

FORM 2

SUBMITTAL CHECKLIST AND TABLE OF CONTENTS

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide adequate explanation may eliminate the submittal from consideration.

Materials shall be included in the submittal in the order identified on the checklist. Identify the corresponding page numbers in the space provided.

| Page No. | Form No. | Form Title |
|---|----------|---|
| | No Form | Executive Summary |
| | Form 1 | Submittal Cover Sheet / Signature Page – Indexed and labeled as Tab “1” |
| | Form 2 | Submittal Checklist (Table of Contents) – Indexed and labeled as Tab “2” |
| | Form 3 | Discretionary Contracts Disclosure Form – Indexed and labeled as Tab “3” in original submittal |
| | Form 4 | Litigation Disclosure Form – Indexed and labeled as Tab “4” |
| | Form 5 | Small Business Economic Development Advocacy Commitment Form – Indexed and labeled as Tab “5” |
| | Form 6 | Mentorship Incentive Commitment Form – Indexed and labeled as Tab “6” |
| | No Form | Proof of Insurability and Bondability – Indexed and labeled as Tab “7” |
| | No Form | Letters of Reference – Indexed and labeled as Tab “8” |
| | No Form | Contract Template and General Conditions Review – Indexed and labeled as Tab “9” |
| | No Form | <p>Statement of Qualifications :</p> <p>Criteria A: Experience - Indexed and labeled as Tab “10” Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab “11” Resumes - Indexed and labeled as Tab “12” Project Sheets – Indexed and labeled as Tab “13”</p> <p>Criteria B: Design Management – Indexed and labeled as Tab “14” Construction Management – Indexed and labeled as Tab “15”</p> <p>Criteria C: Team’s Experience with San Antonio Region Issues – Indexed and labeled as Tab “16”</p> |
| Submission includes: one (1) original unbound Qualification Statement signed in ink, eight (8) printed copies of the submittal, as well as one (1) Adobe PDF version of entire submittal on a CD or flash drive. 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/ContractsDisclosureForm.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.