



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

**FORM 1  
 SUBMITTAL COVER / SIGNATURE SHEET**

<b>RFQ POSTING DATE:</b>	January 2, 2013	<b>Request For Qualification Title:</b> <b>CMAR SERVICES FOR THE        CONSOLIDATED RENTAL        CAR FACILITY/OTHER        LANDSIDE FACILITIES        (AIRPORT TRANSIT CENTER)</b>
<b>DATE OF CLOSING:</b>	January 29, 2013	RFQ# – CIMS01022013CG
<b>TIME OF CLOSING:</b>	<b>(No later than)        3:00 P.M. Local Time</b>	<b>DEPARTMENT / DIVISION:</b> Aviation and Capital Improvement Management Services
<b>SUBMIT TO:</b>	City of San Antonio Office of the City Clerk 100 Military Plaza 2 <sup>nd</sup> Floor, City Hall San Antonio, TX 78205	

**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:
<p>I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this submittal reflects accurately data regarding my organization/firm, work to be performed, and estimates of planned/delivered services. By signing this cover sheet, the undersigned agrees that, if awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during the Solicitation process.</p> <p>By its signature below, Respondent certifies that any objections it may have with the City's Construction Manager at Risk Services Contract, labeled as RFQ Exhibit "A," and and General Conditions, labeled as RFQ Exhibit "B" hereto, have been listed and included in Respondent's Statement of Qualifications under <b>Tab 8</b> hereto. Absent any objections there listed, Respondent confirms it will execute City's Architectural Design Services Contract as written.</p> <p>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.</p>	

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

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

\_\_\_\_\_  
 Date

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

RFQ: CMAR Services for the Consolidated Rental Car Facility/Other Landside Facilities (Airport Transit Center)

**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.

<b>Page No.</b>	<b>Form No.</b>	<b>Form Title</b>	<b>Page Limit</b>
	No Form	Cover Letter	2 pages
	Form 1	Submittal Cover Sheet / Signature Page – Indexed as Tab 1	N/A
	Form 2	Submittal Checklist (Table of Contents) – Indexed as Tab 2	N/A
	Form 3	Discretionary Contracts Disclosure Form – Indexed as Tab 3 to the submittal	N/A
	Form 4	Litigation Disclosure Form- Indexed as Tab 4	N/A
	No Form	Subcontractor/Supplier Utilization Commitment Form – Indexed as Tab 5	N/A
	No Form	Proof of Insurability and Bondability – Indexed as Tab 6	N/A
	No Form	Letters of Reference – Indexed as Tab 7	5 letter maximum
	No Form	Comments on Architectural Contract Template (Exhibit “A”)and General Conditions (Exhibit “B”) –Indexed as Tab 8	N/A
	No Form	<b>Statement of Qualifications :</b> <b>Criteria A:</b> Experience - Tab 9 Organization Chart – Tab 10 Resumes – Tab 11 Project Sheets – Tab 12 <b>Criteria B:</b> Tab 13 <b>Criteria C: Pre-Construction Management</b> <b>Criteria C: Construction Management</b> <b>Criteria D: Proposed Costing Methodology</b>	3 pages N/A N/A 6 pages 2 pages 2 pages 2 pages 3 pages
Respondent’s Financial Statements shall be included <b>ONLY</b> with the original submittal and shall be labeled “CONFIDENTIAL” in a sealed envelope.			
Submission includes: one (1) <b>unbound</b> original proposal signed in ink, ten (10) printed copies for a total of eleven (11) 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.**