



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

FORM 1  
 SUBMITTAL COVER / SIGNATURE SHEET

RFQ POSTING DATE:	October 21, 2016	<b>Request For Qualifications:</b> <b>Project Management Services          for Small, Minority, Women and          African-American Owned          Businesses</b>
DATE OF CLOSING:  TIME OF CLOSING:  SUBMIT TO:	November 23, 2016  (No later than) 10:00 A.M. Local Time  City of San Antonio Office of the City Clerk 100 Military Plaza 1 <sup>st</sup> Floor, City Hall San Antonio, TX 78205	RFQ TCI#10212016KY  DEPARTMENT / DIVISION:  Transportation and Capital Improvements

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

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

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

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

\_\_\_\_\_  
 Date

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

## 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 Utilization Plan Form – Indexed and labeled as Tab “5”
	No Form	Contract Template and General Conditions Review – Indexed and labeled as Tab “6”
	No Form	Proof of Insurability – Indexed and labeled as Tab “7”
	No Form	Letters of Reference – Indexed and labeled as Tab “8”
	1295 Form	Certificate Of Interested Parties TEC Form 1295- Indexed and labeled as Tab “9’
	No Form	<p><b>Statement of Qualifications :</b></p> <p><b>Criteria A:</b>                      Background- Indexed and labeled as Tab “10”                      Experience - Indexed and labeled as Tab “11”                      Project Sheets – Indexed and labeled as Tab “12”</p> <p><b>Criteria B:</b>                      Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab “13”                      Resumes- Indexed and labeled as Tab “14”</p> <p><b>Criteria C:</b>                      Proposed Project Delivery Plan – Indexed and labeled as Tab “15”</p>
Submission includes: one (1) <b>original unbound</b> Qualification Statement signed in ink, 5 (5) 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/efrms/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.**