



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

FORM 1  
 SUBMITTAL COVER / SIGNATURE SHEET

RFQ POSTING DATE:	July 13, 2015	Request For Qualification Title: <b>Engineering Services for Project Scoping and Cost Estimating Services for the Proposed 2017-2022 Bond Program</b>
DATE OF CLOSING:	August 14, 2015	RFQ ID# – TCI 07132015CG
TIME OF CLOSING:	(No later than) <b>2:00 P.M. Local Time</b>	DEPARTMENT / DIVISION:  <b>Transportation and Capital Improvements</b>
SUBMIT TO:	City of San Antonio Office of the City Clerk 100 Military Plaza 2 <sup>nd</sup> Floor, City Hall San Antonio, TX 78205	

**READ AND SIGN BELOW. UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED.**

Legal Name of Firm:	
Address:	
City:	
State:	Zip Code:
Contact Person:	
Office Phone Number:	Alternate Phone Number:
E-Mail Address:	Fax Number:
<p>I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this submittal reflects accurately data regarding my organization/firm, work to be performed, and estimates of planned/delivered services. By signing this cover sheet, the undersigned agrees that, if awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during the Solicitation process.</p> <p>By its signature below, Respondent certifies that any objections it may have with the City's Professional Services Contract template, labeled as RFQ Exhibit "A," and General Conditions, labeled as RFQ Exhibit "B" hereto, have been listed and included in Respondent's Statement of Qualifications under <b>Tab "6"</b> hereto. Absent any objections there listed, Respondent confirms it will execute City's Professional Services Contract as written.</p> <p>The undersigned certifies that he/she is authorized to bind the organization. All provisions in Respondent's submittal, shall remain valid for 120 days following the deadline date for submissions or, if Respondent is awarded a contract, throughout the entire term of the contract.</p>	

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

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

\_\_\_\_\_  
 Date

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

**FORM 2**  
**SUBMITTAL CHECKLIST AND TABLE OF CONTENTS**

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

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

<b>Page No.</b>	<b>Form No.</b>	<b>Form Title</b>
	No Form	Executive Summary
	Form 1	Submittal Cover Sheet / Signature Page – Indexed as Tab “1”
	Form 2	Submittal Checklist (Table of Contents) – Indexed as Tab “2”
	Form 3	Discretionary Contracts Disclosure Form Indexed as Tab “3” to the submittal
	Form 4	Litigation Disclosure Form – Indexed as Tab “4”
	Form 5	Subcontractor/Supplier Utilization Commitment Form Indexed as Tab “5” to the submittal.
	No Form	Written comments to Professional Services Contract and General Conditions Indexed as Tab “6”
	No Form	Proof of Insurability – Indexed as Tab “7”
	No Form	Letters of Reference (Maximum of 5) – Indexed as Tab “8”
	No Form	Statement of Qualifications A.1 Experience Narrative – Indexed as Tab “9” A.2 Organization Chart – Indexed as Tab “10” A.3 Resumes - Indexed as Tab “11” A.4 Project Sheets – Indexed as Tab “12” B. Proposed Management Plan – Indexed as Tab “13” C. Teams Experience with San Antonio Region Issues with Past Experience with City of San Antonio Contracts– Indexed as Tab “14”
Submission includes: one (1) <b>unbound</b> original proposal signed in ink, six (6) printed copies for a total of seven (7) proposals and one (1) PDF version of entire submittal on a CD or flash-drive. Check Here: _____		

**FORM 3**

**City of San Antonio**

CONTRACTS DISCLOSURE FORM\*

*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.*

Contracts Disclosure Form may be downloaded at:

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

Instructions for completing the 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.**