CITY OF SAN ANTONIO

**TRANSPORTATION & CAPITAL IMPROVEMENTS**

**FORM 1**

## SUBMITTAL COVER / SIGNATURE SHEET

| | | |
|---|---|---|
| **RFQ POSTING DATE:** | **January 13, 2017** | **Request For Qualification Title:**<br>**On-Call Construction Inspection Services for Federally Funded Projects** |
| **DATE OF CLOSING:** | **February 10, 2017** | RFQ ID# **TCI1132017DV** |
| **TIME OF CLOSING:** | **(No later than)**<br>**10:00 A.M Local Time** | **DEPARTMENT / DIVISION:** |
| **SUBMIT TO:** | City of San Antonio<br>Office of the City Clerk<br>100 Military Plaza<br>1st Floor, City Hall<br>San Antonio, TX 78205 | **Transportation and Capital Improvements** |

***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: |

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.

By its signature below, Respondent certifies that any objections it may have with the City's Contract template and General Conditions, labeled as RFQ Exhibits "A" and "B" hereto, has been listed and included in Respondent's written comments under Tab 6 hereto. Absent any objections there listed, Respondent confirms it will execute City's Contract template and GC's as written.

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.

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.

| 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 | Section 3 Utilization Plan – Indexed and labeled as Tab "5" |
| | Form 6 | SBEDA Utilization Plan – Indexed and labeled as Tab "6" |
| | No Form | Contract Template and General Conditions Review – Indexed and labeled as Tab "7" |
| | No Form | Proof of Insurability – Indexed and labeled as Tab "8" |
| | No Form | Letters of Reference – Indexed and labeled as Tab "9" |
| | 1295 Form | Certificate Of Interested Parties TEC Form 1295- Indexed and labeled as Tab "10' |
| | No Form | **Statement of Qualifications :**<br>**Criteria A:**<br>Experience - Indexed and labeled as Tab "11"<br>Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab "12"<br>Resumes – Indexed and labeled as Tab "13"<br>Project Sheets - Indexed and labeled as Tab "14"<br>**Criteria B:**<br>Team's Experience with Texas Regional Issues and Past Experience with City of San Antonio Contracts on Similar Projects – Indexed and labeled as Tab "15"<br>**Criteria C:**<br>Project Understanding – Indexed and labeled as Tab "16" |
| Submission includes: one (1) **original unbound** Qualification Statement signed in ink,__ printed copies of the submittal, as well as one (1) Adobe PDF version of entire submittal on a CD. Check Here: _____ | | |

**FORM 3**

**City of San Antonio**

**DISCRETIONARY CONTRACTS DISCLOSURE***

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)*

*Attach additional sheets if space provided is not sufficient.*

Discretionary Contracts Disclosure Form may be downloaded at:

https://www.sanantonio.gov/eforms/atty/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.**