



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

**FORM 1
 SUBMITTAL COVER/CONTRACT SIGNATURE PAGE**

RFCSP POSTING DATE:	January 12, 2015	REQUEST FOR COMPETITIVE SEALED PROPOSALS:
		DISTRICT 3 COMMUNITY CENTER
DATE OF CLOSING:	February 10, 2015	RFCSP: TCI01122015SY
TIME OF CLOSING:	NO LATER THAN 2:00 P.M. LOCAL TIME	DEPARTMENT/DIVISION: Transportation & Capital Improvements
SUBMIT TO:	City of San Antonio Office of the City Clerk 100 Military Plaza 2 nd Floor, City Hall San Antonio, TX 78205	

READ AND SIGN BELOW. UNSIGNED SUBMITTAL COVER/CONTRACT SIGNATURE PAGE SHALL 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:

BY MY SIGNATURE BELOW, I certify I legally am authorized to bind Respondent to the terms and conditions contained in this submitted RFCSP Proposal. I further certify the information contained in this submittal accurately reflects data regarding my organization/firm, the work to be performed and the estimates of planned/delivered services. By signing this Submittal Cover/Contract Signature Page, I understand and agree, if awarded a contract in response to this RSCSP, Respondent shall be ready, willing and able to comply with all representations made by Respondent in this Submittal and during the RFCSP Solicitation process.

Respondent certifies it fully shall comply with all of Contract Documents, pursuant to this RFCSP solicitation, for the amount(s) shown and details contained in Respondent's accompanying Proposal Form. Respondent confirms all work proposed by this RFCSP, when fully completed, shall be performed and acceptable to the entire satisfaction of the City. As the legal representative of Respondent, I certify all prices contained in this proposal carefully have been checked and are submitted as true, correct and final.

As the legally authorized representative of Respondent, I submit this proposal and, by my signature below, acknowledge that I have received and read the entire RFCSP and each of the RFSCP attachments and agree, on behalf Respondent, to be bound by the terms therein. I further acknowledge I have received all Addenda and agree with and Respondent shall be bound by the terms, conditions and requirements of this submitted proposal, all documents listed in the RFCSP Submittal Checklist and Table of Contents, the enabling City Ordinance and all of the associated documentation that form the entire Contract to which Respondent shall be bound, upon the approval of the San Antonio City Council.

I certify any objections Respondent may have with the General Conditions for City of San Antonio Construction Contracts, labeled as RFCSP "Exhibit A" hereto and incorporated herein, have been listed and included in Respondent's written comments under **Tab 8** hereto. I further certify all provisions contained in this submitted Proposal shall remain valid for 120 calendar days following the posted deadline date for submissions and, if Respondent is awarded a contract, throughout the entire term of the awarded contract.

Signature of Authorized Individual

Typed Name of Authorized Individual

Date

Typed Title of Authorized Individual

RFCSP: District 3 Community Center
Project No. 40-00348

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. Respondent shall indicate the corresponding page numbers in the space provided hereon.

Page No.	Form No.	Form Title
	No Form	Executive Summary
	Form 1	Proposal Cover / Contract Signature Page – Indexed and labeled as Tab “1”
	Form 2	Proposal Checklist (Table of Contents) – Indexed and labeled as Tab “2”
	Form 3	Discretionary Contracts Disclosure Form – Indexed and labeled as Tab “3” in the original submittal only
	Form 4	Litigation Disclosure Form – Indexed and labeled as Tab “4”
	Form 5	SBEDA: Subcontractor/Supplier Utilization Commitment Form - Indexed and labeled as Tab “5” in the original submittal only
	Form 6	Price Proposal Form – Indexed and labeled as Tab “6” in the original submittal only
	No Form	Proposal Guarantee (Bid Bond) – Indexed and labeled as Tab “7” in the original submittal only
	No Form (Document attached hereto)	Comments to General Conditions for City of San Antonio Construction Contracts – Indexed and labeled as Tab “8”
	No Form	Proof of Insurability – Indexed and labeled as Tab “9”
	No Form	Letters of Reference – Indexed and labeled as Tab “10”
	No Form	<p>Statement of Qualifications:</p> <p>Criteria A: Experience and Qualifications of Prime Firm, Key Subcontractors and Key Personnel with similar Construction Projects</p> <ol style="list-style-type: none"> 1. Experience - Indexed and labeled as Tab “11” 2. Project Sheets – Indexed and labeled as Tab “12” 3. Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab “13” 4. Resumes – Indexed and labeled as Tab “14” <p>Criteria B: Understanding of the Project and Proposed Management Plan</p> <ol style="list-style-type: none"> 1. Project Understanding – Indexed and labeled as Tab “15” 2. Construction Management – Indexed and labeled as Tab “15” <p>Criteria C: Respondent’s Team’s Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts</p> <ol style="list-style-type: none"> 1. Experience - Indexed and labeled as Tab “16”

Submission includes: one (1) **original unbound** Qualification Statement signed in ink, five (5) printed copies of the submittal, as well as one (1) Adobe 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/att/ContractsDisclosureForm.pdf>

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

1. Download form and complete all fields on the form. Note: All fields shall be completed, prior to submitting the completed form.
2. Click the "Print" button and place the copy in submittal response, as indicated in the Submittal Checklist. Completed forms shall 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.