

CITY OF SAN ANTONIO

AVIATION



REQUEST FOR QUALIFICATION
("RFQ")

for

ON CALL ENVIRONMENTAL CONSULTANT

Release Date: DECEMBER 14, 2012

Proposals Due: JANUARY 14, 2013

This solicitation has been identified as High-Profile.

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the 10th business day after a contract solicitation has been released until 30 calendar days after the contract has been awarded ("black out" period):

- 1 legal signatory of a high-profile contract;
- 2 any individual seeking a high-profile contract;
- 3 any owner or officer of an entity seeking a high-profile contract;
- 4 the spouse of any of these individuals;
- 5 any attorney, lobbyist or consultant retained to assist in seeking contract.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution has been made by any of these individuals during the "black out" period.

002 - TABLE OF CONTENTS

No table of contents entries found.

003 - BACKGROUND

The City of San Antonio, Aviation Department (hereinafter referred to as "City") is seeking Statements of Qualifications from qualified firms with an interest in providing environmental and engineering consulting services to comply with the regulations set forth by the Texas Commission for Environmental Quality (TCEQ) and the U.S. Environmental Protection Agency (USEPA) regarding management of closed municipal solid waste landfills and execution of various City environmental projects. All firms responding must be qualified and have licensed, trained, and/or certified personnel in accordance with state and federal rules to provide various environmental consulting services, or must joint venture or subcontract with a qualified firm to provide the services proposed.

The City anticipates various projects will arise under authority of a contract resulting from this RFQ. Work will consist of various environmental consulting services, such as environmental assessments, subsurface investigations, asbestos sampling, air monitoring, well installation, well plugging, remediation oversight, engineering design, and may be required to support City construction projects and property acquisitions.

Selection of the CONSULTANT(s) and performance of the contract resulting from this RFQ shall be governed by requirements of the Texas Professional Services Procurement Act pertaining to engineering services. For purposes of satisfying requirements of the Texas Professional Services Procurement Act, this RFQ is designed to anticipate responses from professional CONSULTANT(s) who may be engineers, architects, or who may otherwise be covered by the Act. Where engineering/architectural/survey professionals are concerned, the City's review of qualifications must consider highest competency as the primary criterion.

MINIMUM REQUIREMENTS

Minimally, the City requires the services of a firm that employs professionals with sufficient credentials to perform environmental consulting. Consultant may employ such professionals as geologists, scientists, professional engineers, geoscientists and chemists. Required certifications may include, but not be limited to, Corrective Action Project Manager, Registered Environmental Manager, Licensed Geoscientist, and Licensed Professional Engineer.

All interested applicants must have previous work experience performing environmental and/or engineering services for an airport. When applicant is a joint venture, at least one of the joint venture firms must have performed environmental and/or engineering services at an airport.

004 - SCOPE OF SERVICE

The City of San Antonio's Aviation Department is required to monitor, implement and maintain environmental programs related to air, soil, waste and water for various airport operations. The selected firm(s) work will provide environmental consulting and remediation services in support of City operations, construction projects, and property acquisitions. The selected Respondent(s) will perform activities including, but not limited to:

1. Develop landfill gas and leachate management plans;
2. Construct and maintain gas collection and leachate collection systems;
3. Provide groundwater monitoring well system design, installation, sampling, testing and plugging;
4. Provide assistance with groundwater monitoring events at select landfills. Respondent will be responsible for analyzing select parameters, evaluating analytical data, and preparing a report, as required by TCEQ. Respondent may also be responsible for continuing groundwater sampling events at selected landfills;
5. Provide assistance with the evaluation and maintenance of existing leachate and methane collection systems at select landfills. Respondent will be responsible for making recommendations, acquiring equipment, and supplying labor to ensure systems are operating effectively and efficiently;

6. Provide assistance with air monitoring, permitting and reporting to meet Title V permit requirements and New Source Performance Standard (NSPS) requirements and permit rule requirements or other air quality requirements at selected sites. These services may include air monitoring, landfill gas sampling and analyses, or landfill gas surface monitoring;
7. Develop work plans including Sampling Plans, Quality Assurance/Quality Control Plans, and Health and Safety Plans;
8. Develop a waste management plan to address health and safety issues and waste management procedures associated with impacted projects;
9. Conduct Risk Assessments;
10. Design, implement, and manage site specific remediation plans;
11. Operate and maintain all remediation equipment, including any equipment and labor as may be required such as pumps, compressors, gas analyzers, bailers, and other testing equipment;
12. Obtain site closure on projects pertaining to impacted soil, water, air and other affected media in accordance with federal, state and local requirements;
13. Perform Environmental Compliance auditing;
14. Provide Engineering, design, surveying and over-sight of construction activities required at selected sites;
15. Provide regulatory coordination and other services, as required;
16. Assist with the preparation, inspection, updates and certification of SPCC plans for City facilities in accordance with the Oil Pollution Prevention Regulation under the authority of the federal Clean Water Act requirements; Respondent will also provide assistance with design and implementation of SPCC containment measures required for facility compliance;
17. Prepare monthly reports describing tasks completed, tasks anticipated to be completed and expenses incurred for all assigned projects;
18. Conduct Phase I ESAs on proposed or existing City property or right-of-way (ROW) in accordance with ASTM E1527-05 or USEPA All Appropriate Inquiry (AAI) requirements;
19. Conduct Phase I ESAs for Brownfield sites in accordance with AAI (All Appropriate Inquiry) requirements. Prepare Quality Assurance Project Plans (QAPP) for phase II subsurface investigation reports. Prepare and submit reports with findings and recommendations associated with investigative results;
20. Perform Phase II ESAs which may include: performing subsurface investigations on proposed or existing City property or ROW to identify the presence or absence of potential contaminants, and to delineate the vertical and horizontal extent of contamination, if encountered. The investigation must be conducted in accordance with federal, state and local requirements and applicable industry standards to afford the City CERCLA protections as an innocent land owner, contiguous property owner, or a bona fide prospective purchaser;
21. Drilling below ground to depths of 30 feet and collecting samples of soil and groundwater. Some bores may be converted into permanent monitoring wells for groundwater monitoring purposes;
22. Analyze sample results by an authorized independent laboratory and render conclusions and recommendations;
23. Phase III ESAs are the remediation phase and may involve, but not be limited to waste management plans, environmental closure by statistical analysis and risk-based assessment and additional investigation;
24. Oversight of a remediation activity by others to ensure that work is being conducted appropriately, which may include preparing, managing and signing waste manifests;
25. Assist with the preparation, inspection and certification of SWP3 plans for City facilities in accordance with the Texas Pollutant Discharge Elimination System (TPDES) under the authority of the federal Clean Water Act requirements.

26. Prepare Storm Water Pollution Prevention Plans (SWP3) records, conduct storm water sampling and monitoring, and assist with BMP design and implementation;
27. Conduct employee and tenant SWP3 training;
28. Monitoring, reporting, removal, and site closure of above ground and underground tanks, in accordance with applicable Texas Commission on Environmental Quality (TCEQ) requirements. This includes possible Leaking Petroleum Storage Tanks (LPST) assessments.
29. Perform asbestos surveys, collect bulk samples and analyze sample results by an authorized independent laboratory per state requirements.
30. Perform asbestos oversight of asbestos abatement activities and perform required air monitoring activities.
31. Draft responses to regulatory agencies, local governments, or others on behalf of the SAAS to inquiries regarding environmental issues.
32. Investigate and recommend structural controls as necessary, to control discharge velocities to the extent necessary to prevent the destruction by erosion of the natural physical characteristics of receiving waters.

005 - ADDITIONAL REQUIREMENTS

There are no additional RFQ requirements.

006 - TERM OF CONTRACT

A contract awarded to one (1) or more consulting firms in response to this RFQ will be for a three (3) year period from the effective date of City Council approval. The City shall have the option to renew for an additional two (2) one-year terms with the same terms and conditions, upon approval of the Director of Aviation Department. The selected Respondent shall be retained in a standby mode. As projects are identified and funded, work shall be authorized.

007 - PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held at San Antonio International Airport, Terminal A Mezzanine Conference Room, 9800 Airport Blvd., San Antonio, TX 78216 at **10:00 a.m., Central Time, on Friday, December 21, 2012**. Respondents are encouraged to prepare and submit their questions in writing 2 calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

This meeting place is accessible to disabled persons. The San Antonio International Airport is wheelchair accessible. The accessible entrance is located at 9800 Airport Blvd., Terminal A. Accessible parking spaces are located in Hourly Parking Garage. 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 response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation 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 the Restrictions on Communication section, after the conclusion of the Pre-Submittal Conference.

008 - PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, 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.

Submit one original, signed in ink, five (5) copies, and one copy of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal. Each of the items listed below must be labeled with the heading indicated below as a separate file on the CD.

TABLE OF CONTENTS

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.

GENERAL INFORMATION FORM. Use the Form found in this RFQ as Attachment A, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFQ as Attachment A, Part Two.

PROPOSED PLAN. Use the Form found in this RFQ as Attachment A, Part Three.

DISCRETIONARY CONTRACTS DISCLOSURE FORM. Use the Form in RFQ Attachment B which is posted separately or Respondent may download a copy at:

<https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.

Instructions for completing the Discretionary Contracts Disclosure form:

Download form and complete all fields. All fields must be completed prior to submitting the form.

Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM. Complete and submit the Litigation Disclosure Form, found in this RFQ 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.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS. Complete, sign and submit the required DBE Good Faith Effort Plan for Federally Funded Contracts (DBE Form 1), found in this RFQ as Attachment D. If proposed subcontractor/s/suppliers are certified, attach a copy of their Certification Affidavit to DBE Form 1. If Respondent is a Joint Venture, submit the required Joint Venture documentation described in RFQ Exhibit 1.

Respondents must submit a Narrative Statement which describes their:

Business Diversity Plan which should include, but not be limited to, the following types of information: commitment in addressing diversity; activities to be taken to assure equal employment opportunity for all persons, regardless of race, color, religion, age, national origin, citizenship status, or disability; and institutional strategies to ensure diversity.

Historical DBE/ACDBE utilization on previous contracts.

Efforts to achieve significant and meaningful diversity on this project team compilation.

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 RFQ if awarded a contract in response to this RFQ. Respondent shall also submit a copy of their current insurance certificate.

FINANCIAL INFORMATION. Submit a recent copy of a Dun and Bradstreet financial report, or other credit report, on Respondent and its partners, affiliates and subtenants, if any.

ON-CALL ENVIRONMENTAL CONSULTING PROFESSIONAL SERVICES AGREEMENT. Respondent shall review the Agreement draft (attached hereto and labeled as RFQ Exhibit 2), which draft is in substantially complete form, and provide written comments, objections and/or concerns regarding the Agreement with its submission. If Respondent does not have any comments, objections and/or concerns, Respondent must indicate that in this tab. If no comments, objections and/or concerns are submitted by the Respondent, City will presume that Respondent will sign the Agreement as presented, if selected.

SIGNATURE PAGE. Respondent must complete, sign and submit the Signature Page found in this RFQ 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.

PROPOSAL CHECKLIST. Complete and submit the Proposal Checklist found in this RFQ as Attachment F.

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 THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

009 - CHANGES TO RFQ

Changes to the RFQ, made prior to the due date for proposals shall be made directly to the original RFQ. Changes are captured by creating a replacement version each time the RFQ is changed. It is Respondent's responsibility to check for new versions until the proposal due date. City will assume that all proposals received are based on the final version of the RFQ as it exists on the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ.

010 - SUBMISSION OF PROPOSAL

Proposals may be submitted in hard copy format.

Submission of Hard Copy Proposals.

Respondent shall submit one original, signed in ink, five (5) copies, and one copy of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, "On-Call Environmental Consultant" on the front of the package.

Proposals must be received in the City Clerk's Office no later than **11:00 a.m., Central Time, on Monday, January 14, 2013** at the address below. 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:

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

Physical Address:

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

Proposals sent by facsimile or email will not be accepted.

Proposal Format. Each proposal shall be typewritten, single spaced and submitted on 8 ½" x 11" white paper. If submitting a hard copy, place proposal inside a three ring binder or other securely bound fashion. 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 RFQ Attachment A may not exceed 30 pages in length. 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 RFQ Section 008, Proposal Requirements, and each section and attachment must be indexed and, for hard copy submissions, divided by tabs and indexed in a Table of Contents page. For CD copy

of submissions, each separate section should be attached as a separate file. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Modified Proposals. Proposals may be modified provided such modifications are received prior to the due date for submission of proposals and submitted in the same manner as original proposal. For hard copy proposals, provide a cover letter with the proposal, indicating it is a modified proposal and that the Original proposal is being withdrawn.

Correct Legal Name.

Respondents who submit proposals to this RFQ 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 RFQ 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.

Firm Offer. All provisions in Respondent's proposal shall remain valid for ninety (90) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Confidential or Proprietary Information. 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; however, 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.

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

011 - RESTRICTIONS ON COMMUNICATION

Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFQ or proposals 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.

Exceptions to the Restrictions on Communication with City employees include:

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

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until **1:00 p.m., Local Time, on Thursday, January 3, 2013**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail or through the portal.

Marisol Amador, Procurement Specialist III
City of San Antonio, Aviation Department
marisol.amador@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

Respondent and/or their agents may contact the Aviation Department's DBE Liaison Officer for assistance or clarification with issues specifically related to the DBE policy and/or completion of the Good Faith Effort Plan. Point of

contact is Ms. Lisa Brice, who may be reached via telephone at (210) 207-3505 or through e-mail at lisa.brice@sanantonio.gov. Respondents and/or their agents may contact Ms. Brice at any time prior to the due date for submission of proposals. Contacting her or her office regarding this RFQ after the proposal due date is not permitted.

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.

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.

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.

012 - EVALUATION OF CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFQ. The City may appoint a selection committee to perform the evaluation. Each Proposal 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 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:

Experience, Background, Qualifications (50 points)

Proposed Plan (30 points)

Disadvantaged Business Enterprise (DBE) Program (20 points):

DBE participation shall be evaluated based on the participation plan and other information submitted by respondent as set forth in the Disadvantaged Business Enterprise Program Requirements and Forms (Response Attachment D).

Up to 10 percentage (10%) points based on Narrative Statement

Up to 10 percentage (10%) points based on Respondent's meeting the DBE/ACDBE goal.

- Percentage points will be based on the percentage of the goal met.
- Respondents meeting the goal will receive 10 points.
- Respondents attaining 50% of the goal will receive 5 points.
- Respondents attaining 25% of the goal will receive 2.5 points
- Less than 25% will be evaluated proportional to the level of utilization identified by the respondent.

013 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS

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

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.

City may accept any Proposal 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.

City reserves the right to accept one or more proposals or reject any or all proposals 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.

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 RFQ 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.

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 proposal or in anticipation of a contract.

If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

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.

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>.)

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.

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.

014 - SCHEDULE OF EVENTS

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

RFQ Release Date	Friday, December 14, 2012
Pre-Submittal Conference	Friday, December 21, 2012 @ 10:00 a.m.
Final Questions Accepted	Thursday, January 3, 2013 @ 1:00 p.m.
Proposal Due	Monday, January 14, 2013 @ 11:00 a.m.

015 - RFQ EXHIBITS

RFQ EXHIBIT 1

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

**SAN ANTONIO INTERNATIONAL AIRPORT (SAIA)
DBE PROGRAM - 49 CFR PART 26
DBE PROGRAM OVERVIEW AND REQUIREMENTS
AND
REQUIRED DBE FORMS**

PROJECT: Environmental Consultant for San Antonio International Airport

The San Antonio International Airport has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U. S. Department of Transportation (DOT), 49 CFR Part 26. The City of San Antonio has received federal financial assistance from the Department of Transportation and as a condition of receiving this assistance, the City of San Antonio has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the San Antonio International Airport that it will ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT assisted contracts. It is our policy:

To ensure nondiscrimination in the award and administration of DOT-assisted contracts.

1. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
2. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
3. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
4. To help remove barriers to the participation of DBEs in DOT-assisted contracts; and
5. To assist in the development of firms that can compete successfully in the market place outside the DBE Program.

DBE OBLIGATION

The San Antonio International Airport and/or its contractor agrees to ensure that DBEs as defined in 49 CFR Part 26 have an equal opportunity to participate in the performance of contracts financed in whole or in part with federal funds provided under this agreement. In this regard the San Antonio International Airport and its contractors shall not discriminate on the basis of race, color, national origin, gender, or disability in the award and performance of DOT-assisted contracts.

DBE GOAL

The DOT regulations require that overall project goals be calculated consistent with the process in Section 26.45 for setting goals under DOT assisted projects (49 CFR Section 23.95 [a]). The San Antonio International Airport has applied the two-step process as outlined in 49 CFR Section 26.45. This two-step process consists of determining the relative availability of DBEs ready, willing, and able in the local market area ("base figure"). Step 2 is to adjust the "base figure" percentage from Step 1 so that it reflects as accurately as possible the DBE participation the City would expect in the absence of discrimination based on past participation. The local market area is defined as Bexar County, Texas, unless otherwise noted.

A firm submitting a proposal for this project is asked to make good faith efforts to meet or exceed the goal for DBE participation. All respondents that do not meet the goals set for this project are subject to good faith efforts review. The City will evaluate the respondent's good faith efforts to achieve DBE goals.

THE DBE GOAL FOR ENVIRONMENTAL CONSULTANT UNDER THE CONTRACT IS 11%

CERTIFICATION

1. A contractor/bidder/proposer shall submit to the City a copy of the DBE Certification Affidavit, for all DBE firms utilized or proposed to be utilized as subcontractors or suppliers in the performance of work on said project with the Letter of Intent (DBE Form 2).
2. The Certification Affidavit must be from a firm that has been certified by one of the five (5) certifying agencies of the Texas Unified Certification Program (TUCP). The five agencies are: Texas Department of Transportation (TxDot), North Central Texas Regional Certification Agency (NCTRCA), South Central Texas Regional Certification Agency (SCTRCA), City of Houston, and Corpus Christi Regional Transportation Authority. Each certifying entity will maintain and process all DBE applications in their designated area throughout the state.

3. A firm must be certified on or before the bid/proposal due date in order for the firm's proposed work on the particular contract to be credited toward the DBE goal. It is not enough for a certification application to have been submitted by the deadline.

COUNTING JOINT VENTURES

Joint Ventures do not have to be fifty-one percent (51%) DBE owned in order to be counted toward the participation goal. *Joint ventures that do not include any DBE firms will not count toward the goal.* A joint venture with ownership of DBE partners in any percentage will be counted for that percentage equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces, (provided the DBE ownership is real and substantial and the DBEs are performing a commercially useful function).

The required documentation to be submitted to the City, along with the proposal, for Joint Ventures with DBE partners shall include:

- a. The Joint Venture Agreement for the specific contract including a detailed statement of ownership.
- b. Corporate resolutions or other documents authorizing the firms to enter into the Joint Venture.
- c. A description of the work to be performed by all the Joint Venture Partners.
- d. Proof of current certification status of the individual DBE venture partners.

GOOD FAITH EFFORTS

The bidder/proposer shall demonstrate, to the satisfaction of the DBE Liaison that genuine efforts have been made to achieve the DBE goal. The requirements for demonstrating "good faith efforts" are set forth as follows:

1. Written notices to DBEs contacted by the bidder/proposer for specific scopes of work identified by the bidder/proposer for subcontracting opportunities not less than five (5) business days prior to bid due date. Such notices shall include information on the plans, specifications and scope of work, including the deadline for submission of interest in teaming;
2. Attendance at a pre-bid conference, if any, scheduled by the City to inform DBEs of subcontracting opportunities under a given solicitation.
3. Efforts made to define additional elements of the work proposed to be performed by DBEs in order to increase the likelihood of achieving the goals.
4. For those DBES responding affirmatively in writing to the notice required by Item 1 above,
 - (a) reasons why agreements were not reached, including written explanation for rejection of bids;
 - (b) if additional elements of work have been identified by the bidder/proposer as available for subcontracting, the bidder/proposer shall contact the Department of Economic Development or the Aviation's DBE Liaison to ascertain the availability of DBE firms in those areas.
5. Efforts to assist DBE contractors with bonding, insurance, and financing, where appropriate.
6. Seeking the assistance of the Aviation's DBE Liaison or the Department of Economic Development in contacting DBEs.
7. A bidder/proposer shall commit to the minimum percentage of DBE utilization as submitted with its bid/proposal on this contract. During the term of this contract, any unjustified failure to comply with the level of DBE participation identified in the bid/proposal shall be considered a material breach of contract.
8. If the bidder/proposer is a certified DBE and the DBE bidder/proposer intends to perform a portion of the work with its own work force, the DBE bidder/proposer must identify the work specifically by type and dollar value and must perform the work indicated with its own work forces in order to have that work counted toward the goal. (Even though the bidder/proposer is a certified DBE does not relieve the DBE bidder/proposer of the responsibility to make good faith efforts.)
9. In addition, all bidders/proposers will be required to submit the following information with the bid:
 - (a) The names and addresses of DBE firms that will participate in the contract;
 - (b) A description of the work that each DBE will perform
 - (c) The dollar amount of the participation of each DBE firm participating
 - (d) Written documentation of the bidder's/proposer's commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
 - (e) Written confirmation from the DBE that it is participating in the contract as provided in the bidder's/proposer's commitment.

DBE UTILIZATION FORMS

1. **All bidders/proposers must submit the following form with the Bid/Proposal AT THE TIME OF THE BID/PROPOSAL DATE, regardless of whether or not is has met the DBE goal for said project:**
 - a. **San Antonio International Airport DBE Good Faith Effort Plan for Federally Funded Contracts (DBE Form 1)**
 - b. **Letter of Intent (DBE Form 2)**

If the above referenced form is not completed and signed by the bidder/proposer or said form is not received by the City at the time of the bid/proposal date, the bid/proposal will be considered non-responsive.

- c. If the bidder/proposer wishes to add, delete, and/or to substitute any subcontractor/supplier and/or to modify the work/dollar values after the bid due date (for bidders) or after the contract negotiation date for proposers, the bidder/proposer must submit a Change of Subcontractors/Suppliers form (DBE Form 3) and Letter of Intent (DBE Form 2) form(s) for the additional/substitute subcontractor/supplier to the Aviation Department DBE Liaison Office for written approval in **advance**. The contractor/bidder/proposer must provide additional documents and information if requested by the Aviation Department. The documentation shall include the specific reasons for the proposed change.

If the change involves a subcontractor/supplier substitution, the contractor/ bidder/proposer must make a good faith effort to replace one DBE firm with another DBE firm. The substitute DBE firm must be certified by one of the certifying entities of the TUCP in order for the contractor/bidder/proposer to receive credit toward fulfilling its DBE participation goal for the contract. In the event that the contractor/bidder/proposer is unable to contract with another DBE firm, good faith effort documentation must be provided to the Aviation Department DBE Liaison describing the unsuccessful attempts to locate a substitute DBE firm. In all situations, no additional and/or substitute subcontractor/supplier shall begin work on the project until contractor receives written approval by the City.

- d. The City may withhold payment on invoice line items to the contractor for contractor's failure to receive the prior written consent from the City for any changes to subcontractors and/or suppliers as reflected on contractors approved Good Faith Effort Plan (DBE Form 1) and/or Letter of Intent (DBE Form 2).

EVALUATION OF GOOD FAITH EFFORTS

The good faith effort of a bidder/proposer will be evaluated by the DBE Liaison to determine whether the efforts to obtain DBE participation were those that a firm seeking subcontractors would take in the normal course of doing business; whether the steps taken had a reasonable prospect of success; and whether based upon the size, scope and complexity of the subcontract, there were qualified DBE firms available and willing to accept the contract at a competitive price.

The following is a list of types of actions, which the DBE Liaison may consider as part of the bidder's/proposer's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

Criteria used to evaluate "Good Faith Efforts" are as follows:

1. Soliciting through all reasonable and available means (e.g. attendance at pre-proposal conferences, advertising and/or written notices) the interest of certified DBEs who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder/proposer must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.
2. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goal will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
3. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.

4. (a) Negotiating in good faith with interested DBEs. It is the bidder's/proposer's responsibility to make a portion of the work available to DBE subcontractors and/or suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and/or suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.
 - (b) A bidder/proposer using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a prime contractor failure to meet the contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the prime contractor of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.
5. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
6. Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance.
7. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
8. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.
9. In determining whether a bidder/proposer has made good faith efforts, the DBE Liaison may take into account the performance of other bidders in meeting the contract. For example, when the apparent successful bidder fails to meet the contract goal, but others meet it, the DBE Liaison may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal, but meets or exceeds the average DBE participation obtained by other bidders, the DBE Liaison may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.

RECONSIDERATION MECHANISM

The Aviation Department's DBE Liaison will evaluate the "good faith efforts" of a firm. If after reviewing the good faith efforts submitted by Bidder/Proposer, the DBE Liaison determines that the Bidder/Proposer has failed to adequately document its good faith efforts, then the Bidder/Proposer shall have the opportunity to provide written documentation or argument, to the Aviation Director, concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The Bidder/Proposer will have the opportunity to meet in person with the Aviation Director to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. The Aviation Director will provide a written decision on reconsideration explaining the basis of his decision. In cases of dispute, the final decision in determining whether Good Faith Efforts have been made rests with the Aviation Director.

The Aviation Director may determine that the efforts of the Bidder/Proposer substantially comply with the purpose of this program and such determination is in the best interest of the DBE Program and the City. However, if the Aviation Director determines that the Bidder/Proposer did not make good faith efforts to meet the goal, the decision is not administratively appealable to the Department of Transportation

COMPLIANCE

If a bidder/proposer is awarded a contract:

1. The bidder/proposer must not terminate for convenience a DBE subcontractor (or an approved substitute DBE firm) and then perform the work of the terminated subcontract with its own forces or those of an affiliate, without the City's prior written consent. When a DBE subcontractor is terminated, or fails to complete its work on the contract

for any reason, the bidder/proposer must notify the City immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

2. The Bidder/Proposer will be required to make good faith efforts to find another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal the City has established for this contract. The Bidder/Proposer will be required to obtain the DBE Liaison's prior approval of the substitute DBE, through the submittal of Change of Subcontractors/Suppliers (DBE Form 3) and to provide copies of new or amended subcontracts, or documentation of good faith efforts. If the Bidder/Proposer fails or refuses to comply in the time specified, our office may issue a termination for default.

PROMPT PAYMENT

The Prime Contractor agrees to pay each subcontractor under this contract for satisfactory performance of its subcontract **no later than fifteen (15) days** from the date that the prime contractor has been paid by the City for invoices submitted for performance of subcontractor's work. A delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the City of San Antonio. This clause applies to both DBE and non-DBE subcontractors.

RETAINAGE PAYMENTS

The prime contractor agrees to provide subcontractor prompt and full payment of retainage within 30 days after the subcontractor's work is satisfactorily completed. In the event that the prime contractor does not provide the subcontractor prompt and full payment of retainage within 30 days, the City may elect to decline to hold retainage from prime contractors and prohibit prime contractors from holding retainage for subcontractors.

For purposes of payments (prompt and retainage), a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the City. When a recipient has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

Any delay or postponement of payment by the prime contractor, may take place only for good cause, with the City's prior written approval. The Bidder/Proposer will use appropriate alternative dispute resolution mechanisms to resolve payment disputes. Those mechanisms will be provided to the City for its review prior to the start of the contract.

PAYMENT VERIFICATION

The prime contractor shall submit a City of San Antonio Disadvantaged Business Enterprise Subcontractor/Supplier Activity and Expenditures Report to the project manager and/or contract administrator along with the monthly pay request. The report shall be in the format required by the City and shall include all awards and payments to subcontractors/suppliers for goods and services provided under the agreement during the previous month. This report may be used by the City to verify utilization of and payment to DBEs.

The prime contractor and any subcontractor whose contracts are being counted toward the DBE requirement shall allow the City access to records relating to the contract, including but not limited to, subcontracts, payroll records, tax information and accounting records, for the purpose of determining whether the DBEs are performing the scheduled work.

CONTRACT REQUIREMENTS

The goals on this contract shall also apply to amendments that require work beyond the scope of services originally required to accomplish the project. The prime contractor is asked to make "good faith efforts" to obtain DBE participation for additional scope(s) of services. Amendments that do not alter the type of service originally required to accomplish the project may be undertaken using the subcontractor and suppliers already under contract to the prime contractor. Any amendment affecting the scope of service or value of the contract should be documented on a form acceptable to the City.

RFQ EXHIBIT 2

DRAFT AGREEMENT

(Posted as a separate document)

016 - RFQ ATTACHMENTS

RFQ ATTACHMENT A, PART ONE

GENERAL INFORMATION

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 RFQ 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 three (3) references, that Respondent has provided services to within the past three (3) years. 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: _____

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: _____

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: _____

Date and Type of Service(s) Provided: _____

RFQ ATTACHMENT A, PART TWO

EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

A. EXPERIENCE, BACKGROUND, & QUALIFICATIONS - FIRM

1. Provide a brief history of the Respondent firm.
2. List the airport names for which the Respondent has provided environmental consulting, engineering consulting and remediation services. For each airport, provide the following:
 - a. Details of the consulting and engineering services provided
 - b. Point of contact
 - c. Title
 - d. Address
 - e. Telephone number
 - f. Email of each airport representative
3. Describe any additional work experience the respondent has had with airports. Provide tasks details, timelines and outcomes.
4. State the number of years the respondent has been performing environmental consulting, engineering consulting and remediation services. Please provide information for any subcontractors as well.
5. Identify any concurrent or near future commitment that would impede the Respondent's ability to perform requirements of the contract. Also, provide information on other circumstances (i.e. personnel, equipment, workload, etc...) that would prevent Respondent from being able to perform the tasks outlined in this contract.
6. List relevant experience with projects (outside of airports) of similar scope performed over the past three (3) years. For each project listed include the following:
 - a. Scope of services performed
 - b. Dollar value
 - c. Date the services were provided
 - d. Point of contact
 - e. Title
 - f. Address
 - g. Telephone number
 - h. Email of each client representative.
7. If Respondent is proposing as a team or joint venture or has included sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint ventures and/or sub-contractors have worked together in the past. Describe the assignments of each team or subcontractors.

B. EXPERIENCE, BACKGROUND, & QUALIFICATIONS – PERSONNEL

1. Provide organizational chart for personnel that will be working on this contract (to include sub-contractors).
2. Prepare a table showing, in alphabetical order by last name, the information requested below for each person on the Organizational Chart.
 - a. Name:
 - b. Firm:
 - c. Title:
 - d. Expected Role on Projects, if selected:
 - e. Years with Firm:

- f. Years Experience in providing Engineering/Environmental Services:
 - g. Years Experience in providing Engineering/Environmental Services at Airports:
 - h. Highest Degree/Discipline/School:
 - i. Certification:
 - j. Memberships:
 - k. Licenses:
 - l. Availability:
 - m. Additional relevant information:
 - n. Narrative Description of Experience on Relevant Projects of similar scope, and year completed. (Do not repeat descriptions of projects used in response to Experience of the Firm. Simply cross reference to that response.) Insert Narrative after the table. These narrative responses should be in alphabetical order by last names.
3. Identify the number and professional qualifications (to include licenses, certifications, associations) of staff to be assigned to the project and relevant experience on projects of similar size and scope.

RFQ ATTACHMENT A, PART THREE

PROPOSED PLAN

Prepare and submit the following items.

1. Describe Respondent's resources, including:
 - a. Total number of employees (professional, technicians, administrative);
 - b. Number and location of offices;
 - c. Number and types of equipment to support this contract.
2. Describe any special equipment or facilities available to perform the requested work.
3. Identify any tasks outlined in the RFQ that would be subcontracted.
4. Describe how Respondent will ensure availability to timely respond to work order requests if awarded contract.
5. Also include how much lead time would be needed to prepare scope of work for requested tasks and how much time once authorization is given would be needed to begin work on the project.
6. Provide any additional plans and/or relevant information about Respondent's approach to providing the required services.

RFQ ATTACHMENT B

DISCRETIONARY CONTRACTS DISCLOSURE FORM

Discretionary Contracts Disclosure Form may be downloaded at
<https://www.sanantonio.gov/efrms/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.

RFQ ATTACHMENT C
LITIGATION DISCLOSURE FORM

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.

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 ___

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 ___

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.

RFQ ATTACHMENT D

DBE FORM(S)

SAN ANTONIO INTERNATIONAL AIRPORT (SAIA)
DBE GOOD FAITH EFFORT PLAN FOR FEDERALLY FUNDED CONTRACTS
(DBE FORM 1)

NAME OF PROJECT: Environmental Consultant for San Antonio International Airport _____

PROPOSER INFORMATION:

Name of Proposer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Is your firm certified? ___ Yes ___ No Type of Certification: ___ DBE ___ MBE ___ WBE ___ AABE ___ SBE

Age of Firm (Number of Years in Business): _____ years

Annual Gross Receipts of the Firm: _____ Less than \$500,000 _____ \$500,000 to \$1 million
 _____ \$1 million to \$2 million _____ \$2 million to \$5 million
 _____ Over \$5 million

1. List **ALL SUBCONTRACTORS/SUPPLIERS** that will be utilized on this contract. **(An approved Good Faith Effort Plan is required prior to award of any contract.)**

Name & Address of Company	Scope of Work/Supplies to be Performed/ Provided by Firm	Estimated Contract or % Level of Participation	If Firm is DBE Certified, Provide Certification Number	Date Written Notice Was Sent and Method (Letter, Fax, E-mail)
1.				
2.				
3.				
4.				
5.				

(Use Additional Sheets if Necessary)
If Goal is Met, Skip to Item 9

2. List all firms you contacted with subcontracting/supply opportunities for this project that will not be utilized for this contact by choice of either the proposer, subcontractor, or supplier. **Written notices to firms contacted by the proposer for specific scopes of work identified for subcontracting/supply opportunities must be provided to subcontractor/supplier not less than five (5) business days prior to bid/proposal due date.** The following information is required for all firms that were contacted of subcontracting/supply opportunities:

Name & Address of Company	Scope of Work/Supplies to be Performed/ Provided by Firm	Estimated Contract Amount or % Level of Participation	If Firm is DBE Certified, Provide Certification Number	Date Written Notice Was Sent and Method (Letter, Fax, E-mail)	Reason Agreement Was Not Reached
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(Use additional sheets as needed)

In order to verify a proposer's good faith efforts, it may be necessary to provide the City with copies of the written notices to all firms contacted by the proposer for specific scopes of work identified in relation to the subcontracting/supply opportunities in the above named project. If requested by the DBE Liaison, copies of said notices must be provided to the DBE Liaison within five (5) business days of such request. Such notices shall include information on the plans, specifications and scope of work.

3. Did you attend the pre-proposal conference scheduled by the City for this project? ____ Yes ____ No

4. List all DBE listings or directories, contractor associations, and/or any other associations utilized to solicit DBE subcontractors/suppliers:

5. Discuss efforts made to define additional elements of the work proposed to be performed by DBEs in order to increase the likelihood of achieving the goal:

6. Indicate advertisement mediums used for soliciting bids from DBEs. (Please attach a copy of the advertisement(s):

7. Discuss efforts made to assist interested DBEs in obtaining bonding, lines of credit, or insurance:

8. Discuss efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services:

9. Name and phone number of person appointed to coordinate and administer the Federal DBE Good Faith Efforts of your company on this project.

Name: _____ Title: _____

Phone Number: _____

AFFIRMATION

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

NAME AND TITLE OF AUTHORIZED OFFICIAL: _____

SIGNATURE: _____ DATE: _____

FOR San Antonio INTERNATIONAL AIRPORT USE ONLY:

Plan Reviewed by _____ Date: _____
Signature of DBE Liaison

Recommendation: Approval: _____ Denial: _____

Action Taken: Approved: _____ Denied: _____

NAME OF PROJECT: Environmental Consultant for San Antonio International Airport

DECLARATION OF PRIME CONTRACTOR

I hereby declare and affirm that I am the

(Title of Declarant)

and a duly authorized representative of

(Name of Prime Contractor)

to make this declaration and that I have personally reviewed the material and facts set forth in this Intent to Perform form. To the best of my knowledge, information and belief, the facts and representations contained in this form are true, the owner or authorized agent of the firm signed this form in the place indicated, and no material facts have been omitted.

The undersigned intends to enter into a formal agreement with the listed firm for work as indicated by this form and will, if requested, provide the Airport's DBE Liaison with a copy of that agreement within three (3) business days of execution.

(Name of Declarant)

(Signature)

(Date)

SUBMIT THIS PAGE FOR EACH SUBCONTRACTOR/SUPPLIER FOR THIS CONTRACT, AS LISTED ON ITEM 1 OF DBE GOOD FAITH EFFORT PLAN FOR FEDERALLY FUNDED CONTRACTS [DBE FORM 1] AND/OR CHANGE OR ADDITION OF SUBCONTRACTORS/SUPPLIERS ON FEDERALLY FUNDED CONTRACTS (DBE FORM 3)

SAN ANTONIO INTERNATIONAL AIRPORT
 CHANGE OF SUBCONTRACTORS/SUPPLIERS ON FEDERALLY FUNDED CONTRACTS
 (DBE FORM 3)

NAME OF PROJECT: Environmental Consultant for San Antonio International Airport

Name of Proposer: _____

The above named firm requests approval of the following addition(s) and/or deletion(s) of the Subcontractor/Supplier firm(s) to the approved DBE Good Faith Effort Plan for Federally Funded Contracts (DBE Form 1) and Letter of Intent (DBE Form 2) as originally submitted as part of the above referenced project. **No additional and/or substitute subcontractor/supplier shall begin work on the project until contractor receives written approval by the City.**

Delete	Name of Firm	Is firm a Subcontractor or Supplier	Description of Work to be Performed by Firm	Is firm DBE Certified Yes or No?	Total Dollars of Work to be Performed by Firm

REASON(S) FOR REMOVING EACH SUBCONTRACTOR(S)/SUPPLIER(S) LISTED ABOVE: _____

Please indicate the name of the firm(s) you wish to add or substitute. **A Letter of Intent (DBE Form 2) for any additional/substitute subcontractor(s)/supplier(s) must be submitted to the City for approval with this form. No additional and/or substitute subcontractor/supplier shall begin work on the project until contractor receives written approval by the City.**

Add	Name of Firm	Is firm a Subcontractor or Supplier	Description of Work to be Performed by Firm	Is firm DBE Certified Yes or No?	Estimated Dollars of Work to be Performed by Firm

If a DBE Subcontractor/Supplier was deleted/terminated/replaced, was it replaced with another DBE subcontractor/Supplier? Yes ___ No ___ If not, why not:

If another DBE Subcontractor/Supplier did not replace the DBE Subcontractor/Supplier, please submit for our review the good faith efforts used to find another DBE to perform at least the same amount of work under the contract as the DBE that was deleted/terminated/replaced.

If a Subcontractor/Supplier is added at any time during this project, Contractor shall submit for our review and approval the good faith efforts used to find a DBE to perform such work.

AFFIRMATION

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

Name & Title of Authorized Official: _____

Signature: _____ Approved: _____ Denied _____

RFQ ATTACHMENT E

SIGNATURE PAGE

By submitting a proposal, Respondent represents that:

If awarded a contract in response to this RFQ, Respondent will be able and willing to execute a contract in the form shown in the RFQ, as attached and set out in RFQ Exhibit 2, with the understanding that the scope and compensation provisions will be negotiated and included in the final document.

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.

If awarded a contract in response to this RFQ, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFQ Exhibit 2.

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 proposal and during Proposal process.

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.

Respondent agrees to fully and truthfully submit the Respondent Proposal form and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.

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.

(S)he is authorized to submit this proposal on behalf of the entity.

Acknowledgement of Prohibition regarding Campaign and Officeholder Contributions

I acknowledge that this contract has been designated a "high-profile" contract. I have read and understand the provisions regarding high profile contracts that appear on the cover page of this RFQ.

Complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

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: _____

RFQ ATTACHMENT F

PROPOSAL CHECKLIST

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

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
Executive Summary	
General Information and References RFQ Attachment A, Part One	
Experience, Background & Qualifications RFQ Attachment A, Part Two	
Proposed Plan RFQ Attachment A, Part Three	
Discretionary Contracts Disclosure form RFQ Attachment B	
Litigation Disclosure RFQ Attachment C	
DBE Requirements: * DBE Form (RFQ Attachment D) Associated Certificates, if applicable Joint Venture Documentation Narrative	
Proposal Bond and Associated Power-of-Attorney	
Proof of Insurability (See RFQ Exhibit 4) Insurance Provider's Letter Copy of Current Certificate of Insurance	
Financial Information	
Changes to Professional Services Agreement	
* Signature Page RFQ Attachment E	
Proposal Checklist RFQ Attachment F	
One (1) Original, five (5) copies, and one (1) CD of entire proposal in PDF format if submitting in hard copy.	

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