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

FORM 1
SUBMITTAL COVER / SIGNATURE SHEET

RFQ POSTING DATE:	**October 31, 2012**	**Request For Qualifications:** **ON CALL MECHANICAL, ELECTRICAL AND PLUMBING (MEP) DESIGN & ADDITIONAL SERVICES**
DATE OF CLOSING:	**November 27, 2012**	RFQ# – **CIMS103112CH**
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 2nd Floor, City Hall San Antonio, TX 78205	**Capital Improvement Management Services**

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

Legal Name of Firm:	
Address:	
City:	
State:	Zip Code:
Contact Person:	
Office Phone Number:	Alternate Phone Number:
E-Mail Address:	Fax Number:

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.

By its signature below, Respondent certifies that any objections it may have with the City's On-Call Professional Services Agreement template and General Conditions, labeled as RFQ Exhibits "A" and "B" hereto, have been listed and included in Comments to Contract Template and General Conditions under Tab 6 hereto. Absent any objections there listed, Respondent confirms it will execute City's On-Call Professional Services Agreement template and GC's as written.

Respondent further 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.

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"
	Form 3	Discretionary Contracts Disclosure Form labeled as Tab "3" to the submittal
	Form 4	Litigation Disclosure Form – labeled as Tab "4"
	Form 5	Small Business Economic Development Advocacy –labeled as Tab "5"
	No Form	Comments to Contract Template and General Conditions – labeled as Tab "6"
	No Form	Proof of Insurability and Bondability - Respondent shall submit a copy of their current insurance certificate and letter of intent from their Surety labeled as Tab "7" to the submittal.
	No Form	**Statement of Qualifications :** **Criteria A:** Experience-Indexed as Tab "8" Team Organizational Chart-Indexed as Tab "9" Resumes-Indexed as Tab "10" Project Sheets – Indexed as Tab "11" **Criteria B:** indexed as Tab "12" **Criteria C:** indexed as Tab "13"
		SBEDA - indexed as Tab "14"
Submission includes: one (1) **unbound** original proposal signed in ink, six (6) printed copies for a total of seven (7) proposals and one (1) PDF version of entire submittal on a 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: ***On-Call Mechanical, Electrical and Plumbing (MEP)***

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 **ten** percent (10%) applies to this solicitation.

☐ I understand SBE prime respondents proposing at least 51% SBE utilization (prime and/or subcontractor) will receive ten (10) evaluation preference points.

☐ I understand M/WBE prime respondents proposing at least 51% M/WBE utilization (prime and/or subcontractor) will receive ten (10) evaluation preference points.

☐ 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 my firm is required to submit the Subcontractor/Supplier Utilization Plan to CITY on a quarterly basis from the date of execution of any contract resulting from this solicitation (except for the last quarter of this contract term, during which my firm shall submit for each accepted task order).

☐ I understand in the absence of a waiver granted by the SBO, the failure of firm to attain this subcontracting goal for SBE firm participation in the performance of a Commercially Useful Function under the terms of its contract shall be a material breach and grounds for termination of the contract with the CITY, and may result in debarment from performing future CITY contracts, withholding of payment for retainage equal to the dollar amount of the under-utilization below the agreed-upon SBE subcontracting goal, and/or shall be subject to any other remedies available under the terms of this Agreement for violations of the SBEDA Ordinance, or under any other law.

_____ _____

Signature Date

_____

Printed Name & Title