



CITY OF SAN ANTONIO  
 P. O. BOX 839966  
 SAN ANTONIO, TEXAS 78283-3966

FORM 1  
 SUBMITTAL COVER / SIGNATURE SHEET

RFQ POSTING DATE:	April 14, 2011	Request For Qualification Title: Architectural/Engineering Design Services for the Plaza de Armas Building Improvements
DATE OF CLOSING:	May 2, 2011	ID# - 40-00226
TIME OF CLOSING:	(No later than) 3:00 P.M. Local Time	DEPARTMENT / DIVISION:
SUBMIT TO:	City of San Antonio Office of the City Clerk 100 Military Plaza 2 <sup>nd</sup> Floor, City Hall San Antonio, TX 78205	Capital Improvement Management Services

**READ AND SIGN BELOW. UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED.**

Legal Name of Firm:	
Address:	
City:	
State:	Zip Code:
Contact Person:	
Office Phone Number:	Alternate Phone Number:
E-Mail Address:	Fax Number:
<p>I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this submittal reflects accurately data regarding my organization/firm, work to be performed, and estimates of planned/delivered services. By signing this cover sheet, the undersigned agrees that, if awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during the Solicitation process.</p> <p>The undersigned certifies that he/she is authorized to bind the organization. All provisions in Respondent's submittal, shall remain valid for 120 days following the deadline date for submissions or, if Respondent is awarded a contract, throughout the entire term of the contract.</p>	

\_\_\_\_\_  
 Signature of Authorized Individual

\_\_\_\_\_  
 Typed Name of Authorized Individual

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Typed Title of Authorized Individual

**FORM 2**  
**SUBMITTAL CHECKLIST AND TABLE OF CONTENTS**

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide adequate explanation may eliminate the submittal from consideration.

Materials shall be included in the submittal in the order identified on the checklist. Identify the corresponding page numbers in the space provided.

Page No.	Form No.	Form Title
	No Form	Executive Summary
	Form 1	Submittal Cover Sheet / Signature Page – Indexed as Tab “1”
	Form 2	Submittal Checklist (Table of Contents) – Indexed as Tab “2”
	No Form	Statement of Qualifications in narrative form that addresses items in Section VII of the RFQ. This portion is limited to 13 pages not including forms and attachments – Indexed as Tab “3”.
	No Form	Detailed Team Organizational Chart – Indexed as Tab “4”
	No Form	Resumes of key personnel labeled as Tab “5” to the submittal
	No Form	Letters of Reference – Indexed as Tab “6” to the submittal. Respondent may provide a maximum of five (5) letters of reference.
	No Form	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 the attached Contract Document Template. Respondent shall also submit a copy of their current insurance certificate labeled as Tab “7” to the submittal.
	Form 3	Discretionary Contracts Disclosure Form labeled as Tab “8” to the submittal
	Form 4	Litigation Disclosure Form – labeled as Tab “9”
	Form 5	SBEDA SBE Prime Contract Program Commitment Form indexed as Tab “10” to the submittal.
Submission includes: one (1) <b>unbound</b> original proposal signed in ink, seven (7) printed copies (total of 8) and one PDF version of entire submittal on CD. Check Here: _____		

**FORM 3**  
**City of San Antonio**  
**DISCRETIONARY CONTRACTS DISCLOSURE\***

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)*  
*Attach additional sheets if space provided is not sufficient.*

Discretionary Contracts Disclosure Form 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 the "Print" button and place the copy in submittal response as indicated in the Submittal Checklist. Completed forms should not be submitted electronically.

**FORM 4  
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.**



City of San Antonio  
Subcontractor/Supplier Utilization Commitment Form

Solicitation Name: **Plaza de Armas Building Improvements**

Respondent Name:

Initial each statement and sign below.

In responding to this solicitation for which proposals are not initially evaluated based upon price, I hereby affirm my firm's commitment to meet the subcontracting requirements indicated in the solicitation.

I understand a Small Business Enterprise (SBE) subcontracting goal of 30 percent (30%) applies to this solicitation.

I understand that absent a waiver approved by the Small Business Office, failure to include a completed, signed copy of this Commitment to satisfy the subcontracting goal for this solicitation will render this response NON-RESPONSIVE.

I understand and affirm that absent a waiver approved by the Small Business Office, if asked to submit a price proposal response, I will be required to submit a Subcontractor/Supplier Utilization Plan with the price proposal response. Failure to submit the Subcontractor/Supplier Utilization Plan with the price proposal shall render the price proposal response NON-RESPONSIVE.

I understand that my firm's failure to submit the Subcontractor/Supplier Utilization Plan satisfying subcontracting goals during the price proposal response will be grounds for termination of negotiations and will allow the City to enter into negotiations with another Respondent.

Signature

Date

Printed Name & Title