ANSI/TIA/EIA-568-B.2 Commercial Building Telecommunications Cabling Standard Part 2: Balanced Twisted-Pair Cabling Components
- ANSI/TIA/EIA-568-B.3 Commercial Building Telecommunications Cabling Standard Part 3: Optical Fiber Cabling Components
- ANSI/TIA/EIA –569-B Commercial Building Standard for Telecommunications Pathways and Spaces
- ANSI/TIA/EIA 598-B Optical Fiber Cable Color Coding

- ANSI/TIA/EIA-604.2 Fiber Optic Connector Intermateability Standard
- ANSI/TIA/EIA-606-A Administration Standard for Commercial Telecommunications Infrastructure
- ANSI C80-1 Rigid Steel Conduit, Zinc-Coated.
- ANSI C80-3 Electrical Metallic Tubing, Zinc-Coated.
- ANSI/ICEA S-83-596 Fiber Optic Premises Distribution Cable Technical Requirements.
- ANSI/NEMA FS 1 Fittings and Supports for Conduit and Cable Assemblies.
- ANSI/TIA/EIA 107 Return Loss for Fiber Optic Components.
- ANSI/TIA/EIA-455-A Transducers, Sensors, Connecting and Terminating Devices, and Other Fiber Optic Components (FOTPs) Standard Test Procedures for Optical Fibers & Cables.
- ANSI/TIA/EIA 455-13 Visual and Mechanical Inspection of Fiber Optic Components, Devices, and Assemblies (R2002).
- ANSI/TIA/EIA 455-57A Optical Fiber End Preparation and Examination.
- ANSI/TIA/EIA 455-59 Measurement of Fiber Point Defects Using an OTDR.
- ANSI/TIA/EIA 455-60 Measurement of Fiber or Cable Length Using an OTDR.
- ANSI/TIA/EIA 455-61 Measurement of Fiber or Cable Attenuation Using an OTDR.
- ANSI/TIA/EIA 455-95 Absolute Optical Power Test for Optical Fibers and Cables.
- ANSI/TIA/EIA -526-7 Measurement of Optical Power Loss of Installed Single-Mode Fiber Cable Plant.
- ANSI/TIA/EIA 455-171 Attenuation by Substitution Measurement - for Short-Length Multimode Graded-Index and Single-mode Optical Fiber Cable Assemblies.
- ANSI/TIA/EIA -607 Commercial Building Grounding and Bonding Requirements for Telecommunications
- ANSI/TIA/EIA -758 Customer-Owned Outside Plant Telecommunications Cabling Standard
- ANSI/TIA/EIA - 854 A Full Duplex Ethernet Specification for 1000Mb/s (1000BASE-TX) Operating over Category 6 Balanced Twisted-Pair Cabling
- ANSI/TIA/EIA - 862 Building Automation Systems Cabling Standard for Commercial Buildings
- ANSI/TIA - 942 Telecommunications Infrastructure Standard for Data Centers
- ANSI/NECA/BICSI -002 Data Center Design and Implementation Best Practices
- ANSI/TIA/EIA - 4750000B Generic Specifications for Fiber Optic Connectors.

- BICSI Telecommunications Distribution Methods Manual (Tenth Edition).
- FCC 47 Part 68 Code of Federal Regulations, Title 47, Telecommunications.
- IEEE National Electrical Safety Code (NESC)
- NEMA 250 Enclosures for Electrical Equipment (1000 V Maximum).
- NFPA-70 National Electric Code
- TIA/EIA TSB 67 Transmission Performance Specification for Field Testing of Unshielded Twisted-Pair Cabling Systems.
- TIA/EIA TSB 72 Centralized Optical Fiber Cabling Guidelines.
- TIA/EIA TSB 75 Additional Horizontal Cabling Practices for Open Offices.
- UL 1459 Underwriters Laboratories Standard for Safety – Telephone Equipment.
- UL 1863 Underwriters Laboratories Standard for Safety – Communications Circuit Accessories.

1.3. [Intentionally Deleted]

1.4. Campus Outside Plant Infrastructure Design Requirements

The primary purpose of the Outside Plant (OSP) Communications Infrastructure is to provide the physical media that allows for the interconnectivity of all airport wide Information Technology and telecommunications systems throughout the SAT campus. This interconnectivity is accomplished through the use of fiber optic cabling routed from the primary/secondary distribution nodes to each of the ancillary distribution nodes throughout the campus. The high count cabling routed between the distribution nodes is known as “backbone” cabling. This topology is referred to as “Star Topology” and is the recommended design standard of the ANSI/TIA/EIA. The topology standard is defined in ANSI/TIA/EIA 568A, “Commercial Building Communications Cabling Standard”. A great advantage of incorporating a physical star topology is that it supports other physical and logical topologies. In a large airport with numerous tenants using various antiquated topologies, this type of flexibility is a necessity.

1.4.1. Distribution Nodes

The Outside Plant design will include distribution nodes that are strategically located around the SAT campus. The distribution nodes will originate from the primary and secondary campus distribution points that will be located in both the Terminal 1 BDF and the Terminal B BDF (Note: at some point in the future the data center will replace the primary distribution node). The purpose of these distribution nodes is to provide the most efficient connection of the buildings (both existing and future) on the SAT campus to the SCS backbone. They serve a similar function between the backbone and the individual buildings that the building distribution frames (BDF) serve between the backbone and the remainder of a building’s communication rooms.



Figure 1 – Example Distribution Node

The distribution nodes will be designed to support entrance conduit and cabling from nearby buildings and other components that require connectivity to the campus structured cabling system. As such, entrance conduit to the distribution node will be planned with spare capacity to accommodate both existing requirements as well as future requirements.

Design Requirements

The following guidelines will be followed during the design of the communications rooms:

Site Layout: The location of each Distribution Node will require all site engineering services as required for the proper construction of the building.

Size: Size is primarily a function of the systems accommodated in the room. Assumed minimum sizing for the Distribution Node is 12’ x 15’; however coordination with COSA representatives will need to identify potential locations. No office space is included in communication room design.

Entranceways: The entranceways for communications rooms, as a minimum, should be 36 inches wide. All doors should open outward unless otherwise specified by local code. A minimum height of 80 inches will be provided.

Power: The rooms will include dedicated circuits and/or isolated circuits for all specified equipment (to be determined during final design). These circuits will be connected to generator power. In addition, convenience outlets will be located on the walls at a maximum separation of 6’. Convenience outlets will not be connected to generator power, unless specifically indicated. Only electrical panels servicing the Distribution Node shall be located within the building. At no point should a transformer of any kind be located within the Distribution Node.

UPS: In the Distribution Node rack-mounted Uninterruptible Power Supply (UPS) devices with a minimum of thirty minutes of battery time will be supplied with the individual electronic

equipment located in each room. All circuits, with the exception of convenience outlets, will be covered by the generator.

Cooling: HVAC systems will be provided for the communications rooms that are consistent with COSA ITSD and ANSI/EIA/TIA requirements for rooms that house communications equipment.

Flooring: These rooms will include anti-static flooring.

Lighting: The lighting for these rooms will be anti-glare. Minimum candlepower requirements are 50 foot-candles measured three feet above finished floor. Location of all lighting devices will be coordinated with the room layout (i.e., ladder racking, equipment racks, etc.) to eliminate any interference with electronic equipment and cabling.

Fire Protection: The fire protection system for the communications rooms will be in accordance with the COSA requirements.

The introduction of water into the Distribution Node is not consistent with generally accepted engineering/design practices and is not recommended. Due to the cost and criticality of the equipment located in these rooms, a “clean agent” type fire protection system such as Inergen or FM-200 will be implemented. These systems utilize an inert gaseous fire suppression agent that is designed not to damage electronic equipment when actuated, eliminating the potential for water damage to equipment.

Fire protection in the Distribution Nodes at a minimum will be “dry pipe” systems, if allowed by code, or wet sprinkler systems with sidewall mounted heads to minimize direct exposure of electronics to water.

Security: These rooms will be physically isolated from other areas using security access control devices (card readers), full-height walls, and steel doors. The installation of equipment other than COSA ITSD voice, data, and video systems will be minimized to limit required access to these rooms.

Cable Routing Infrastructure: The design of each room will include an overhead ladder rack cable tray system that provides cable routing capability around the perimeter of the room as well as accessibility to rack locations within the room.

1.4.2. Routing Infrastructure

The routing infrastructure will consist of ductbank to provide connectivity from primary/secondary distribution nodes to ancillary distribution nodes for the Outside Plant backbone cabling. This routing infrastructure will provide appropriately sized conduit to support the IT infrastructure (fiber optic, copper, and specialty cabling). These ductbank pathways will include appropriately spaced access points (manholes or handholes) located no more than 350 feet apart or at any point where the pathway contains sharp bends. The routing of ductbank will be coordinated with other utilities (electrical, sewer, etc.) to ensure adequate clearances and accessibility. The access points (manholes and handholes) will be sized and designed to accommodate the installation of all planned cabling with their associated service loops and will include all racking to allow for cabling to be properly secured.

1.4.3. Backbone Cabling

The backbone cabling links in the OSP will consist of high strand count single-mode fiber optic cabling to support new systems/applications and a limited amount of high strand count multi-mode fiber optic cabling to support legacy systems. Sizing of backbone cabling quantities will be dependent on the individual system requirements; however, a minimum of 48 strand single mode fiber and 24 strand multi-mode fiber will be installed to each distribution node. These quantities may be increased as the individual system requirements are finalized.

From both the Primary and Secondary Communications Distribution Facilities, fiber optic backbone cabling will be routed in a ring configuration to each of the distribution nodes. These distribution nodes will serve as the interconnection point for campus facilities to link to the backbone cabling system. The primary backbone will be routed to each distribution node with a portion of the cabling spliced to allow for interconnectivity. A redundant cable path routed in the opposite direction is provided by the secondary backbone that will be spliced in the same manner. Within each node, both the primary and secondary backbone will be dropped off and spliced to provide connectivity.

Both the primary and secondary backbone cabling will be an indoor/outdoor rated cable that will eliminate the requirement for transition splices within the indoor facilities.

1.4.4. Communications Grounding System

A telecommunications grounding system will be designed to augment the electrical grounding system for communications equipment. This system will minimize electrical surge effects and will lower system ground reference potentials. This will reduce “noise” within communications systems. To achieve these results, a Telecommunications Main Grounding Busbar (TMGB) will be installed in the distribution node that is tied to the main electrical grounding system at the electrical service entry point. The grounding system will be designed in accordance with ANSI/EIA/TIA 607, “Commercial Building Grounding and Bonding Requirements for Telecommunications”.

1.4.5. Infrastructure Administration System

To facilitate the administration of the communications infrastructure, an identification system will be developed to identify each component of the communications infrastructure. This system will be developed in accordance with ANSI/EIA/TIA-606, “The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings” and integrated with the existing Telecommunications identification system. All installed communications infrastructure components will be labeled in accordance with the identification system. The system will include a database and an administrative workstation that will provide the ability to manage component assignments, additions, deletions, and other changes to the database records. This system will also include data associated with individual system components (such as LAN switches, paging equipment, and other equipment as identified) as necessary to facilitate the management communications system components.

1.5. Terminal 1 Inside Plant Infrastructure Design Requirements

The Inside Plant (ISP) Communications Infrastructure is similar to the Outside Plant Communications Infrastructure as its purpose is to provide the physical media that allows for the interconnectivity of all airport wide Information Technology and telecommunications systems throughout a facility, in this case Terminal 1. This interconnectivity is accomplished through the use of fiber optic and copper cabling routed between the BDF and each of the IDFs throughout the facility and from the IDFs to the user workstations. The high count cabling routed between the IDFs is known as “backbone” cabling. The single strand fiber and low pair count (4 pair) copper cable runs to the user workstations are referred to as “station” or “horizontal” cabling. This topology is referred to as “Star Topology” and is the recommended design standard of the ANSI/TIA/EIA. The topology standard is defined in ANSI/TIA/EIA 568A, “Commercial Building Communications Cabling Standard”. A great advantage of incorporating a physical star topology is that it supports other physical and logical topologies. In a large airport with numerous tenants using various antiquated topologies, this type of flexibility is a necessity. The physical star topology is literally a physical descriptor of how the backbone cabling branches out from the main communications room (BDF) to each of the ancillary communications rooms (IDF), in a star like fashion (refer to drawing below).

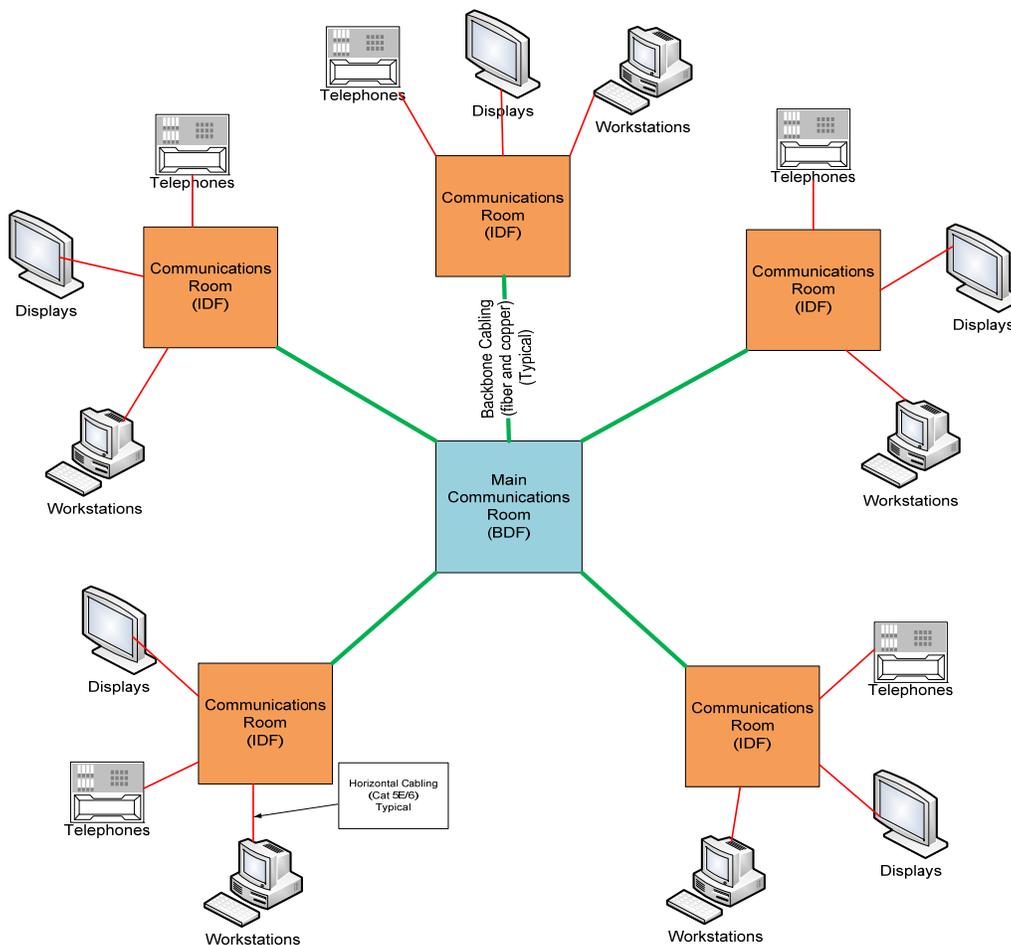


Figure 2 – Typical Communications Room Topology

1.5.1. Communications Rooms (BDF and IDF)

The communications infrastructure design will include a Building Distribution Frame (BDF), and numerous communications rooms (IDF) strategically located throughout Terminal 1 (T1). The main communications room (BDF) will serve as the primary distribution point for all voice and data cabling throughout T1 and will also be interconnected with the existing communications infrastructure throughout the facility. Each IDF will have two independent backbone feeds (one primary and one secondary) from the BDF to provide redundancy.

The rooms will be designed to support the following:

- Termination equipment for data and telephony fiber optic and copper entrance cabling (BDF only)
- Termination equipment for data and telephony fiber optic and copper building riser cabling
- Termination equipment for horizontal cabling (Category 6 Unshielded Twisted Pair)
- Local Area Network switches (core switches in BDF, access switches in IDFs)
- Individual data system server and head-end type equipment (i.e., MUFIDS server and database equipment, CCTV switching equipment, etc.)
- Audio Paging System Equipment
- Access Control and Intrusion Detection Equipment

Building Distribution Frame

The BDF will serve as the main communications room and houses the communications equipment that meets the voice, data, and video needs of an entire building. This equipment may include PBX/VoIP, LAN/WAN, Common Use, Audio Paging, Access Control and Closed Circuit Television.

Each BDF will contain a Cisco 6500 series core switch to provide COSA network connectivity. In accordance with COSA ITSD standards, any equipment located in this room will not be connected directly to the 6500 series core switch. As such, either a combination of Cisco 2300 and 4500 series switch or two (2) 2300 series switched will be provided for connectivity.

The BDF contains cross-connect facilities for terminating cables and for connecting the horizontal and riser segments to each other and to telecommunications equipment. The BDF may also support other building information systems such CATV, alarms, security, audio and other telecommunications systems.

The BDF is considered a specialized area. This room will contain sensitive electronic components that will generate heat 24 hours a day, 365 days a year, and will be cooled to maintain operating performance.

The BDF can be collocated with an IDF and/or Telecommunications Main Point of Entry (MPOE). Additional racks, electrical and cable management are required to support the IDF. The quantity of racks is dependent upon the quantity of workstations that will be supported.

Intermediate Distribution Frame

The IDF is a space where the voice and data horizontal cable is terminated on patch panels and cross-connected to the riser cable located on wall-mounted 110 blocks. The IDF is a termination point for horizontal copper and fiber optic cables within a building.

The IDF supports the voice, data, and video needs of one area of a building as opposed to an entire building or campus. An IDF may also support other building information systems such

CATV, alarms, security, audio, 800 MHz radio, other wireless systems and other telecommunications systems.

A BDF can be collocated with an IDF. Additional space, racks, electrical and cable management are required to support the BDF.

Design Requirements

The following guidelines will be followed during the design of the communications rooms:

Size: Size is primarily a function of the systems accommodated in the room. Assumed minimum sizing for the BDF is 20' x 40'. Preferred minimum sizing for IDFs is 12' x 15'; however coordination with COSA representatives will need to identify potential IDF locations. No office space is included in communication room design.

Entranceways: The entranceways for communications rooms, as a minimum, should be 36 inches wide. For the main communication room, a double door will be provided with each door being 36 inches wide for equipment installation access. All BDF/IDF doors should open outward unless otherwise specified by local code. A minimum height of 80 inches will be provided.

Power: The rooms will include dedicated circuits and/or isolated circuits for all specified equipment (to be determined during final design). These circuits will be connected to generator power. In addition, convenience outlets will be located on the walls at a maximum separation of 6'. Convenience outlets will not be connected to generator power, unless specifically indicated. Only electrical panels servicing the BDF/IDF shall be located within the BDF/IDF. At no point should a transformer of any kind be located within the BDF/IDF.

UPS: In the BDF and IDFs rack-mounted Uninterruptible Power Supply (UPS) devices with a minimum of thirty minutes of battery time will be supplied with the individual electronic equipment located in each room. All circuits, with the exception of convenience outlets, will be covered by the generator.

Cooling: HVAC systems will be provided for the communications rooms that are consistent with COSA ITSD and ANSI/EIA/TIA requirements for rooms that house communications equipment.

Flooring: These rooms will include anti-static flooring.

Lighting: The lighting for these rooms will be anti-glare. Minimum candlepower requirements are 50 foot-candles measured three feet above finished floor. Location of all lighting devices will be coordinated with the room layout (i.e., ladder racking, equipment racks, etc.) to eliminate any interference with electronic equipment and cabling.

Fire Protection: The fire protection system for the communications rooms will be in accordance with the COSA requirements.

The introduction of water into the BDF is not consistent with generally accepted engineering/design practices and is not recommended. Due to the cost and criticality of the equipment located in these rooms, a "clean agent" type fire protection system such as Inergen or FM-200 will be implemented.

These systems utilize an inert gaseous fire suppression agent that is designed not to damage electronic equipment when actuated, eliminating the potential for water damage to equipment. Fire protection in the other communications rooms (IDFs) at a minimum will be “dry pipe” systems, if allowed by code, or wet sprinkler systems with sidewall mounted heads to minimize direct exposure of electronics to water.

Security: These rooms will be physically isolated from other areas using security access control devices (card readers), full-height walls, and steel doors. The installation of equipment other than COSA ITSD voice, data, and video systems will be minimized to limit required access to these rooms.

Cable Routing Infrastructure: The design of each room will include an overhead ladder rack cable tray system that provides cable routing capability around the perimeter of the room as well as accessibility to rack locations within the room.

1.5.2 Routing Infrastructure

To facilitate the backbone cabling connectivity from the BDF to the IDFs, a conduit routing infrastructure will be designed. This routing infrastructure will provide appropriately sized conduit from the BDF and each IDF to support the IT infrastructure (fiber optic, copper, and specialty cabling). These conduit pathways will include appropriately spaced pull boxes located no more than 100 feet apart or at any point where the pathway contains two 90 degree bends (or a total of 180 degrees of bend). The routing of conduit will be coordinated with other building services (electrical, mechanical, plumbing, baggage handling, security, and fire protection) to ensure adequate clearances and accessibility. The conduit will be terminated in each of the IDFs in an area that facilitates the extension of cabling into the overhead cable tray system that will be designed for each room. This will allow easy routing to termination equipment.

A cable tray system will also be designed to support the primary distribution of all horizontal cabling from each individual IDF. Dedicated systems conduit will run from the end device to the cable tray, then into the IDF. The placement of these cable trays will be coordinated with light fixtures, ductwork, sprinkler heads, and smoke detectors. Where conduits are used, bends will be limited to 180 degrees between pulling points due to fill ratios and stressing of the cable during installation. Bend radii will be in accordance with ANSI/EIA/TIA requirements. All backbone communications conduit will be EMT and exterior conduit that is exposed below 8 feet will be RGS.

1.5.3 Backbone Cabling

The backbone cabling links will consist of high strand count single-mode fiber optic cabling, high strand count multi-mode fiber optic cabling, high pair count copper cabling, and specialty cabling, as required. Sizing of backbone cabling quantities will be dependent on the individual system requirements, however, a minimum of 48 strand single mode fiber, 24 strand multi-mode fiber, and 50 pair category 3 UTP cabling will be installed on wall mounted 110 blocks in each communications room. These quantities may be increased as the individual system requirements are finalized.

From the BDF, backbone cabling (fiber optic, copper, and specialty cabling) will be routed in a star configuration to each of the communications rooms. These communications rooms will serve as the interconnection point for end-user equipment to link to the backbone cabling system and will be placed such that no end-user device will be greater than 295 feet from a communications room (based on cable routing distances). This will require these rooms to be placed approximately every 225 feet (in a three dimensional plane) within the facility.

The IDFs will house termination equipment for fiber optic and copper backbone cabling, termination equipment for horizontal cabling (patch panels), local area network access layer switches, access control system field panels, CCTV system multiplexers and/or media converters, telephony equipment such as remote units, audio paging equipment, and other voice and data components that are identified during the final design process.

1.5.4 Horizontal (Workstation) Cabling

To service individual end user components such as personal computers, MUFIDS display devices and workstations, etc., horizontal cabling will be routed from the IDFs to each device. The horizontal cabling will be category 6 (Cat 6), or the latest ANSI/TIA/EIA approved cable standard at the time of final design and will be designed in accordance with ANSI/EIA/TIA 568B, the Commercial Building Telecommunications Cabling Standard. The cables will be star-wired without any splicing or termination from the IDFs to the work area outlet (WAO). If required by a specific application, fiber optic cabling or coaxial cabling will be routed to the end user area. The horizontal cabling will terminate in WAOs that are designed to accommodate RJ-45 terminations (for data and voice), fiber terminations (SC), and any manner of specific protocol termination types such as BNC for coaxial applications. WAO configurations will be location specific and configured to support the end user requirements.

1.5.5 Communications Grounding System

A telecommunications grounding system will be designed to augment the electrical grounding system for communications equipment. This system will minimize electrical surge effects and will lower system ground reference potentials. This will reduce “noise” within communications systems. To achieve these results, a Telecommunications Main Grounding Busbar (TMGB) will be installed in the BDF that is tied to the main electrical grounding system at the electrical service entry point. From the TMGB, Telecommunications Bonding Backbone (TBB) cabling (3 AWG or larger, copper cable) will be routed to each of the IDFs. A dedicated ground bus, consisting of a 24 inch (minimum length) copper bar, provided in each IDF. Within the individual IDFs, a Telecommunications Grounding Busbar (TGB) will be provided for the grounding of communications equipment. The individual TGBs will also be connected to the nearest approved building ground and the electrical panel within the IDF using TBB cabling. Running the telecommunications grounding system to an independent earth ground will be avoided due to potential destructive effects. All copper cabling, racks, cable tray, splice cases (if applicable), and equipment within the rooms will be connected to the grounding system. The grounding system will be designed in accordance with ANSI/EIA/TIA 607, “Commercial Building Grounding and Bonding Requirements for Telecommunications”.

1.5.6 Infrastructure Administration System

To facilitate the administration of the data infrastructure, an identification system will be developed to identify each component of the data infrastructure. This system will be developed in accordance with ANSI/EIA/TIA-606, “The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings” and integrated with the existing Telecommunications identification system. All installed data infrastructure components will be labeled in accordance with the identification system. The system will include a database and an administrative workstation that will provide the ability to manage component assignments, additions, deletions, and other changes to the database records. This system will also include data associated with individual system components (such as LAN switches, paging equipment, and other equipment as identified) as necessary to facilitate the management communications system components.

RFP EXHIBIT 2

**SMALL BUSINESS ECONOMIC DEVELOPMENT
ADVOCACY (SBEDA) PROGRAM**

SMALL BUSINESS PROGRAM

1. **Small Business Participation**

Pursuant to Ordinance No. 2007-04-12-0396, it is the policy of the City of San Antonio to involve Small, Minority, Women and African-American Business Enterprises (S/M/W/AABE) to the greatest extent feasible in the City's discretionary contracts. The intent and purpose of the policy is to ensure that S/M/W/AABE firms have the opportunity to compete for City contracts without discrimination on the basis of race, color, religion, national origin, age, sex or handicap. To accomplish the objectives of the Small Business policy, the City has established specific goals for local S/M/W/AABE participation in this contract.

2. **DEFINITIONS** related to the Small Business Program Provisions:

- a. **Small Business Program:** the Small Business Economic Development Advocacy ("SBEDA") Program governed by this ordinance and managed by the SMALL BUSINESS Program Office.
- b. **Small Business Enterprises (SBE):** a corporation, partnership, sole proprietorship or other legal entity, for the purpose of making a profit, which is independently owned and operated and which meets the U.S. Small Business Administration (SBA) size standard for a small business. All firms meeting these thresholds will be considered an SBE.
- c. **Local Business Enterprise (LBE):** a corporation, partnership, sole proprietorship, or other legal entity which is headquartered within Bexar County for at least one year. For a branch office of a non-headquartered business to qualify as an LBE, the branch office must be located in Bexar County for at least one-year and employ a minimum of ten (10) residents of Bexar County for use at the local branch office.
- d. **Minority Business Enterprise (MBE):** a sole proprietorship, partnership, or corporation owned, operated, and controlled by a minority group member(s) who has at least 51% ownership. Minority group member(s) include African-Americans; Hispanic Americans; Asian-Pacific Americans; Asian-Indian Americans; American Indians; and Disabled Individuals. The minority group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories. To qualify as an MBE, the enterprise shall be headquartered in Bexar County or the San Antonio Metropolitan Statistical Area (the SAMSA) for any length of time, or shall be doing business in a locality or localities from which the City regularly solicits, or receives bids on or proposals for, City contracts within the MBE's category of contracting for at least one year.
- e. **Woman Business Enterprise (WBE):** a sole proprietorship, partnership, or corporation owned, operated and controlled by women who have at least 51% ownership. The woman or women must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories. To qualify as a WBE, the enterprise shall be headquartered in Bexar County or the SAMSA for any length of time or shall be doing

business in a locality or localities from which the City regularly solicits or receives bids on or proposals for, City contracts within the WBE’s category of contracting for at least one year.

- f. **African-American Business Enterprise (AABE)**: a sole proprietorship, partnership, or corporation owned, operated and controlled by an African-American group member(s) who has at least 51% ownership. The African American Group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories. To qualify as an AABE, the enterprise shall be headquartered in Bexar County or the SAMSA for any length of time or shall be doing business in a locality or localities from which the City regularly solicits, or receives bids on or proposals for, City contracts within the AABE’s category of contracting for at least on year.

3. **Goals for Small Business Participation**

The goals for the utilization and participation of SBE-MBE-WBE-AABE businesses on this contract are as follows:

MBE	31%
WBE	10%
AABE	2.2%
SBE	50%

Please note that a small business could be classified in multiple categories and thus their utilization could in theory be counted in each category of goals. For example, **Prime Contractor X** submits a proposal, which specifies that they intend to subcontract with Subcontractor A for 10% of the contract. Subcontractor A is certified by the City as an SBE and MBE (a male-owned Hispanic Business owner can be certified as an SBE and MBE). **Prime Contractor X** also intends to subcontract with Subcontractor B for 13% of the contract. Subcontractor B is certified by the City as SBE, MBE and a WBE (a female-owned Hispanic Business owner can be certified as SBE, MBE and WBE). In addition, **Prime Contractor X** also intends to subcontract 10% of the contract to Subcontractor C—a City certified SBE, MBE and AABE (a male-owned African-American business owner can be certified as both a MBE and as an AABE Business). **Prime Contractor X** is also classified as a local SBE. **Prime Contractor X’s** compliance with the Small Business goals under this scenario would be as follows:

	City’s Small Business Goals	Prime Contractor X’s Compliance
MBE	31%	33%
WBE	10%	13%
AABE	2.2%	10%
SBE	50%	100%

Under this scenario, the contractor would be in full compliance with the Small Business policy.

Another example regarding compliance with the policy is as follows: **Prime Contractor Y** submits a proposal, which specifies that they intend to partner through a joint-venture agreement with Company D. Company D is certified by the City as both an SBE and MBE (a male-owned Hispanic Business—certified as an SBE and MBE). As part of their joint-venture agreement, Company D will perform on 32.5% of the contract. **Prime Contractor Y** also intends to subcontract 13% of the contract with Subcontractor F. Subcontractor F is a City certified SBE/MBE/WBE and AABE business. **Prime Contractor Y** is also classified as a local SBE. **Prime Contractor Y** compliance with the Small Business goals would be as follows:

	City’s Small Business Goals	Prime Contractor Y’s Compliance
MBE	31%	45.5%
WBE	10%	13%
AABE	2.2%	13%
SBE	50%	100%

Under this scenario, the contractor would be in full compliance with the Small Business policy.

4. **List of Subcontractors/Suppliers Required**

Proposals shall include a List of Subcontractors/Suppliers, which shall identify the particular SBEs, MBEs, WBEs and AABEs to be utilized in the performance of a contract awarded pursuant to this RFP. **Any proposal that does not include this SBEDA form shall be declared non-responsive, and excluded from consideration.**

5. **SBE-MBE-WBE-AABE Certification Required**

Only companies certified as SBE, MBE, WBE, or AABE through the South Central Texas Regional Certification Agency (SCTRCA), or as approved by the City of San Antonio Director of International and Economic Development, can be applied towards the contracting goals. Proof of certification must be submitted.

6. **Small Business Program Information**

Interested Respondents are encouraged to contact the Small Business Office for information regarding the City’s Small Business Program in accordance with the City’s Communication Policy outlined in the solicitation document. Please call (210) 207-3900 or FAX: (210) 207-3909.

RFP EXHIBIT 3
INSURANCE REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the insurance requirements set forth below:

INSURANCE

- A) Prior to the commencement of any work under this Agreement, Respondent shall furnish copies of all required endorsements and an original completed Certificate(s) of Insurance to the City’s Aviation Department, which shall be clearly labeled “**Airport IT Modernization Program Oversight Services**” in the Description of Operations block of the Certificate. The original Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept Memorandum of Insurance or Binders as proof of insurance. The original certificate(s) or form must have the agent’s original signature, including the signer’s company affiliation, title and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City’s Aviation Department. No officer or employee, other than the City’s Risk Manager, shall have authority to waive this requirement.

- B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City’s Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereupon City may incur increased risk.

- C) A Respondent’s financial integrity is of interest to the City; therefore, subject to Respondent’s right to maintain reasonable deductibles in such amounts as are approved by the City, Respondent shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Respondent’s sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<u>TYPE</u>	<u>AMOUNTS</u>
1. Workers' Compensation	Statutory
2. Employers' Liability	\$500,000/\$500,000/\$500,000
3. Broad form Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations *b. Independent Contractors c. Products/Completed Operations d. Personal Injury e. Contractual Liability f. Damage to property rented by you	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage f. \$100,000

<u>TYPE</u>	<u>AMOUNTS</u>
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence
5. Professional Liability (Claims-made basis) To be maintained and in effect for no less than two years subsequent to the completion of the professional service.	\$1,000,000 per claim, to pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages by reason of any act, malpractice, error, or omission in professional services.

D) The City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page and all endorsements thereto as they apply to the limits required by the City, and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Respondent shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Respondent shall pay any costs incurred resulting from said changes.

City of San Antonio
 Attn: Aviation Department
 P.O. Box 839966
 San Antonio, Texas 78283-3966

E) Respondent agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insured by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers’ compensation and professional liability policies;
- Provide for an endorsement that the “other insurance” clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers’ compensation and employers’ liability policies will provide a waiver of subrogation in favor of the City.
- Provide thirty (30) calendar days advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

F) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Respondent shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Respondent’s performance should there be a

lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

- G) In addition to any other remedies the City may have upon Respondent's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Respondent to stop work hereunder, and/or withhold any payment(s) which become due to Respondent hereunder until Respondent demonstrates compliance with the requirements hereof.
- H) Nothing herein contained shall be construed as limiting in any way the extent to which Respondent may be held responsible for payments of damages to persons or property resulting from Respondent's or its subcontractors' performance of the work covered under this Agreement.
- I) It is agreed that Respondent's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.
- J) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement.
- K) Respondent and any Subcontractors are responsible for all damage to their own equipment and/or property.

RFP EXHIBIT 4

INDEMNIFICATION REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the indemnification requirements set forth below:

INDEMNIFICATION

RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to RESPONDENT'S activities under this Agreement, including any acts or omissions of RESPONDENT, any agent, officer, director, representative, employee, consultant or subcontractor of RESPONDENT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, it s officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT RESPONDENT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at RESPONDENT's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.

RESPONDENT shall promptly advise the City, in writing, of any claim or demand against the City or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT activities under this contract. The provisions of this section are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.