

CITY OF ALAMO HEIGHTS

PUBLIC WORKS



REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL CONSULTANT
ARCHITECTURAL DESIGN SERVICES

SUBMITTAL DEADLINE:
January 10, 2025 @ 10:00 A.M. CDT



**CITY OF ALAMO HEIGHTS
REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL CONSULTANT ARCHITECTURAL DESIGN SERVICES**

The City of Alamo Heights, Texas is soliciting Statement of Qualifications (SOQ)s from qualified firms to provide architectural design services for the Alamo Heights Pool Pocket Park.

City Contact

Jennifer Reyna

Phone: 210-832-2209

jreyna@alamoheightstx.gov

Mailing/Physical Address

City of Alamo Heights

6116 Broadway

San Antonio, TX 78209

Due to City of Alamo Heights

by 10:00 AM, Central Daylight Time (CDT) on Friday, January 10, 2025

Questions Due to City no later than: Monday, December 16, 2024, 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 term.

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

B. PROJECT OVERVIEW

The Scope of Services includes architectural design services for the Alamo Heights Pool Pocket Park. The project is in collaboration with the City's Landscape Architecture Consultant and the City of Alamo Heights. In April 2024, the City's Landscape Architecture Consultant identified areas of beautification improvements which included the Alamo Heights swimming pool. The successful firm will serve as a liaison between the City, the City's Landscape Architecture Consultant, and all other agencies and contractors to ensure the City's goals are incorporated and implemented throughout the course of the project.

After 75 years of operation, the Alamo Heights pool has cemented itself as the center of our city's collective backyard. In looking to the next 75 years, the City would like to invest in the area with a backyard expansion. The Pool Pocket Park will be another one of the amenities in the area that will be supported by the pool operations. The Pool Pocket Park will be a gathering place for community families to enjoy a shaded green space and be able to share food and drink with family and friends provided by the pool concessions.

Subject to having experience relevant to the noted scope of work, the City of Alamo Heights invites architectural firms, individually or in collaborative teams, to submit qualifications for this project. It is expected that the prime consultant or members of their team have significant experience in architectural design services specifically in design of municipal assets, familiarity with Americans with Disabilities Act (ADA), construction, and expertise in making decisions related to storm water drainage, sanitary sewer, and flood plain management. It is expected that the successful individual or architectural firm are currently qualified State of Texas licensed professional architects.

The City seeks an architectural firm that can translate our conceptual designs into detailed plans and specifications, ensuring that the City's vision is effectively captured in the final deliverables. Additionally, the selected firm will serve as our representative during the construction bidding process, facilitating communication between stakeholders and ensuring that 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. The City aims to identify a partner who shares our commitment to quality, innovation, and excellence in architectural practices. 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.

C. SUBMITTAL REQUIREMENTS

Respondent shall submit one (1) complete original Statement of Qualifications (including the required Forms 1-5 and three attachments referenced herein) signed in ink, five (5) hard copies

of the entire SOQ, and an electronic version in a USB, in a sealed package clearly marked with the project name, "Alamo Heights Pool Pocket Park RFQ," shall be marked on the front of the package.

SOQs must be received/delivered to, no later than **Friday, January 10, 2025 at 10:00 a.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 considered. Submittals sent by facsimile or email will not be accepted.

All questions and inquiries about this Solicitation shall be submitted in writing by 5:00 pm CST, no later than December 16, 2024 to :

Jennifer Reyna
Assistant to City Manager
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 RFQ. 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-SOQ or post-SOQ 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 SOQ 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 RFQ, 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 RFQ package. Firm is responsible for

checking the City's website to determine if any addendum have been issued prior to submitting their RFQ 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 SOQS, TO WAIVE IRREGULARITIES, TO REQUEST ADDITIONAL INFORMATION FROM ALL RESPONDENTS, AND FURTHER RESERVES THE RIGHT TO SELECT THE SOQ, 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 QUALIFICATIONS (RFQ) 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.

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 Jennifer Reyna, Assistant to City Manager, jreyna@alamoheightstx.gov no later than **Monday, December 16, 2024 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 RFQ. The City may appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. 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, Respondents 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 Respondent. The City reserves the right to select one, more than one, or none of the Respondents to provide services. Final approval of a selected Respondent 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 RFQ 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 SOQ 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 RFQ, 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 architectural services contract to a qualified Architect demonstrating competence to perform the proposed services, pursuant to: Texas law (Texas Government Code Chapter 2254, “Professional Services Procurement Act”).

The following evaluation criteria and their respective weights will be used in selecting a Consultant Architect:

Evaluation Criteria:

Qualifications and Relative Experience (40 points)

Team Composition (30 points)

Responsiveness to RFQ (15 points)

Previous Project Performance (15 points)

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

SECTION II – SCOPE OF WORK

The Architect is required to provide professional architectural design services to evaluate conceptual and schematic designs, design development, construction documents and specification, competitive bidding and evaluation of contractors, cost estimate and construction administration (services) for the Project on behalf of the City. All improvements must comply with the Americans with Disabilities Act and Texas Health and Human Services Department Codes. All materials used must meet or exceed the City of Alamo Heights building codes.

The scope of the improvement project includes:

1. Conceptual, schematic and construction documents for a shade pavilion. Please reference City’s Landscape Architecture Consultant’s landscape exhibit for concept.
2. Schematic and construction documents for two unisex restrooms located within the building footprint.
3. General coordination between Heights Pool, City of Alamo Heights and the City’s Landscape Architecture Consultant in achieving a remarkable Pool Pocket Park.

Shade Pavilion Priorities:

1. The design should be reflective of the remarkable mid-century pool architecture. Over 75 years, the structure has weathered remarkably well and the design remains timeless.
2. A shade study will be necessary in order to ensure immediate access to shade.
3. Coordination of placement within the Pool Pocket Park with the landscape architect.

Restroom Priorities:

1. The restrooms should utilize simple materials yet be durable. Our goal is to limit maintenance and build something that should last years to come.
2. The restrooms will need to have structural coordination tying into the new slabs and roof structure to the existing perimeter walls.
3. There will be some MEP coordination in order to tie into the existing electrical and plumbing system. Simple air conditioning may be requested.

Time Expectations

Presentations are expected to at least 3 City Council meetings and to Architectural Review Board (ARB) (2 meetings) for approval of the shade structure.

SECTION III – STATEMENT OF QUALIFICATIONS (SOQ) CONTENTS, PROVISIONS AND REQUIREMENTS

RFQ/SOQ FORMAT, CONTENTS AND EVALUATION CRITERIA

The RFQ has been structured to provide specific requirements which function as a standardized framework for the evaluation of prospective Respondent’s qualifications.

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

1. Cover Letter

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

If the Respondent is a partnership, the RFQ must be signed in the name of the partnership by a general partner thereof. If the Respondent is a corporation, the RFQ 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 RFQ submitted to the City.

2. Table of Contents

Clearly identify the materials by section and page number.

3. Team Capability

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

4. Key Personnel/Qualification of Staff

The Respondent'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 Respondent'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 Respondent's understanding of the project and potential challenges.

7. Familiarity

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

- a) Preparation of Programming
- b) Schematic Design
- c) Design Development
- d) Construction Documents
- e) Bidding and/or negotiation
- f) Closeout documents
- g) Architectural design certifications
- h) 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 RFQ.

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

- A. Architect 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:

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

- B. Architect 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. Architect 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, Architect 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 RFQ.

11. Addendum Acknowledgment

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

12. Interviews

A. INVITATIONS FOR ORAL INTERVIEWS

The Evaluation committee (or City Council) may conclude after completion of the SOQ 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 SOQ offering and explain and/or clarify any unusual or significant elements related to their SOQs. At this stage, Respondents shall not be allowed to alter or amend their SOQs. 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 attempt to negotiate with the most highly qualified firm selected to negotiate a fee. Once an individual scope and fee proposal is negotiated with the City, the firm must agree to enter into a Professional Architectural Services Contract in substantially the form and terms as included in AIA B-101, Standard Form of Agreement Between Owner and Architect or such other form as may be 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 Respondents 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 Respondent 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 Respondent must affirm, in any resulting contract, that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.
4. Successful Respondent 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 Respondent 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 Respondent 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. 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

ISSUE DATE:	December 11, 2024	Request For Qualification
		Professional Consultant Architectural Design Services
DATE OF CLOSING:	January 10, 2025	DEPARTMENT:
TIME OF CLOSING:	(No later than) 10:00 a.m. CDT	ADMINISTRATION
SUBMIT TO:	City of Alamo Heights 6116 Broadway San Antonio, TX 78209	PROFESSIONAL SERVICES

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>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

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.

Page No.	Form No.	Form Title
	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
ITEMS TO BE SUBMITTED:		Labeled As
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 5**

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

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>OFFICE USE ONLY</p> <hr/> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2</p>	
<p>Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated 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.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <hr/> <p align="center">Name of Officer</p>	
<p>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 officer. Complete subparts A and B for each employment or business relationship described. Attach or a family member of the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p align="center">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?</p> <hr/> <p align="center">Yes No</p> <p align="center">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?</p> <hr/> <p align="center">Yes No</p>	
<p>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.</p>	
<p>6</p> <p>Check this box if the vendor has given the local government officer or a family member as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1), of the officer one or more gifts</p>	
<p>7</p>	
<p>Signature of vendor doing business with the governmental entity</p>	<p>Date</p>