

CITY OF SAN ANTONIO

AVIATION DEPARTMENT



REQUEST FOR QUALIFICATIONS

AIRPORT GENERAL ENGINEERING CONSULTANT (GEC) SERVICES IDIQ

RFQ #: A2013-06-21

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:

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.

RFQ ISSUE DATE: Friday, June 21, 2013
SUBMITTAL DEADLINE: Monday, July 22, 2013 at 10 a.m.

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I. BACKGROUND

The City of San Antonio (hereafter referred to as “the City”) Aviation Department is seeking Statement of Qualifications (SOQ) from qualified firms interested in providing Airport General Engineering Consultant (GEC) services on an Indefinite Delivery Indefinite Quantities (IDIQ) basis to the Aviation Department (Department) as needed for various Aviation projects at both the San Antonio International Airport (SAT) and Stinson Municipal Airport (SSF).

A. HISTORY

The City finalized its Airport Master Plan for SAT entitled Vision 2050 in early 2011. Subsequently, a pavement condition survey through the Pavement Management and Maintenance Program (PMMP) was completed. Several runway and taxiways pavements show significant signs of distress. A revised Airport Capital Improvement Plan (ACIP) was developed in partnership with the Federal Aviation Administration (FAA) incorporating the two plans and new airfield data. The FAA’s ACIP has been incorporated into the City’s 6-year Capital Budget. SSF completed a Master Plan update in 2012. Projects identified in the updated plan are in the process of being incorporated into the City’s 6-year Capital Budget.

The City’s 6-year Capital Budget and ACIP are evaluated annually based upon new information and priorities as well as funding availability. It is expected that projects may be added and deleted throughout the term of the GEC contract.

B. PURPOSE AND INTENT

The Department’s intent is to gain timely access to comprehensive airport planning, engineering, architectural, and project/construction management consulting services on an as needed basis by entering into one or more IDIQ Professional Services Agreement(s) (PSAs) with qualified, selected respondents (Consultants). It is the intent to utilize these professional services to assist with the implementation of the Department’s Capital Improvement Program (CIP) and other projects while maintaining funding eligibility requirements.

The Department’s goal in soliciting GECs is to meet San Antonio Airport Systems (SAAS) needs by contracting with firms that possess specialized National and International technical aviation expertise and knowledge of aviation industry Best Management Practices (BMPs). Additionally, the GEC will centralize the management of and enhance coordination between multiple development needs and priorities on a variety of projects.

Several ACIP projects are directly dependent upon potential future FAA Airport Improvement Program (AIP) funding. The projects’ timelines, as reflected in the ACIP, may accelerate or be extended due to actual funding levels. The GEC will assist the Department to develop construction contract packaging to provide maximum flexibility in accommodating varying funding levels.

Once the responses have been reviewed and the recommended Consultant(s) have been selected, the Department will seek City Council approval of the GEC IDIQ Agreement.

C. MINIMUM QUALIFICATIONS

The projects may be funded in whole or part by FAA grant funds. The Respondent shall assemble a multi-disciplinary team experienced with a variety of projects in a complex airport operations environment. The successful Respondent shall be required to demonstrate the ability and resources necessary to perform the scope of services requested.

At a minimum, the Respondent's Prime must:

- have demonstrated experience with FAA- and Passenger Facility Charge (PFC)-funded multi-year airport projects
- have demonstrated experience managing large multi-disciplinary teams
- propose a Project Manager who shall be assigned to manage all work under the IDIQ agreement for the duration of the term of the contract.

At a minimum, the Respondent Teams (including subcontractors) must have:

- strong airport planning, engineering, architectural, construction management and administration, resident project inspection, project management, and airport operations experience.
- Extensive experience working with current FAA Advisory Circulars (AC) and other guidance and regulatory documents.

D. PREFERRED QUALIFICATIONS

The preferred Respondent Prime will have:

- considerable aviation expertise
- experience specific to strong lead and management capabilities required to manage a range of size and complexity of work.

The preferred Respondent Team (including subcontractors) will:

- be multi-disciplined and have the ability to respond to a wide variety of requests within the team
- have adequate depth of experience to manage multiple projects
- possess enough redundancy to cover simultaneous project activities while still targeting the best qualifications for each project
- have demonstrated experience with Texas Department of Transportation (TxDOT) Aviation airport projects.

II. SCOPE OF WORK

All services and/or phases of assigned projects will require close interaction and coordination with the Department, airport tenants and other stakeholders, other City departments, external agencies, and local and regional FAA offices as required. Consultant will be responsible for compliance with all applicable FAA ACs, Orders, and other airport and regulatory guidance documents as well as all federal, state, and local laws. Depending upon the projects assigned, the scope of services may include but is not limited to:

A. PLANNING SERVICES

The selected respondent(s) will perform planning services that may include Airport Master Plan Updates and any sub-component such as Terminal Area Forecasts (TAFs), Airport Geographical Information System (AGIS)/electronic-Airport Layout Plan updates, environmental assessments (EAs), Part 150 Noise Compatibility Updates and/or Noise Exposure Map (NEM) Updates, Site Selections, and various airfield analysis and other National Environmental Policy Act (NEPA) studies.

B. ARCHITECTURAL/ENGINEERING DESIGN SERVICES

The selected Respondent(s) will provide design and bid phase services resulting in contract documentation suitable for bidding and awarding a construction contract in accordance with FAA and City standards. Respondent(s) will further aid the Department in determining the appropriate construction delivery method such as Construction Manager at Risk, Competitive Sealed Proposal, or Invitation for Bid. The selected Respondent(s) will maximize scope and quality within the established schedule and budget for a variety of projects.

The selected Respondent(s) will perform site investigations to include but not be limited to geotechnical and environmental investigations, surveys that may include mapping underground features, and review of existing record documents. Additionally, Respondent(s) will perform feasibility and vehicle traffic analyses, project and/or facility assessments and programming and will prepare cost estimates and schedules.

The selected Respondent(s) will incorporate the Airport's Safety Management System (SMS) program into the project by following the SMS process at major submittal milestones or as otherwise applicable in evaluating design and construction phasing and sequencing alternatives.

C. CONSTRUCTION MANAGEMENT SERVICES

The selected Respondent(s) will provide construction management services including overseeing construction progress meetings, performing constructability reviews, reviewing contractor QA/QC and safety plans, reviewing pay estimates, and performing project closeout activities.

The selected Respondent(s) will provide construction administration services through completion of each assigned project. These services will include preparing meeting minutes, maintaining shop drawings and submittal logs; responding to Requests for Information (RFIs) and maintaining the RFI Log; preparing and processing change orders, including review, negotiation, and recommendation on change order requests made by construction contractor(s).

The selected Respondent(s) will be responsible for preparing as-built drawings in hard copy, electronic (PDF and AutoCAD), AGIS, and MicroPaver formats. Additionally, Consultant will prepare a final test and quality control report documenting the results of all tests performed, highlighting those tests that failed or that did not meet the applicable test standard, and perform final and warranty inspections. If required, Consultant will perform commissioning.

The selected Respondent(s) will provide a Resident Project Representative (RPR) and/or dedicated Resident Inspection Services (RIS), observe the project sites through final completion, serve as engineer's liaison, observe and review tests, and provide general observation and assessment of work based on the selected Respondent's professional judgment to ensure that the completed Work conforms to the construction contract documents. Depending on the assigned project, the RPR may be required to be dedicated, onsite, certified, and/or licensed, and be responsible for overseeing the RIS.

D. PROJECT MANAGEMENT SERVICES

The selected Respondent(s) will provide project management services to include constructability reviews, independent design reviews, independent cost and/or fee analysis as well as feasibility and benefit cost analysis studies.

The selected Respondent(s) will provide program support services such as developing overall construction contract sequencing and packaging strategies, document control management system, design and airport standards, and policies and procedures. The selected Respondent (s) will also be responsible for developing, analyzing, and monitoring project and program schedules at various levels of detail as required.

The selected Respondent(s) will provide program-level budget, cost and trend management services that may include establishing a cost management system in alignment with, and supportive of, the City's budgeting and accounting requirements. Selected Respondent(s) will collect and present data from identified program projects; provide reports monthly, quarterly, annually, or at other intervals; prepare construction cost estimates, including concept, budgetary, and design estimates. Consultant will further review estimates provided by other agents and assist City in the development of supporting project data for use in securing various types of funding.

E. OTHER REQUIREMENTS

Personnel provided by selected Respondent(s) must be able to obtain proper Transportation Security Administration (TSA) security clearances, to include the required background check for airfield access. Selected Respondent(s) shall be responsible for either having all sub-consultants properly badged or providing escorts as needed to properly staff each project. Driving within the secured areas of the airfield will be necessary and will require an airfield driver's license. See RFQ Exhibit C - Procedures for Obtaining Airport Personnel Identification Badge & Airfield Driver's License.

The selected Respondent(s) will be required to adhere to all terms and conditions in the City's Professional Services Agreement (RFQ Exhibit A). Additionally, the selected Respondent(s) will be required to comply with provisions of FAA 150/5100-14D "Architectural, Engineering, and Planning Consultant Services for Airport Grants Projects", or its most current version. This AC can be obtained through the internet at <http://www.faa.gov/>. Note: Selected Respondent(s) and their sub-consultants must provide substantiation for labor, overhead and burden rates. To meet the overhead substantiation requirements, the selected Respondent(s) will be required to submit an audited overhead statement supported by the report of independent auditor that

accompanied the audited overhead statement. Selected Respondent may also submit a recent DCAA (Defense Contract Audit Agency) audit or other governmental agency audit report in lieu of the audited overhead statement.

F. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS

It is the policy of the City that Disadvantaged Business Enterprises (DBEs) as defined under 49 CFR Part 26, shall have "equality of opportunity" to participate in the awarding of federally-assisted Aviation Department contracts and related subcontracts, to include sub-tier subcontracts. This policy supports the position of the U.S. Department of Transportation (DOT) and the FAA in creating a level playing field and removing barriers by ensuring nondiscrimination in the award and administration of contracts financed in whole or in part with federal funds under this contract. Therefore, on all DOT or FAA-assisted projects the DBE program requirements of 49 CFR Part 26 apply to the agreement. A full program description and associated requirements are set forth in Exhibit B.

III. SCHEDULE OF EVENTS

The following is a tentative schedule for the solicitation and evaluation of this RFQ:

Pre-Submittal Conference	Tuesday, July 9, 2013 at 1:00 p.m.
Deadline for Submission of Written Questions	Monday, July 15, 2013
Responses Due	Monday, July 22, 2013 at 10:00 a.m.
Interviews, if necessary and if invited*	Monday, August 19 through Friday, August 23, 2013
City Council Consideration	Thursday, October 3, 2013

*Respondents are encouraged to maintain availability for interviews during this week, should they be invited.

IV. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on, **Tuesday, July 9, 2013 at 1:00 p.m.** in the **San Antonio Central Library Auditorium, 600 Soledad Antonio, Texas 78205**. Attendance at the Pre-Submittal Conference is strongly encouraged. At this meeting, City staff will discuss the scope of work, general contact issues and respond to questions from the attendees.

Staff will not be available to respond to individual inquiries regarding the project scope outside of this Pre-Submittal Conference. Respondents are encouraged to prepare and submit their questions in writing three (3) 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 answered at the Pre-Submittal Conference and posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>.

This meeting place is accessible to disabled persons. The Library is wheelchair accessible. The accessible entrances are located at 600 Soledad Street. Accessible parking spaces are located at the Library's parking garage. An interpreter for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain official responses, if any. Any oral response given at the Pre-Submittal Conference that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding to 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.

V. AMENDMENTS TO RFQ

Changes, amendments, or written responses to questions received in compliance with Section VI, Restrictions on Communication may be posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal. A Respondent, who does not have access to the Internet, must notify the Department in accordance with Section VI; Restrictions on Communication, stating the Respondent's wishes to receive copies of changes, amendments, or written responses to questions by mail or facsimile.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ, if any, shall be made in writing only.

VI. RESTRICTIONS ON COMMUNICATION

Respondents are prohibited from communicating with elected City officials and their staff, and city employees regarding the RFQ or Submittals from the time the RFQ has been released until the contract has been posted as a City Council agenda item.

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.

A. Exceptions to the restriction on communication with City employees include:

1. Respondents may ask verbal questions concerning this RFQ at the Pre-Submittal Conference.
2. Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until **2:00 p.m., Local Time, on Monday, July 15, 2013**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail to:

Diane Cook, Project Control Manager
City of San Antonio, Aviation Planning & Development

Diane.cook@sanantonio.gov

However, questions sent by certified mail, return receipt requested, will also be accepted and should be addressed to:

Diane Cook, Project Control Manager
City of San Antonio, Aviation Planning & Development
9800 Airport Boulevard
San Antonio, TX 78216

3. Respondents 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 as outlined in Section XI. The point of contact is Lisa Brice. Ms. Brice may be reached by telephone at (210) 207-3505 or by e-mail at Lisa.Brice@sanantonio.gov.
 4. Respondents may provide responses to questions asked 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 such selection committee meetings as it deems in its best interests.
 5. 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.
- B. 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.

VII. SUBMITTAL REQUIREMENTS

Respondent's submittal shall include the following items in the following sequence:

1. Submittal Cover/Signature Page (Form #1) – Respondent shall complete, sign, and submit RFQ Form #1. Index and label as **Tab "1"** in the two (2) original submittals only.

The Submittal Cover/Signature Sheet must be signed by a person, or persons, authorized to bind the entity or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. **Joint ventures require signatures from all firms participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture such as a joint venture agreement as an attachment to their submittal.**

2. Submittal Checklist/Table of Contents (Form #2) – Respondent shall complete and submit RFQ Form #2. Index and label as **Tab "2"** in the two (2) original submittals only.
3. Litigation Disclosure Form (Form #3) – Respondent shall complete and submit RFQ Form #3. If necessary include additional pages for explanation. Index and label as **Tab "3"** in the two (2) original submittals only.

If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate Form # 3 with the submittal.

4. Proof of Insurability – Respondent shall 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 RFQ Exhibit A if awarded a contract in response to this RFQ. Respondent shall also submit a copy of their current insurance certificate. Index and label as **Tab "4"** in the two (2) original submittals only.
5. Executive Summary – Respondents shall provide an Executive Summary which includes an overview of the project team, rationale for teaming, highlights of the team's experience, introduction of the project manager, the names of other key personnel and a statement as to why Respondent is the best team for the project. The Executive Summary shall be limited to three (3) pages. Index and label as **Tab "5"** in the submittal.
6. Statement of Qualifications ("SOQ") – Narrative document that addresses all evaluation criteria in Evaluation Criteria A.1 and A.2 below. This section is limited to fifteen (15) pages not including forms and attachments.

VIII. EVALUATION CRITERIA

A. Background, Experience and Qualifications of Respondent Team (including Prime Firm, Joint Venture Parties or Partners, Sub-Consultants) and Key Personnel (50 points)

- 1) Minimum Qualifications (indexed and labeled as Tab "6-1" in the submittal) - Summarize compliance with each of the Minimum Qualifications stated in RFQ Section I, Background. The Minimum Qualification summary shall be limited to two (2) pages.
- 2) Team Profile (indexed and labeled as Tab "6-2" in the submittal) – Provide a description of the consultant team, their qualifications and experience, including Prime Firm, Joint Venture Parties or Partners and Sub-Consultants and identify which services they are proposed to provide (limited to ten (10) pages). Include teaming rationale and objectives.
- 3) Proposed Key Personnel/Organizational Chart (indexed and labeled as Tab "6-3"): Provide a detailed organizational chart or graphic representation of your team, identifying key personnel who shall be assigned to work on the various tasks assigned through this professional service agreement. Describe, in graphic and written form, the proposed assignments and lines of authority and communication for each team member to be directly involved in the project(s). Also identify the firm for which each team member is employed.
- 4) Experience Matrix for Proposed Staff (indexed and labeled as Tab "6-4"): Complete the Staff Experience Matrix (Form #4) to include all proposed team members, Prime, Joint Venture Parties and Partners and Sub-Consultants indicating demonstrable experience, IN YEARS, of each individual proposed on the Organizational Chart. The form may be duplicated if more than one page is needed.
- 5) Project Sheets (indexed and labeled as Tab "6-5" in the submittal)- Using up to two (2) pages for each Project Sheet, Identify five (5) projects completed by the Prime and projects completed by Sub-consultants in the last five years. Each Project Sheet should be no more than (2) pages with a maximum of 30 pages for this section to include the following:

- a. Project name and description which highlights how Respondent meets Preferred Qualifications stated RFQ Section I, Background.
 - b. List of team members (Prime Firm, Joint Venture Parties or Partners and major Sub-Consultants) along with key personnel who were assigned to or who were under contract for each Project. Provide details regarding the entities'/individuals' respective roles. If any are proposed to be assigned to or contracted for the Project resulting from this RFQ and note what role they will play.
 - c. Relevant Project Dates: Contract Award, Contract Completion, and Construction Dates (start/completion)
 - d. Project's original design and construction contract amounts and final design and construction contract amounts
 - e. Role of firm in the Project
 - f. Names of Design Architect / Engineer; Project Estimator; and Project Manager; and Construction Manager/Observer
 - g. The owner's name and the name of the Owner's Representative (if different) who served as the owner's day-to-day liaison during the design/construction phase of the project in the following format:
 - Name of Owner: _____
 - Name of Owner's Representative: _____
 - Representative's Phone Number: _____
 - Representative's E-mail: _____
 - h. Description of the project including level of LEED certification obtained, if any
 - i. DBE actual utilization versus DBE Goal
 - j. Photograph of the elevation of the facility and other pertinent photos.
- 6) Resumes (indexed and labeled as Tab "6-6") – Respondent shall provide a one page resume for each key team member identified in the Organizational Chart. Resumes should link back to Project Sheets, if applicable. If person did not work on the Project Sheet projects, then the resume should show projects where the person performed similar roles proposed for the City's project. Resumes shall include:
- a. License type (if applicable) and number of years licensed
 - b. Certification or other role specific recognitions, and number of years
 - c. Number of years employed with the Respondent or sub-consultant firm
 - d. Number of years of experience in proposed role as identified on the Organizational Chart
 - e. Experience with the use of BIM technology in delivery of previous construction projects (particularly identify if any were those projects included in the project sheets)
 - f. LEED Accreditation, if any
 - g. City/State of residence and City/State of office from which person is officially based, if different

B. Project Approach/Management Plan (30 points)

The firm shall submit information in a brief narrative plan which clearly and concisely describes the organizational structure, resource availability, and approach to project management and execution. This section shall be limited to ten (10) pages indexed and labeled as **Tab "7"** in the submittal.

- 1) Describe Respondent's approach to management and coordination of team members.
- 2) Detail the current capacity of key personnel and their availability, and the Respondent's capabilities to respond to assigned projects to complete the services outlined herein.
- 3) Briefly describe Respondent's understanding of the Department's unique issues, constraints, nuances, or other factors that may affect the successful completion of assignments. Provide the approach of your Respondent Team to meet and manage those factors and comprehensively address all the issues, standards and requirements needed.
- 4) Include, in the narrative, the Respondent's approach to:
 - a) airport planning
 - b) project management
 - c) design management including quality control and quality assurance
 - d) construction management, schedule management, and budget management
 - e) simultaneous multi-year projects
 - f) Fast-Track design
- 5) Describe the Respondent's approach to Department, City, and stakeholder involvement and to providing seamless, successful delivery of the services outlined in this RFQ.
- 6) Provide information related to Respondents or any of its proposed team members' failure to complete any contract awarded and an explanation. If Respondent and its proposed team members have never failed to complete a contract awarded, please include a statement affirming this.
- 7) Describe Respondent's approach if multiple packages were needed to facilitate a fast track design.

C. Disadvantaged Business Enterprise (DBE) Program Requirements: (20 points)

Respondent shall submit completed and signed DBE forms listed below. These forms along with the Narrative Statement shall be indexed and labeled as **Tab "8"** and be placed in the two (2) Original Submittals Only.

1. The selection process for this RFQ will utilize the following selection criteria for Affirmative Action and DBE/ACDBE participation evaluation purposes:
 - a. Firm(s) presented a Business Diversity Plan and/or policy to the City.
 - b. Firm(s) presented a positive historical DBE/ACDBE utilization on previous contracts.
 - c. Firm(s) includes DBE/ACDBEs in significant and meaningful project involvement.
 - d. Firm(s) meets the DBE/ACDBE goal.
2. Respondent must provide a Narrative Statement describing Item a - business diversity plan; Item b - positive historical DBE/ACDBE utilization on previous contracts; and Item c - DBE/ACDBEs in significant and meaningful project involvement. Note: Narrative Statement does not have a limit and shall be included with SOQ submittal, placed at the end of the DBE/ACDBE section.
3. The following DBE/ACDBE Participation Percentage Points (20% total) shall be utilized for the award of this project:

- a. Up to 10 points based on Respondent's meeting the following criteria:
 - Outreach to small business community
 - Respondent has achieved significant and meaningful diversity in its team compilation
 - Respondent has shown positive DBE/ACDBE utilization on previous contracts
- b. Up to 10 points based on Respondent's meeting the DBE/ACDBE goal.
 - 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

Respondents attaining less than 25% will be evaluated proportional to the level of utilization identified by the Respondent.

Evaluation Criteria Summary	Maximum Points
A. Background, Experience and Qualifications of Respondent Team (including Prime Firm, Joint Venture Parties or Partners, Sub-Consultants) and Key Personnel	50 Points
B. Project Approach/Management Plan	30 Points
C. Disadvantaged Business Enterprise (DBE) Program	20 Points
Total Maximum	100 Points

4. References (Required) – Respondent shall provide a maximum of five references. Include project name, client name, point of contact who is familiar with and could speak to Respondent's performance during the term of the contract, telephone number, and email address. Index and label as **Tab "9"** in the submittal.
5. Discretionary Contracts Disclosure Form – Respondents shall complete, print, sign and submit the Discretionary Contracts Disclosure located online at:

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

Index and label as **Tab "10"** in the two (2) Original Submittals Only. **{If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.}**

D. Contract Template and General Conditions (Index and label as **Tab “11”** and be placed in the two (2) Original Submittals Only.)

Respondents are to review the Contract Template (RFQ Exhibit “A”) and General Conditions (RFQ Exhibit “B”) on this RFQ and provide written comments and/or concerns regarding the Contract and General Conditions. If Respondents do not have any comments and/or concerns, Respondent must indicate this in this tab. If no objections are submitted by the Respondent, the City will presume that Respondent will sign the agreement as presented, if an agreement is awarded.

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 THE ABOVE-REFERENCED DOCUMENTS SHALL RESULT IN THE RESPONDENT’S SUBMITTAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

IX. SUBMISSION INSTRUCTIONS

When submitting a Statement of Qualifications in person, visitors to City Hall must allow time for security measures. Visitors to City Hall will be required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7:45 a.m. to 4:30 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor’s badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.

Respondent shall submit a total of ten (10) SOQs which shall include two (2) originals, signed in ink, printed and bound to include Tabs 1-11; and eight (8) printed and bound copies of SOQs to include Tabs 6-11 only; and one (1) copy of the entire SOQ in an Adobe PDF format on a compact disk (CD). Place the two (2) SOQ Originals, eight (8) SOQ copies, and the electronic CD SOQ copy in a sealed package, clearly marked on the front of the package “Airport General Engineering Consultant Services.” All submittals must be received in the Office of the City Clerk no later than 10:00 a.m., local time, Monday, July 22, 2013, at the address indicated below. Any submittal received after this time shall not be considered.

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
City Hall, 2nd Floor
San Antonio, Texas 78205

Submittals sent by facsimile or email will not be accepted.

Responses to the solicitation should be complete and well organized. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. The use of recycled paper is encouraged. Three-ring binders are permitted, and with regards to other types of binding, plastic (not metal) spiral, or "comb" binding is recommended. 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. All pages shall be numbered. Margins shall be no less than 1" around the perimeter of each page except for tables and graphics, and headers and footers with thin the 1" margin area acceptable. Electronic files, websites, or URLs shall not be included as part of the proposal, other than the CD specified above. Each submittal must include the sections and attachments in the sequence listed in the RFQ Section VII, Submittal Requirements, and each section must be divided by tabs and indexed in the Submittal Checklist and Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal.

Respondents who submit responses to this RFQ shall correctly reveal, disclose, and 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 nick-names, 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 signature page of the Proposal.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the signature page of its proposal, the Director shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

X. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

- A. The City reserves the right to award one, more than one, or no contract(s) in response to this RFQ.
- B. The Contracts, if awarded, will be awarded to the Respondents whose submittals are deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council.
- C. The City may accept any submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFQ on the part of the City. However, final selection of a Respondent is subject to City Council approval.
- D. The City reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ, and to waive informalities and irregularities in the proposals received. The City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.

- E. The 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 until approved by the City Attorney.
- F. In the event the parties cannot negotiate and execute a contract within the time specified by the City, the City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- G. This RFQ does not commit City of San Antonio to enter into a Contract, award any services related to this RFQ, nor does it obligate the City of San Antonio to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- H. The City administers its design and construction management through an Internet-based management system. All vendors will be required to use the City's portal system and submit schedules using Primavera Project Manager 5.X or Primavera Contractor 4.1 or above.
- I. 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 percent or more of the voting stock or shares of the business entity, or ten 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.
- J. 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 – Instructions and web-link to the electronic form are included in RFQ Section VII, Submittal Requirements.)
- K. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that City of San Antonio 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.
- L. 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 of San Antonio; or (2) submits to the City of San Antonio 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 by accessing either of the following web addresses:

http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm
<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 with questions regarding the statute or form.

- M. All submittals and/or any portions thereof become the property of the City of San Antonio upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the City of San Antonio 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.
- N. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, the Pre-Submittal Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.
- O. All provisions in Respondent's submittal shall remain valid for one hundred twenty (120) days following the deadline date for submissions or, if a submittal is accepted, throughout the entire term of the contract.
- P. Subsequent to the issuance of this solicitation, the Aviation Department reserves the right to amend it, waive any requirement or irregularity, request modifications to submittals, providing all respondents are treated equally, and reject any and all submittals for any reason. The Aviation Department further reserves the right to award one or more contracts for the project as deemed in its best interest, and to request changes in the composition of any Respondent team.
- Q. City reserves the right to verify any and all information submitted by Respondents at anytime of the solicitation/evaluation process.
- R. Final approval of a selected Respondent(s) is subject to the action of the San Antonio City Council.
- S. City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City
- T. Solicitation Process Review. Any Respondent desiring a review of the solicitation process must deliver a written request to the Director of Aviation within 7 calendar days from the date the notice of non-selection was sent. When the Director of Aviation receives a timely written request, the Director of Aviation, or designee, shall review the respondents concerns and the solicitation process for legitimacy and procedural correctness. After performing a full review, the Director of Aviation will notify the respondent in writing of his determination.

U. Individual Submittal Debriefings. In an effort to improve solicitation responses, Respondents are encouraged to visit the CIMS Department web site to review a "Solicitation Response Tip List" that includes the top common items that "make or break" submissions. Providing this information prior to the due date of the submittal provides Respondents an opportunity to develop a better response for each solicitation. As a result of this up-front effort, each Respondent is entitled to a one-time debriefing after City Council has made an award if: (a) they are not the selected respondent and (b) they have not been debriefed since. Once a Respondent has been debriefed, they will not be eligible for future debriefings on future solicitations. Any Respondent meeting the above criteria, that desires an individual submittal debriefing must deliver a written request to the Director of Aviation within 7 calendar days from the date the notice of non-selection was sent.

XI. DBE PROGRAM OVERVIEW AND REQUIREMENTS

SAN ANTONIO INTERNATIONAL AIRPORT (SAIA) DBE PROGRAM - 49 CFR PART 26

PROJECT: AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ

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:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts.
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts; and
6. 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.

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 AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ
UNDER THE CONTRACT IS: **33%**

THE NAICS CODE CATEGORY: **541330 Engineering Services**

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 submittal:
 - (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.

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:

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. The City may withhold payment on invoice.

1. 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).
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 A

CONTRACT DOCUMENT TEMPLATE

(Posted separately and incorporated by reference)

RFQ EXHIBIT B

GENERAL CONDITIONS

(Posted separately and incorporated by reference)

RFQ EXHIBIT C

PROCEDURES FOR OBTAINING AIRPORT PERSONNEL IDENTIFICATION BADGE AND AIRFIELD DRIVER'S LICENSE AT SAN ANTONIO INTERNATIONAL AIRPORT (SAT)

As per FAA/TSA guidelines, a person performing work in the Security Identification Display Area (SIDA), Secured Area, Sterile Area or Airport Operations Area must have a valid Personnel Identification Badge (known as a SAT badge) or be under an airport approved escort by a person having a SAT badge with the white "E" (escort endorsement) on the badge. Furthermore, each badge holder with the white "E" may escort up to two (2) unbadged individuals while keeping same under positive control at all times while in the SIDA, Secured Area, Sterile Area and/or the project site. Note: If the person is disqualified from receiving a SAT badge during the badge application process, or becomes disqualified after receiving a SAT badge, the individual can no longer be present anywhere within the SIDA, Secured Area, Sterile area and/or the project areas.

If driving is involved, the person must have a valid SAT badge and the appropriate airfield driver's license to operate a vehicle in the SIDA and/or the project site. If a vehicle escort is required, each SAT badge holder with the white "E" on his badge (and the appropriate airfield driver's license) may escort up to two (2) vehicles if there is only one unbadged person in each vehicle being escorted.

All vehicles operating in the SIDA or the project area must have the appropriate airport approved company signage on the vehicle. The signage must meet the following requirements: Company name must be in at least six inch (6") tall lettering and/or the company logo must be at least twelve inches (12") tall. The signage must be placed on both vertical sides of any self propelled, motorized vehicle at all times while within the SIDA or the project site. If signage is not available, an Airport issued "Top Hat" may be used for vehicles under an airport approved vehicle escort or while parked in the SIDA.

The procedures to obtain an Airport Personnel Identification Badge and/or an airport driver's license are as follows:

A. Airport Personnel Identification Badge (SAT ID Badge):

- 1) The Airport Security Personnel Identification Office (AS PIO) is located at 9623 West Terminal Drive, Bldg. #1322.
- 2) Once an Aviation Department division has notified the AS PIO of an approved City contract which will require the badging of personnel, the Contactor's designated representative for badging must call (210) 207-3526 to schedule an appointment with the AS PIO to make arrangements to become an Authorizing Signatory for all SAT badges to be issued to the Contractor's employees working on the contract. Once the Authorizing Signatory has completed the required procedures (i.e., fingerprint-based Criminal History Records Check (CHRC)), Security Threat Assessment (STA) background check, SIDA training, Authorizing Signatory training, etc.) to receive his SAT badge, he will then be authorized to approve applications for other Contractor employees under his responsibility. Note: If an employee of Contractor has been convicted of any of the offenses listed in Exhibit C-1 hereto, that employee will be immediately disqualified from obtaining a SAT badge and will be ineligible to perform work at SAT
- 3) All SAT ID badge applications are processed electronically via an online application process. Once the Contractor's Authorizing Signatory has been trained successfully on his

responsibilities and completed all phases of the badging process, the website address for Contractor's employees to use to complete the application will be provided. Furthermore, the Authorizing Signatory will be provided instructions on how to setup, use and approve badge applications via the online badging system.

- 4) As of October 1, 2011 badge processing fees are:

AIRPORT SECURITY BADGE & ID OFFICE SERVICE	
	<u>Amount</u>
Fingerprint-based Criminal History Records Check (CHRC)/ STA	\$65.00
Identification Badge (New/ Renewal/ Replacement/ Exchange)	\$35.00
Non-Returned Identification Badge	\$75.00
Reactivation of Identification Badge (Security Violation)	
1 st Offense	\$25.00
2 nd Offense	\$50.00
3 rd Offense	\$75.00
Progressive Security Fee Program	Sliding Scale
AOA Parking Decal (for General Aviation leasehold only)	\$ 5.00

There is no refund for badge processing fees.

As part of the badging process, all Contractor employees are required to complete a computer-based SIDA training class. All documents necessary to complete the application process (including obtaining the applicants fingerprints to conduct a CHRC must be completed before the Contractor's employees may attend the computer-based SIDA training class. The class is held on a first come, first served basis and is generally available during the following days/times: Monday – Thursday, 8:00 a.m. – 3:00 p.m., and Friday, 8:00 a.m. – 10:30 a.m. and 1:00 p.m. – 3:00 p.m. The SIDA class takes approximately 45 minutes to 1 hour to complete and the applicant must make a 100% on the final test to successfully complete.

B. Airfield Driver License:

1. Contact the Airport Operations Office (AOO) at 207-3475 for hours of operations and procedures. The Airport Operations Office is located at 457 Sandau Rd., San Antonio, TX 78216. The individual has to show a current valid Texas Driver License, a current valid Airport Personnel Identification Badge and a copy of certificate of insurance document of the individual's employer with the proper coverage must be submitted to the AOO to be kept on file.
2. The non-movement classes are held on every Monday and Tuesday at 9:00 A.M, and Thursday at 1:00 P.M. The movement classes are held every Tuesday at 1:00 P.M. and Thursday at 9:00 A.M. All personnel are required to have a valid and current state license to take the class. There will be a test at the end of each class. The airfield driver license can only be issued to a person passing the test.
3. There is a \$15.00 Fee for Non-Movement Driver's License, \$20.00 for Movement Driver's License, and a \$10.00 Replacement Fee for a lost license. A \$5.00 refund will be issued if the lost license is found within 30 days of the receipt date. For the construction contracts, there is no separate line item on the bid proposal for the costs involved and the costs shall be considered incidental to mobilization expenses.

4. The licensed driver can only travel on the areas authorized and use the gate approved by the Airport Police. A driver who loses his or her Airfield Driver License is responsible for reporting the loss immediately to Airport Operations Office. The employee will be responsible to pay the replacement fee for his/her airfield license.
5. The company shall have coverage for the vehicles used inside Air Operations Area for the project involved at all times. An Automobile Liability Policy with no less than a Combined, Single Limit for Bodily Injury and Property Damage of \$5,000,000 per occurrence, or its equivalent in Umbrella or Excess Liability Coverage. In addition, the City of San Antonio must be listed as an "additional insured" in the endorsement section.

The Insurance can be under the Company name if a company vehicle will be used and the vehicle must be listed in the insurance policy either specifically by VIN number or generally by covering all autos owned, leased or operated while conducting business on behalf of the company. If this is a private vehicle covered only by personal insurance, the insurance must be under the drivers name and VIN number must be listed. It is the company's responsibility to notify the Department for any insurance changes.

6. At the end of the project, the authorized Project Manager shall return all airfield driver licenses to Planning and Development and at the end of the return process the final payment for the work can be processed.

RFQ EXHIBIT C-1

LIST OF DISQUALIFYING CRIMES

AUTHORIZATION FOR FINGERPRINT-BASED CRIMINAL HISTORY RECORDS CHECK

Please read and review the following list of disqualifying criminal offenses as listed in Transportation Security Regulation (TSR) 1542.209 (d).

1. Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306
2. Interference with air navigation; 49 U.S.C. 46308
3. Improper transportation of a hazardous material; 49 U.S.C. 46312
4. Aircraft piracy; 49 U.S.C. 46502
5. Interference with flight crew members or flight attendants; 49 U.S.C. 46504
6. Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506
7. Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505
8. Conveying false information and threats; 49 U.S.C. 46507
9. Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b)
10. Lighting violations involving transporting controlled substances; 49 U.S.C. 46315
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314
12. Destruction of an aircraft or aircraft facility; 18 U.S.C. 32
13. Murder
14. Assault with intent to murder
15. Espionage
16. Sedition
17. Kidnapping or hostage taking
18. Treason
19. Rape or aggravated sexual abuse
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
21. Extortion
22. Armed or felony unarmed robbery
23. Distribution of, or intent to distribute, a controlled substance
24. Felony arson
25. Felony involving a threat
26. Felony involving:
 - a) Willful destruction of property
 - b) Importation or manufacture of a controlled substance
 - c) Burglary
 - d) Theft
 - e) Dishonesty, fraud, or misrepresentation
 - f) Possession or distribution of stolen property
 - g) Aggravated assault
 - h) Bribery
 - i) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year
27. Violence at international airports; 18 U.S.C. 37
28. Conspiracy or attempt to commit any of the criminal acts listed in this paragraph (d)

RFQ FORM #1

SIGNATURE PAGE

PROJECT: **AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ**

The undersigned certifies that (s) he is authorized to submit this SOQ on behalf of the entity named below:

Respondent Entity Name _____

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If SOQ 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: _____

By signature(s) above, Respondent(s) is willing to sign, the PSA in substantial form with the understanding that compensation and scope will be negotiated, and agrees to the following:

1. If awarded a contract in response to this RFQ, Respondent will be able and willing to execute a contract in the form show in the RFQ, as attached and set out in RFQ Exhibit A, with the understanding that the scope and compensation provisions will be negotiated and included in the final document.
2. 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.
3. 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 A – Draft Professional Services Agreement.
4. 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 SOQ and during RFQ process.
5. 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 SOQ from consideration.
6. 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.

RFQ FORM #2

SOQ CHECKLIST

PROJECT: AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ

Use this checklist to ensure that all required documents have been included in the SOQ and that they are properly tabbed and appear in the correct order.

Tab in Respondent's SOQ	Document	Initial to Indicate Document is Attached to SOQ
	Table of Contents	
1	* Submittal Cover/ Signature Page (RFQ Form #1)	
2	Submittal Checklist / Table of Contents (RFQ Form #2)	
3	Litigation Disclosure (RFQ Form #3)	
4	Proof of Insurability	
5	Executive Summary	
6-1	Minimum Qualifications	
6-2	Team Profile	
6-3	Proposed Key Personnel/ Organization Chart	
6-4	Experience Matrix for Proposed Staff (RFQ Form #4)	
6-5	Project Sheets	
6-6	Resumes	
7	Project Approach/ Management Plan	
8	*DBE Form 1 and DBE Form 2 (RFQ Form #5) and Narrative Statement (Provide two originals and one (1) copy.)	
9	References	
10	Discretionary Contracts Disclosure Form (Download from web address provided in RFQ Section VIII)	
11	Contract Template and General Conditions	
<p>NOTES: Items listed in Tabs 1, 2, 3, 4, 9, 10 and 11 are required in the ORIGINAL two proposals only. Additional copies are not required, unless otherwise instructed.</p> <p>Two (2) Originals, eight (8) Copies, and one (1) CD of entire SOQ in PDF format.</p>		

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

RFQ FORM #3

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 response 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 response.

RFQ FORM #4

STAFF EXPERIENCE MATRIX

Use one box below for each key personnel as shown on Organizational Chart. Enter first and last name, name of firm, and assigned task in blue box. See Example. Enter the number of years of experience by individual for each category shown on the left. If that individual has no experience in that category, leave blank.

EXPERIENCE	John Doe, ABC, Inc. Airport Planner								
1	FAA AIP-Grant Funded Projects	8							
2	PFC Funded Projects	8							
3	Large, Multi-Disciplined Team Management								
4	Multi-Year Airport Projects	2							
5	Aviation/Airport Planning	8							
6	Engineering/Architectural								
7	Construction Management / Administration								
8	Resident Project Representative (RPR)								
9	Resident Inspection Services (RIS)								
10	Project Management	3							
11	Experience with Airport Operations								
12	Lead Mangement Position - Projects greater than \$ 5M								
13	Lead Mangement Position - Projects less than \$ 1M								
14	Medium or Large Hub Airports								
15	Small Airports								
16	General Aviation (GA) Airports								
17	TxDOT Aviation								
18	City of San Antonio								
19	San Antonio International Airport								
20	Stinson Municipal Airport								
21	Airport Master Plans	7							
22	Part 150 Noise Compatibility Studies	5							
23	Aircraft / Vehicle Traffic Analyses and Forecasts								
24	FAA NEPA Studies	3							
25	Surveying / Geotech Services								
26	Cost Estimating / Scheduling								
27	Site Selection / Feasibility Study / Benefit Cost Analysis								
28	Facility Assessments / Programming								
29	Airports GIS / MicroPaver	2							
30	Environmental Services								
31	Runways with NAVAIDS								
32	Terminal Building Design								
33	Federal Inspection Services (FIS) Facilities								
34	Airport Support Buildings Design								
35	Stormwater Master Plans								
36	Constructability Reviews								
37	Safety Management System (SMS)	1							
38	Standards Development (Design, Airport, Tenant)								
39	Cost / Schedule / Budget Management								
40	Document Control Development and Implementation								
41	Fast-Track, Multi-Package Construction								
42	Alternative Delivery Methods - CMR								
43	Alternative Delivery Methods - CSP								

RFQ FORM #5

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

NAME OF PROJECT: AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ

PROPOSER INFORMATION:

Name of Proposer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Email 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.				
6.				
7.				

(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.					

(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):

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

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

8. 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: _____

FOR San Antonio INTERNATIONAL AIRPORT USE ONLY:

Plan Reviewed by _____ Date: _____

Signature of DBE Liaison

Recommendation: Approval: _____ Denial: _____

Action Taken: Approval: _____ Denied: _____

NAME OF PROJECT: AIRPORT GENERAL ENGINEERING CONSULTANT SERVICES IDIQ

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) RFQ FORM #5