CITY OF SAN ANTONIO

CAPITAL IMPROVEMENTS MANAGEMENT SERVICES DEPARTMENT

REQUEST FOR QUALIFICATIONS:
ON-CALL GEOTECHNICAL & CONSTRUCTION MATERIALS TESTING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS

RFQ-CIMS122910
(REVISED FEBRUARY 1, 2011)

RFQ ISSUE DATE:
DECEMBER 29, 2010

SUBMITTAL DEADLINE:
FEBRUARY 8, 2011 AT 3:00 P.M. LOCAL TIME

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REQUEST FOR QUALIFICATIONS

REQUEST FOR QUALIFICATIONS:
ON-CALL GEOTECHNICAL & CONSTRUCTION
MATERIALS TESTING SERVICES FOR
CAPITAL IMPROVEMENT PROJECTS

I. BACKGROUND

The City of San Antonio is issuing this request for qualifications in an effort to obtain qualified professional services related to geotechnical studies and construction materials testing for capital improvement projects. All firms proposing to provide geotechnical studies and construction materials testing services for the City of San Antonio must have an established in-house laboratory meeting the standards of the American Standard Testing Materials requirements. All firms proposing to provide geotechnical studies and construction materials testing services for the City of San Antonio:

- must be qualified as consultants, as required by law for the services proposed;
- must be capable of providing the in-house personnel and services indicated in the basic services required

The City seeks Statements of Qualifications (SOQ) from firms interested in providing the services as described in this RFQ.

II. SCOPE OF WORK

A. Geotechnical Engineering: Geotechnical Site Investigation Services
B. Geotechnical Engineering: Geotechnical Laboratory Testing
C. Construction Materials Testing: Materials Testing and Inspection as required by 2009 International Building Code and City of San Antonio Amendments.
D. Other

All work will include engineering or scientific interpretation, field and laboratory services and reports as required by the City. All tests will be conducted under the guidance and direction of a registered professional engineer or professional licensed to work in the State of Texas, as required by law.

For geotechnical services, the firm is to provide a draft report for review by the City and the design consultant prior to preparing and completing final report.

All failed tests and materials are to be retested until passing. Testing firm will keep a log of all failed tests and retests with dates and results including date of final passing test.

Testing reports will include:

1. Report date.
2. Date of service, project title and limits.
3. Testing lab letterhead with authorized signature – professional engineer, or appropriate licensed professional required by law in charge or his delegated assistant.
4. Report identification number (sequential numbering), description, price agreement service number(s) of items performed, quantity performed and location.
5. Test results.
6. Contract standards controlling the test(s).
7. Compliance or noncompliance with the specifications.
8. Any extenuating circumstances affecting the test(s) or results(s).

9. Observations to include service time chargeable to delays, rescheduling and overtime premiums.
10. If manpower is involved, provide names, classifications, and hours.
11. Number of trips with work performed on the project.
12. Name of person who orders the test(s).
13. Four (4) copies of the report – two (2) to the City, one (1) to the contractor, one (1) to consultant (engineer or architect).
14. Identify any and all retest services. All retest dates and results to be logged.
15. Any failed test must be logged and reported to the City on the same day the test was performed.

III. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on **Monday, January 10, 2011 from 10:00 to 11:00 A.M.** at the **Municipal Plaza Building, B Room, located at 114 West Commerce St., San Antonio, Texas 78205**. Respondents are encouraged to prepare and submit their questions in writing to the contact person listed below at least three (3) calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings (such that the City may be prepared to respond verbally or with written responses to questions received prior the conference date).

City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted on the City's website at http://epay.sanantonio.gov/RFPListings/. **Attendance at the Pre-Submittal Conference is optional, but strongly encouraged.**

This meeting place is accessible to disabled persons. The Municipal Plaza Building is wheelchair accessible. The accessible entrance is located at 114 W. Commerce. Accessible parking spaces are located at City Hall, 100 Military Plaza. 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-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain official responses, if any. Any oral response given at the Pre-Submittal Conference that is not confirmed in the written summary of the Pre-Submittal 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.

IV. SUBMITTAL DOCUMENT REQUIREMENTS

Respondent's submittal shall include the following items in the following sequence:

A. EXECUTIVE SUMMARY – Respondents shall include a one- to two-page Executive Summary for the SOQ. The summary shall include a statement of the work to be accomplished and how Respondent proposes to accomplish and perform each specific service.

B. SUBMITTAL COVER / SIGNATURE PAGE (Form #1) – Respondent shall complete and sign this form, as found in RFQ Attachment 1. Respondent must include the completed Submittal Cover/Signature Sheet with submittal, indexed or labeled as Tab "1". The Submittal Cover/Signature Sheet must be signed by a person, or persons, authorized to bind the entity, or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. Joint ventures require signatures from all firms participating in the joint venture. **Joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement as an attachment to their submittal.**

C. SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #2) – Respondent shall complete this form, as found in RFQ Attachment 2, which is to be used as the Table of Contents for its submittal. The checklist shall be indexed or labeled as Tab "2" in submittal.

D. RESPONDENT GENERAL QUESTIONNAIRE (Form #3) – Completed Respondent General Questionnaire form as found in RFQ Attachment 3, indexed or labeled as Tab "3" in submittal.

E. DISCRETIONARY CONTRACTS DISCLOSURE FORM (Form #4) – Respondents should complete the form online at http://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf, print a copy of the completed form and submit as Tab "4" in its ORIGINAL SUBMITTAL ONLY. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.

F. LITIGATION DISCLOSURE FORM (Form #5) – Completed Litigation Disclosure form as found in RFQ Attachment 5 and additional pages for explanation, if necessary, indexed or labeled as Tab "5" in submittal. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall completed and submit a separate form with the submittal.

G. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM REQUIREMENTS - Completed Good Faith Effort Plan and Letters of Intent (Forms #6 and 6A) labeled or indexed as Tab "6" in submittal

H. STATEMENT OF QUALIFICATIONS - Narrative document that addresses all evaluation criteria in Section VIII of this RFQ. This section is limited to fifteen (15) pages not including forms and attachments and should be labeled or indexed as Tab "7" in submittal.

I. ORGANIZATIONAL CHART - Indexed and labeled as Tab "8" in submittal.

J. PROOF OF INSURABILITY (Indexed and labeled as Tab "9"): 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 the attached Contract Document Template (RFQ Attachment 7) if awarded a contract in response to this RFQ. Respondent shall also submit a copy of their current insurance certificate.

K. RESUMES (Optional) – Indexed and labeled as Tab "10". Resumes for each key team member shall be limited to a maximum length of two pages (no company information) and may offer information regarding additional previously completed projects (not highlighted in the project sheets requested as part of the Qualification Statement).

L. LETTERS OF REFERENCE (Optional) – Indexed and labeled as Tab "11". Respondent may provide a maximum of five (5) letters of reference.

Respondent is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE-REFERENCED DOCUMENTS SHALL RESULT IN THE RESPONDENT'S SUBMITTAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

V. AMENDMENTS TO RFQ

Changes, amendments, or written responses to questions received in compliance with Section VIII, Restrictions on Communication may be posted 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 changes, amendments, or written responses to questions by mail or facsimile.

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

VI. SUBMISSION INSTRUCTIONS

Respondent shall submit one (1) original **unbound** submittal, signed in ink, and six (6) printed and bound copies of the submittal, as well as one (1) copy of the submittal in an Adobe PDF format on a compact disk (CD) in a sealed package, clearly marked on the front of the package "**ON-CALL GEOTECHNICAL & CONSTRUCTION MATERIALS TESTING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS**" All submittals must be received in the City Clerk's Office **NO LATER THAN 3:00 P.M. LOCAL TIME ON FEBRUARY 8, 2011** at the address indicated below. Any submittal received after this time shall not be considered.

Mailing Address:
City Clerk's Office, Attn: Capital Improvement Management Services Department
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:
City Clerk's Office, Attn: Capital Improvement Management Services Department
100 Military Plaza
City Hall, 2nd Floor,
San Antonio, Texas 78205

Submittals sent by facsimile or email will not be accepted.

Responses to the solicitation should be complete and well organized. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project pictures or general firm information. The use of recycled paper and double-sided printing is encouraged. Three-ring binders are permitted; however, other more economical and/or recyclable types of binding are preferred (such as heat-binding or plastic-comb binding). 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. All pages shall be numbered. Margins shall be no less than 1" around the perimeter of each page. Electronic files, websites, or URLs shall not be included as part of the proposal, other than the CD specified above. Each submittal must include the sections and attachments in the sequence listed in the RFQ Section IV, Submittal Document Requirements, and each section must be divided by tabs and indexed in the Submittal Checklist and Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal.

Respondents who submit responses to this RFQ shall correctly reveal, disclose, and 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 nick-names, 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 signature page of the Proposal.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the signature page of its proposal, the Capital Improvements Management Services Director shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

VII. RESTRICTION ON COMMUNICATIONS

Once the RFQ has been released, Respondents are prohibited from communicating with City officials and staff regarding the RFQ or Submittals, as follows:

A. Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFQ or Submittals from the time the RFQ has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFQ 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 RFQ 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.**

1. Respondents may ask verbal questions concerning this RFQ at the Pre-Submittal Conference.

2. Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **4:00 p.m. Local Time on January 17, 2011**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail or by fax to:

   Angelica Mata, Contract Coordinator, 207-5859 (via fax) or Angelica.Mata@sanantonio.gov

   However, questions sent by certified mail, return receipt requested, will also be accepted and should be addressed to:

   Angelica Mata, Contract Coordinator
   City of San Antonio, Capital Improvements Management Services Department
   Contract Services Division
   114 W. Commerce Street, Room 900, San Antonio, TX 78205

3. Respondents and/or their agents are encouraged to contact the Small Business Outreach Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy Program policy and/or completion of the Good Faith Effort Plan. The point of contact is Fernando Hernandez. Mr. Hernandez may be reached by telephone at (210) 207-1339 or by e-mail at fernando.hernandez@sanantonio.gov. Contacting him or his office regarding this RFQ 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 such selection committee meetings 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.

VIII. EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. The City may appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. 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 these same criteria, or other criteria to be determined by the selection committee. 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.

A. Experience & Qualifications of the Prime Firm, Key Personnel and Sub-consultants (35%)

Discuss the experience and qualifications of the prime firm in providing the services outlined in this RFQ. For each project listed, please provide:

1) Description of the project
2) Role of the firm
3) Project owner
4) Reference information for each project in the following format:

Name of Reference:_____
Reference Phone Number: _____
Reference E-mail:_____

Discuss the experience and qualifications of the specific project team members in providing the services outlined in this RFQ (particularly the Project Manager, and the managers of the key disciplines) including sub-consultant experience. Describe your approach to overall team formation and coordination of team members and provide a team organization chart.
For each key person identified, list their length of time with their respective firm, and provide lists of similar projects on which they have previously worked. If a project selected for a key person is the same as one selected for the prime firm, provide just the project name and the role of the key person. For other projects provide the following:

1) Description of project
2) Role of the person
3) Project Owner
4) Reference information for each project in the following format:

Name of Reference: _____
Reference Phone Number: _____
Reference E-mail:_____

B. Project Understanding, Approach/Management Plan (25%)

This information should include the firm's proposed organizational structure, availability of labor resources (capacity to perform) in executing the firm's effort. The firm shall submit information in a brief narrative plan that clearly and concisely describes the organization and approach to project management and execution.

1) Briefly describe your firms'/teams' understanding of the services or tasks outlined in this RFQ, including all of the requirements to successfully complete the services. Provide the approach of your firm and/or team partner(s**)** in meeting those requirements, and comprehensively address all the issues, standards and requirements needed to produce a finished report.

2) Provide a detailed organizational chart or graphic representation of the proposed team identifying key personnel (indexed as Tab "8" in the submittal). Describe, in graphic and written form, the proposed task assignments and lines of authority and communication for each team member to be directly involved in providing the required services. Also, detail the current capacity of key team individuals and the firm's capabilities to complete the services outlined herein.

3) Describe your management approach and ability to coordinate work with all subcontractors (and/or other contractors) and suppliers.

4) Describe your team's dispute resolution and safety management plan. In addition, briefly describe your firm's approach and capabilities to maintain quality control/assurance in providing the required services.

5) Describe your approach to assuring timely completion of the tasks and services required, including methods for schedule recovery, if necessary.

C. Team's Experience with Issues in the San Antonio Region (15%)

City is interested in evaluating the teams' (including sub-consultants) experience with San Antonio issues, as may be evidenced by existence of local offices or previous work in the San Antonio and surrounding area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:

- San Antonio site development and/or building code requirements;
- San Antonio environmental conditions and constraints;
- San Antonio water table issues;
- San Antonio soil conditions for street and drainage construction;
- City of San Antonio Capital Improvement projects.

D. City of San Antonio's Experience with Prime Firm (past 5 years) (5%)

The scoring for this criteria will be based on the City's Consultants' Scorecard, other documentation or experience with City projects. The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous **City of San Antonio** projects.

Specific items for consideration may include:

- Timely completion of reports and tasks;
- Cooperative working relationship with City;
- Prompt payment of sub-consultants at all levels;
- Compliance with other contract terms;
- Compliance with City Ordinances on substitution/addition/deletion of subconsultants;
- Provided contracting opportunities for small businesses and M/WBEs;
- Compliance with City codes and City of San Antonio standard specifications for construction.

No submittal is required for this section.

E. Small Business Economic Development Advocacy Program (SBEDA): (20%)

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 (i.e. – 50% to local = 5 points). (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). (For example, if a prime contractor is certified a small minority and/or small, woman business enterprise they are eligible for 5 points).

   Prime contractors who subcontract with HUEs can receive points proportional to amount of work performed by those HUEs (i.e. – 50% to HUEs = 2.5 points). (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 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 Good Faith Effort Plan 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.

IX. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award more than one, or no contract(s) in response to this RFQ.

A. The Contract(s), if awarded, will be awarded to the Respondent(s) whose submittal(s) are deemed to be the most advantageous to City, as determined by the selection committee, and upon approval of the City Council.

B. One or more contracts may be awarded in response to this RFQ. The selected Respondent(s) shall be retained in a standby mode. As projects are identified, work to the selected Respondent(s) shall be authorized. The contract term is anticipated to commence following City Council approval and shall be for a one (1), two (2) year term with an option to renew for two (2) additional two (2) year terms at the City's discretion.

C. The enabling Ordinance shall identify the total amount of money that may be expended under the contract(s) awarded in connection with this RFQ. The City does not guarantee that all sums authorized will be spent under the Standby Agreement(s) nor that any minimum amount of work will be authorized. Unless the specific project requirements are determined to preclude a specific consultant from consideration, if more than one contract is awarded, the Department shall attempt to allocate the work evenly according to availability.

D. City may accept any submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFQ on the part of City. However, final selection of a Respondent is subject to City Council approval.

E. City reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.

F. City will require the selected Respondent(s) to execute a contract in substantially the form as attached 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 until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified by the City, the City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

G. This RFQ does not commit City to enter into a Contract, award any services related to this RFQ, nor does it obligate City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

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. The City administers its design and construction management through an Internet-based management system. All vendors will be required to use the City's portal system and submit schedules using Primavera Project Manager 5.X or Primavera Contractor 4.1 or above.

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 percent or more of the voting stock or shares of the business entity, or ten 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.

J. 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 – Instructions and web-link to electronic form are included in Attachment 4 of RFQ.

K. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (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.

L. 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 by accessing either of the following web addresses:

http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm
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 with questions regarding the statute or form.

M. All submittals 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.

N. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, the Pre-Submittal Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

X. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this project.

Pre-Submittal Conference:	January 10, 2011, 10:00 A.M.
Deadline for Submission of Written Questions:	January 17, 2011, 4:00 P.M.
Responses Due:	February 8, 2011, 3:00 P.M.
Interviews, if necessary	February 22, 2011
Anticipated City Council Consideration	March, 2011

Final approval of a selected firm or firms is subject to the action of the San Antonio City Council.