

*CITY OF ALAMO HEIGHTS*

*PUBLIC WORKS*



REQUEST FOR PROPOSALS  
FOR  
ADVANCED METERING INFRASTRUCTURE  
(AMI) SYSTEM PROJECT MANAGEMENT

SUBMITTAL DEADLINE:  
February 21, 2025 @ 2:00 P.M. CDT



**CITY OF ALAMO HEIGHTS  
REQUEST FOR PROPOSALS (RFP)  
ADVANCED METERING INFRASTRUCTURE (AMI) SYSTEM  
PROJECT MANAGEMENT**

In accordance with the provisions of Texas Government Code 2254 (Professional Services Procurement Act), the City of Alamo Heights (“City”), Texas is soliciting Request for Proposals from qualified firms to lead efforts in the project management of a sought Advanced Metering Infrastructure (AMI) System for the City’s water meter infrastructure to Texas Local Governments and are a legal entity registered to do business in the State of Texas. This Request for Proposal (RFP) solicits information that will enable the City to select one Consultant that shall provide professional services to meet the City’s needs.

City Contact

Frank Orta

Phone: 210-882-1506

[forta@alamoheightstx.gov](mailto:forta@alamoheightstx.gov)

Mailing/Physical Address

City of Alamo Heights

6116 Broadway

San Antonio, TX 78209

**Due to City of Alamo Heights**

**by 2:00 PM, Central Daylight Time (CDT) on Friday, February 21, 2025**

**Questions Due to City no later than: Monday, January 27, 2025, 5:00 p.m. CDT**

**SECTION I – INTRODUCTION**

**A. BACKGROUND**

The City of Alamo Heights is a home-rule municipality that operates under a municipal charter that has been adopted or amended as authorized by Article XI, Section 5, of the Texas Constitution. The Alamo Heights City Charter was adopted in 1954 and then amended in November 2007 and May 2011. Pursuant to its provisions and subject only to the limitations imposed by the state constitution and by state law, all powers of the City are vested in the elective City Council, which enacts local legislation, adopts budgets, determines policies, and appoints the highest-level city officials. The City Council executes the laws and oversees the government of the city. The City is a full service City and provides a wide variety of services to citizens and visitors in the Alamo Heights area. Services include

police, community development, building inspections, code enforcement, public works (owner and operator of water system and wastewater system), and general administrative activities.

The City of Alamo Heights follows a “Council-Manager” form of government as provided by the City Charter. Alamo Heights is governed by a Mayor and five (5) Councilmembers who serve staggered two-year terms.

The City has three (3) boards and commission: the Planning & Zoning Commission, Board of Adjustment, and Architectural Review Board.

## **B. PROJECT OVERVIEW**

The City of Alamo Heights is seeking a highly qualified company to project manage the design, furnishment, and installation of an advanced metering infrastructure (AMI) system that provides for automated reading of water meters including meters, infrastructure for transmitting and receiving data, hardware, software, and training. The City has approximately 3,200 to 3,300 water meters. The system shall provide for remote functions such as meter reading, tampering notifications, leak notifications, disconnections, real-time usage management, outage management, and endpoint alarm handling, including water pressure monitoring at certain locations. The City is pursuing one firm to enter into a contract for the requested services. A future RFP will solicit the meters, other infrastructure, construction, software integration, and training. A single firm may bid for both the current RFP and future RFP.

The Scope of Services includes developing the specifications for future solicitations to replace the traditional analog water meters and upgrading to smart meters. The specifications should integrate City priorities, to include but not limited to:

- AMI system measures consumption in gallons, instead of the current consumption measure of cubic feet with the analog meters.
- AMI system integrates with City’s existing financial and billing software, Tyler Technology INCODE ERP Pro 9, with the ability to upgrade to later versions.
- AMI metering system must be able to read through metal meter boxes.
- This project is in collaboration with CPS Energy and San Antonio Water System (SAWS). AMI system must be compatible with CPS Energy’s network as a service vendor.
- Final deliverables must adhere to revised Lead and Copper Rule Revisions (LCRR) requirements mandated by the Texas Commission on Environmental Quality (TCEQ).

The successful firm will serve as a liaison between the City and all other agencies and contractors to ensure the City’s goals are incorporated and implemented throughout the course of the project. Additionally, the selected firm will serve as our representative during the specification development, procurement process, installation/programming, facilitating communication between stakeholders, and ensuring all aspects of the project are managed efficiently and effectively. The ideal firm will demonstrate expertise in conceptual design development, strong

project management skills, and a proven track record of successful collaboration with contractors and stakeholders.

Subject to having experience relevant to the noted scope of work, the City of Alamo Heights invites firms, individually or in collaborative teams, to submit proposals for this project. It is expected that the prime consultant or members of their team have significant project management experience in the design, furnishing, installation, programming and training process for the AMI requested, municipal assets, and expertise in making decisions related to software services for the City's water meter infrastructure and installation/programming management. The City aims to identify a partner who shares our commitment to quality, innovation, and excellence in successful implementation of AMI Services. The successful firm will provide a single person who will serve as the City's primary contact for such services. The services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. It is expected the successful firm employs currently qualified State of Texas licensed professionals.

Selected firm will be expected to meet good faith effort requirements in soliciting and utilizing Disadvantaged Business Enterprises (DBE) in an amount of at least 5% of the total contracted amount. The City will determine if the selected firm performed its due diligence in taking all necessary and reasonable steps by their scope, intensity, and appropriateness that could reasonably be expected to secure DBE project participation.

### **C. SUBMITTAL REQUIREMENTS**

Respondent shall submit one (1) complete original Request for Proposals (including the required Forms 1-5 and three attachments referenced herein) signed in ink, five (5) hard copies of the entire RFP, and an electronic version in a USB, in a sealed package clearly marked with the project name, "Advanced Metering Infrastructure (AMI) System Project Management RFP," shall be marked on the front of the package.

RFPs must be received/delivered to, no later than **Friday, February 21, 2025 at 2:00 p.m.:**

Elsa Robles  
City Secretary  
6116 Broadway  
San Antonio, TX 78209

The City will not reimburse any expenses incurred by the responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

**Any submittals received after this time shall not be opened and will be returned and not considered. NO EXCEPTIONS.** Submittals sent by facsimile or email will not be accepted.

All questions and inquiries about this RFP shall be submitted in writing by 5:00 pm CST, no later than January 27, 2025 to:

Frank Orta  
Public Works Director  
6116 Broadway  
San Antonio, TX 78209

Questions received after the stated deadline will not be answered. All questions and answers are considered part of this RFP. Interpretations or clarifications considered necessary by CITY in response to such questions will be issued by Addenda and posted on the CITY's website. Respondents shall not attempt to contact City Council members, CITY staff or Management directly during the pre-RFP or post-RFP period unless and until an award has been made, and any resulting contract or agreement has been executed. The CITY intends to respond to all appropriate questions or concerns; however, the CITY reserves the right to decline to respond to any question or concern. All material modifications, clarifications or interpretations will be incorporated into an addendum which will be publicly posted. All addenda issued prior to the due date and time for responses are incorporated into the RFP and must be acknowledged in the RFP response. Only written information provided shall be binding. Oral or other interpretations shall not be binding and are held without legal effect.

### **Addendum**

Should specifications be revised prior to the deadline for submission of the RFP, the City will issue addendum addressing the nature of the change and post them on the City's website. Firms should acknowledge any addendum and return the form with their RFP package. Firm is responsible for checking the City's website to determine if any addendum have been issued prior to submitting their RFP response. Failure to consider all addenda will be at the firm's risk.

### **Rejection of Submissions**

**THE CITY OF ALAMO HEIGHTS RESERVES THE RIGHT TO REJECT ANY AND ALL RFPs, TO WAIVE IRREGULARITIES, TO REQUEST ADDITIONAL INFORMATION FROM ALL RESPONDENTS, AND FURTHER RESERVES THE RIGHT TO SELECT THE PROPOSAL, WHICH FURTHERS THE BEST INTEREST OF THE CITY. THE CITY RESERVES THE RIGHT TO SHORT LIST RESPONDENTS AND BASE FINAL SELECTION RANKINGS ON PERSONAL INTERVIEWS. THIS SOLICITATION DOES NOT OBLIGATE THE CITY TO ENTER INTO AN AGREEMENT WITH ANY RESPONDENT. THE CITY RESERVES THE RIGHT TO CANCEL THIS REQUEST FOR PROPOSAL AT ANY TIME, AT ITS DISCRETION.**

### **Award of the Contract**

Award of the contract shall be based on demonstrated competence and qualifications, so long as the professional fees are consistent with, and not higher than the published recommended practices and fees of the various professional associations and do not exceed any maximums provided by state law.

## Schedule of Events

The following tentative schedule has been prepared:

Date of Issuance	January 22, 2025
Due Date for Written Questions	January 27, 2025
Due Date for Responses	January 31, 2025
Due Date for RFP Submittal Package	February 21, 2025 @ 2:00 PM
Anticipated City Council Consideration	March/April 2025

## Communication/Clarification

If any Respondent is in doubt as to the meaning of any part of this solicitation, a written request for clarification should be submitted to Frank Orta, Public Works Director, [forta@alamoheightstx.gov](mailto:forta@alamoheightstx.gov) no later than **Monday, January 27, 2025 at 5:00 p.m.**

## Evaluation Criteria

The City will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee or Council may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, selected firms may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the selection committee. The City may also request additional information from Respondents at any time prior to final approval of a selected firm. The City reserves the right to select one, more than one, or none of the Respondents to provide services. Final approval of a selected firm is subject to the action of the City of Alamo Heights City Council. Fees provided for in contracts or agreements shall not be made part of the RFP Response and will not be considered until the highest qualified firm is selected for negotiation purposes.

The City Council exercises its discretion in the final selection of a candidate for contract negotiations and will not be bound by the committee or staff recommendation, scoring, and ranking. The staff's preliminary reviews and scoring of RFP Submittals merely determines the top ranked firms who are most technically qualified as finalists and are eligible for interviews by the City Council.

By submitting a response to this RFP, the firm accepts the evaluation process as outlined in the preceding sections and acknowledges and accepts the determination of the "most qualified" firm, which may require subjective judgments by the City Council.

The City reserves the right to reject any and all responses and to waive any informality in responses received.

The City reserves the right to directly award this prospective professional services contract to a qualified selected firm demonstrating competence to perform the proposed services within negotiation of fees.

The following evaluation criteria and their respective weights will be used in selecting a Professional Firm:

Evaluation Criteria:

Qualifications and Relative Experience (40 points)

Cost (30 points)

Responsiveness to RFP (15 points)

Previous Project Performance (15 points)

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Interview (if requested by committee or Council) (20 points)

## **SECTION II – SCOPE OF WORK**

The scope of the improvement project includes:

1. Evaluate AMI water meter system technology to include meter reading technology evaluation, existing meter and billing practices and needs assessment
2. Develop an implementation plan
3. Conduct Smart Meter Vendor Options and evaluations
4. Develop recommendations to leverage the potential AMI program and to comply with the Lead and Copper Rule Revisions (LCRR) requirements will be included in the technical memorandum
5. Development of budget/cost estimates and schedule for equipment, construction, and implementation RFP
6. Project manage the furnishment, installation, program and set up of all meters, radios, routers, servers and all other equipment necessary to provide a complete and fully functioning AMI system that integrates with current Tyler Technology INCODE ERP Pro 9 billing system, with the ability to upgrade to more recent versions, and current network as a service provider utilized by existing CPS Energy for gas and electric service
7. Oversee software integration, coordination and testing
8. Develop water meter and LCCR survey
9. Audit the training of staff and software support.
10. Develop, establish and monitor performance measures for 180 days

## **Time Expectations**

Presentations are expected at a minimum of 3 City Council meetings.

## **Disadvantaged Business Enterprises**

The selected firm will be expected to meet good faith effort requirements in soliciting and utilizing Disadvantaged Business Enterprises (DBE). The selected firm is expected to utilize DBEs for an amount of at least 5% of the total contracted amount. The City will determine if the selected firm performed its due diligence in taking all necessary and reasonable steps by their scope, intensity, and appropriateness that could reasonably be expected to secure DBE project participation.

## **SECTION III – REQUEST FOR PROPOSALS (RFP) CONTENTS, PROVISIONS AND REQUIREMENTS**

### **RFP FORMAT, CONTENTS AND EVALUATION CRITERIA**

The RFP has been structured to provide specific requirements which function as a standardized framework for the evaluation of prospective selected firm's qualifications and experience.

The responses to this RFP must be made in accordance with the format set forth in this Section and using the Required Forms attached to this RFP as "Attachment A" being Form 1 to Form 5, including required submittals (Proof of Insurance, Job descriptions and resumes, and Letters of Reference). Only RFPs that have been determined to be responsive will be considered. Failure to adhere to the following format may cause rejection of the RFP as non-responsive.

#### **1. Cover Letter**

The RFP shall contain a cover letter and introduction, which includes the company name and address, name and telephone number of individuals authorized to represent the selected firm regarding all matters related to the RFP and any contract subsequently awarded to the selected firm. This letter shall be signed by any person(s) authorized to bind the company to all commitments made in the RFP.

If the Respondent is a partnership, the RFP must be signed in the name of the partnership by a general partner thereof. If the Respondent is a corporation, the RFP must be signed on behalf of the corporation by two authorized officers (Chairman of the Board of Directors, President or Vice-President and a Secretary, Treasurer or Chief Financial Officer) or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation. All signatures above must be original and in ink on at least one copy of the RFP submitted to the City.

#### **2. Table of Contents**

Clearly identify the materials by section and page number.



### **3. Team Capability**

The selected firm's capability to perform all the work and recent experience in projects comparable to the proposed scope of work.

### **4. Key Personnel/Qualification of Staff**

The selected firm's key personnel professional qualifications, experience, availability for the proposed project; their reputation, professional integrity and competence. Specific emphasis should be placed on the primary contact, team expertise leaders, and sub-consultants being used on the project.

### **5. Quality of Similar Projects**

The selected firm's capability to meet aggressive schedules and deadlines; quality of similar previous projects and their capability to complete similar plans without having major cost escalations or overruns. Provide at least three project descriptions and references from previous projects.

### **6. Understanding the Scope of Work**

The selected firm's understanding of the project and potential challenges.

### **7. Familiarity**

The selected firm should demonstrate their understanding of the project, the project needs, work required, and any local issues or concerns. The selected firm must provide a brief statement of qualifications and experience in the following areas:

- a) Preparation of Programming
- b) Design Development
- c) Specialized in technical scope and deliverable products for this improvement
- d) Aware of software capabilities
- e) Bidding and/or negotiation
- f) Prior experience with like community projects in municipalities

### **8. References**

Name, title, address, telephone number and email address of three (3) former or current clients who have, within the last five years, contracted with the Respondent for services similar to those described in this RFP.

### **9. Insurance**

The selected firm shall carry insurance in not less than the following types and amounts for the duration of the Contract and furnish Certificates of Insurance along with copies of policy declaration pages and policy endorsements as evidence thereof. Additional insurance may be required by the City based on the type, scope or size of the project awarded. The cost of such

insurance is the Respondent's responsibility. Failure to comply could result in non-award of the contract.

- A. Respondent agrees to maintain Worker's Compensation and Employers' Liability Insurance to cover all of its own personnel engaged in performing services for the City under this Contract in the following amounts:

Worker's Compensation – Texas Statutory  
Employers' Liability -- \$100,000.00

- B. Selected firm also agrees to maintain Commercial General Liability, Comprehensive Business Automobile Liability covering claims against Architect for damages resulting from bodily injury, death or property damages from accidents arising in the course of work performed under this Contract in not less than the following amounts:

Commercial General Liability  
Personal injury and property damage -  
\$1,000,000.00 combined single limit each occurrence and  
\$2,000,000.00 aggregate

Comprehensive Business Automobile Liability for all vehicles:  
Bodily injury and property damage -  
\$500,000.00 combined single limit each occurrence

- C. Selected firm shall add the City of Alamo Heights as "Additional Insureds" on all required insurance policies, except worker's compensation, employers' liability and professional errors and omissions insurance. The Commercial General Liability Policy and Umbrella Liability Policy shall be of an "occurrence" type policy.
- D. Additionally, Respondent agrees to maintain professional errors and omissions liability insurance in the amount of not less than one million dollars (\$1,000,000.00) annual aggregate, on a claims made basis, as long as reasonably available in the market place under standard policies.

## **10. Additional Data**

Anticipated schedule of design from a design contract should be included along with any other data the Respondent considers essential to the evaluation of the RFP.

## **11. Addendum Acknowledgment**

The RFP shall contain an acknowledgment of receipt of all amendments and/or addenda to the RFP, if any.

## 12. Interviews

### A. INVITATIONS FOR ORAL INTERVIEWS

The Evaluation committee (or City Council) may conclude after completion of the RFP Submittal evaluation(s) that oral interviews or presentations are required in order to determine the most qualified Respondent(s). The selection of Respondents to make presentations will be based on the initial evaluation and ranking. All Respondents may not necessarily be extended an invitation for oral interviews. CITY reserves the right to select Respondents to interview that are most susceptible of being selected for an award of a contract.

### B. ORAL INTERVIEWS, PRESENTATIONS OR DEMONSTRATIONS (OPTIONAL)

Selected Respondents may be given an opportunity for oral interviews, presentations, or demonstrations. The presentation process will allow Respondents to demonstrate their RFP offering and explain and/or clarify any unusual or significant elements related to their RFPs. At this stage, Respondents shall not be allowed to alter or amend their submittal. The Evaluation committee will score each presenting Respondent.

**20 POINTS**

**ORAL INTERVIEWS**

### C. FINAL EVALUATION AND RANKING AFTER ORAL INTERVIEWS

The Evaluation committee will make its recommendation for award to the most highly qualified Respondent(s) based on a combination of the evaluation criteria and the oral interview, presentation, or demonstration (if utilized). Final total score will be determined using the following formula:

$$\text{Initial Evaluation Score} + \text{Oral Interview Score} = \text{Final Total Score.}$$

## 13. Negotiation Process

At the conclusion of the evaluation process, the City of Alamo Heights will rank candidates by order of highest qualifications and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation. Once an individual scope and fee proposal is negotiated with the City, the firm must agree to enter into a Professional Services Contract acceptable to the City. If a mutually satisfactory agreement cannot be reached with the selected provider, negotiations will be formally terminated, and the City will proceed with negotiations with the next most highly qualified provider until a mutually satisfactory agreement is reached.

## 14. Prohibited Respondents

1. The City of Alamo Heights will not conduct business with firms who have failed to comply with their contracts and have been debarred from doing business with the State of Texas or the federal government.
2. Successful firm must affirm, in any resulting contract, that (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of any resulting Contract. This section may not apply if the Company is a sole proprietor, a non-profit entity or a governmental

entity; and only applies if: (i) the Company has ten (10) or more fulltime employees and (ii) the Contract has a value of \$100,000.00 or more to be paid under the terms of the Contract.

3. Successful firm must affirm, in any resulting contract, that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.
4. Successful firm must affirm, in any resulting contract, that it does not boycott energy companies, and will not boycott energy companies during the term of the Agreement.
5. Successful firm must affirm, in any resulting contract, that it (i) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and (ii) will not discriminate against a firearm entity or firearm trade association during the term of the Agreement.
6. Successful firm must affirm, in any resulting contract, that it is not (i) owned or controlled by (a) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; or (b) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (ii) headquartered in China, Iran, North Korea, Russia or a designated country.

#### **15. DISCLOSURE OF CONFLICT OF INTEREST**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any vendor or person considering doing business with a local government entity disclose the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is available from the Texas Ethics Commission (TEC) at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Any completed Conflict of Interest Questionnaires shall be submitted to CITY.

#### **16. DISCLOSURE OF INTERESTED PARTIES**

Contracting hereunder may require compliance with §2252.908 Texas Government Code/Disclosure of Interested Parties for contracts that (1) require an action or vote by City Council before the contract may be signed; or (2) have a value of at least \$1 million. The law provides that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a Disclosure of Interested Parties certificate to the governmental entity at the time the business entity submits the signed contract to the governmental entity or state agency.

The process as implemented by TEC is as follows:

1. The Disclosure of Interested Parties certificate must be performed using the [Texas Ethics Commission's electronic filing application](#) listing each interested party of which the business entity is aware on Form 1295, obtaining a certification of filing number for this form from the TEC, and printing a copy of it to submit to CITY.
2. The copy of Form 1295 submitted to CITY must contain the unique certification number from the TEC. The form must be filed with CITY pursuant to §2252.908 Texas Government Code, "at the time the business entity submits the signed contract" to CITY.

3. CITY, in turn, will submit a copy of the disclosure form to the TEC not later than the 30th day after the date the CITY receives the disclosure of interested parties from the business entity.

**17. PERSONAL INTEREST**

No officer, employee, independent consultant or elected official of CITY who is involved in the development, evaluation or decision-making process of this Solicitation shall have a financial interest, direct or indirect, in the resulting Agreement. Any willful violation of this Paragraph shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. In the event a member of the governing body or an appointed board or commission of the CITY belongs to a cooperative association, the CITY may purchase services from the association only if no member of the governing body, board or commission will receive pecuniary benefit from the purchase, other than as reflected as in increase in dividends distributed generally to members of the association. Any violation of this provision with the knowledge, expressed or implied, by the Vendor shall render the Agreement voidable by the CITY. Nevertheless, the CITY may obtain the services under the Agreement if a conflict of interest affidavit is filed and the Council member recuses his/herself.

ATTACHMENT "A"  
Required Forms



**CITY OF ALAMO HEIGHTS**  
**6116 BROADWAY**  
**ALAMO HEIGHTS, TEXAS 78209**

**FORM 1**  
**SUBMITTAL COVER / SIGNATURE SHEET**

<b>ISSUE DATE:</b>	<b>January 22, 2025</b>	<b>Request For Qualification</b>
		<b>Advanced Metering Infrastructure (AMI) Services</b>
<b>DATE OF CLOSING:</b>	<b>February 21, 2025</b>	<b>DEPARTMENT:</b>
<b>TIME OF CLOSING:</b>	<b>(No later than)</b> <b>2:00 p.m. CDT</b>	<b>PUBLIC WORKS</b>
<b>SUBMIT TO:</b>	<b>City of Alamo Heights</b> <b>6116 Broadway</b> <b>San Antonio, TX 78209</b>	<b>PROFESSIONAL SERVICES</b>

**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.	
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

# ATTACHMENT A 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>
	Form 1	Submittal Cover/ Signature Sheet
	Form 2	Submittal Checklist and Table of Contents
	Form 3	Consultant's Qualification Statement
	Form 4	W-9 Form
	Form 5	Conflict of Interest Questionnaire
<b>ITEMS TO BE SUBMITTED:</b>		<b>Labeled As</b>
Proof of Insurance (Copy of most current Certificate and letter from Insurance Provider)		Attachment 1
Job descriptions and resumes for key employees		Attachment 2
Letters of Reference		Attachment 3



# ATTACHMENT A FORM 3

## CONSULTANT'S QUALIFICATION STATEMENT

1. **Respondent Information:** Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #1.2. If Joint Venture or Partnership, attach Joint Venture or Partnership Agreement.)

Respondent Name: \_\_\_\_\_  
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_

List here, any other names under which Respondent has operated within the last 10 years.

\_\_\_\_\_

- 1.2 **Business Structure:** Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: \_\_\_\_\_

Partnership

Corporation If checked, check one:  For-Profit  Nonprofit

Also, check one:  Domestic  Foreign

Other If checked, list business structure: \_\_\_\_\_

- 1.3 **Ownership:** Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes  No

- 1.4 Is Respondent authorized and/or licensed to do business in Texas?

Yes  No  If "Yes", list authorizations/licenses.

\_\_\_\_\_

\_\_\_\_\_

- 1.5 Where is the Respondent's corporate headquarters located? \_\_\_\_\_

- 1.6 **Local Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes  No  If "Yes", respond to a. and b. below:

a. How long has the Respondent conducted business from its San Antonio office?

Years \_\_\_\_\_ Months \_\_\_\_\_

b. State the number of full-time employees at the San Antonio office. \_\_\_\_\_

1.7 **County Operation:** If the Respondent does not have a San Antonio office, does the Respondent have an office located in Bexar County, Texas?

Yes  No  If "Yes", respond to a. and b. below:

a. How long has the Respondent conducted business from its Bexar County office?

Years \_\_\_\_\_ Months \_\_\_\_\_

b. State the number of full-time employees at the Bexar County office. \_\_\_\_\_

1.8 **Organizational Chart:** Attach a one page copy of your business organizational chart, complete with names and titles.

1.9 **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes  No

If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

\_\_\_\_\_  
\_\_\_\_\_

1.10 **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes  No

If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

\_\_\_\_\_  
\_\_\_\_\_

1.11 **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes  No

If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

\_\_\_\_\_  
\_\_\_\_\_

**2. EXPERIENCE**

2.1 How many years has your current organization been doing business as a professional architectural or engineering firm? \_\_\_\_\_ years.

2.2 How many years have you been doing professional architectural or engineering work under previous business name(s)? \_\_\_\_\_ years.

2.3 **Statement on President's Executive Orders:** Has your firm previously performed work subject to the President's Executive Orders Numbers 11246 and 11375 or any preceding similar executive orders (Numbers 10925 and 11114)?

Yes  No

Contractors/Consultants/Vendors on work paid by federal funds will be required to comply with the President's Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "amending executive order 11246 relating to equal employment opportunity," and as supplemented by regulations at 41 CFR part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department Of Labor.

2.4 **Litigation Disclosure:** Failure to fully and truthfully disclose the information required by this Litigation Disclosure may result in the disqualification of your bid/proposal from consideration or termination of the contract, once awarded.

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

Have you or any member of your Firm or Team been terminated (for cause or otherwise) from any work being performed for the City of Alamo Heights or any other Federal, State or Local Government, or Private Entity?

Yes  No

Have you or any member of your Firm or Team been involved in any claim or litigation with the City of Alamo Heights 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 and submitted with your bid/proposal as Attachment 2.5.

2.5 **Firm's Availability:** When can firm start work? \_\_\_\_\_  
Is there any concurrent commitment that would impede progress on this project, i.e. other jobs?

Yes  No  If yes, describe:

---

---

2.6 Complete and attach **RELEVANT EXPERIENCE LIST**.

2.7 **Equipment & Facilities:** List any special equipment or facilities available to do the required work accurately and expeditiously.

2.8 **Principal to be in charge of this project:**

Name of the Principal \_\_\_\_\_

Number of years employed with this organization \_\_\_\_\_

Amount of time per week devoted to this project: \_\_\_\_\_

List education, registration and experience

\_\_\_\_\_  
\_\_\_\_\_

2.9 **Architect/Engineer to be in charge of this project as Project Manager:**

Name of the proposed Architect/Engineer: \_\_\_\_\_

Number of years of project management experience (including previous employment): \_\_\_\_\_

Number of years employed with this organization \_\_\_\_\_

Names of similar projects of this organization where employed as project manager and name of owner (add space as necessary)

\_\_\_\_\_  
\_\_\_\_\_

2.10 Education, registration and experience

\_\_\_\_\_  
\_\_\_\_\_

2.11 Other ARCHITECTS, ENGINEERS, or PARA-PROFESSIONALS employed by respondent's organization to be involved in this project. List name of each individual, their education, registration, experience, and describe their area of responsibility.

\_\_\_\_\_  
\_\_\_\_\_

2.12 List subcontractors' specific staff to be involved in this project. List name of firm, name of individual, education, registration, experience, and describe their area of responsibility.

\_\_\_\_\_  
\_\_\_\_\_

### 3. FINANCIAL

- 3.1 **Financial Statement.** Attach a financial statement, preferably audited, including your organization's latest balance and income statement showing current assets, net fixed assets, other assets, current liabilities and other liabilities. Clearly indicate name and address of firm preparing financial statement, and date thereof. If the financial statement is not for the identical organization named in this **CONSULTANT'S QUALIFICATION STATEMENT**, explain the relationship and financial responsibility of the organization whose financial statement is provided (parent, subsidiary, etc.).

# ATTACHMENT A FORM 4

## Internal Revenue Service W-9 Form

**Form W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> <b>See Specific Instructions on page 3.</b>	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC, Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and Zip code	
	<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

#### Social security number

[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

o r

#### Employer identification number

[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person

Date

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**ATTACHMENT A  
FORM 5**

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  
**Check this box if you are filing an update to a previously filed questionnaire.** (The law requires completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

that you file an updated day after the date on which

**3 Name of local government officer about whom the information is being disclosed.**

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with Complete subparts A and B for each employment or business relationship described. Attach or a family member of the local government officer. additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or to receive taxable income, likely other than investment income, from the vendor?

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment of income, from or at the direction the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes

No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**

Check this box if the vendor has given the local government officer or a family member as of the officer one or more gifts described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

Signature of vendor doing business with the governmental entity

Date