

CITY OF ALAMO HEIGHTS  
PUBLIC WORKS



REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL  
ENGINEERING SERVICES

SUBMITTAL DEADLINE:  
January 31, 2025 @ 10:00 A.M. CDT



**CITY OF ALAMO HEIGHTS  
REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL ENGINEERING SERVICES**

In accordance with the provisions of Texas Government Code 2254 (Professional Services Procurement Act), the City of Alamo Heights (“City), Texas is soliciting Statement of Qualifications (SOQ)s from qualified individuals, firms, or groups of firms to provide project management, engineering services and floodplain development permit review services. Statements of Qualifications (SOQ)s will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide a range of engineering services to Texas Local Governments and are a legal entity registered to do business in the State of Texas. This Request for Qualifications (RFQ) solicits information that will enable the City to select one or more Consultant(s) 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 10:00 AM, Central Daylight Time (CDT) on Friday, January 31, 2025**

**Questions Due to City no later than: Monday, January 6, 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 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 project management for various street, water system and wastewater system capital improvement projects, engineering services and floodplain development permit review services for municipalities. The qualified engineering firm or firms will provide on-call or as-needed services.

Please note that the use of the singular term “Respondent” in the RFQ is referred to the selected individual, firm, or group of firms qualified to provide engineering services.

Annually, City Council approves the Street Maintenance Program in which the Respondent will lead in locating the best qualified contractor for the project among other work orders. Street projects included are street reconstruction, overlays, widening, sidewalks, curbs, associated drainage, and other related scope items. They may include traffic improvements such as multi-modal modes, signalization, traffic calming and utilities. Water system and wastewater system projects may be needed on an as-needed basis. Water-related projects include installation and rehabilitation of water and wastewater infrastructure. Engineering services are not limited to planning, infrastructure assessment, construction and maintenance.

Respondent is capable of performing numerous disciplines such as general civil engineering, planning and design, survey, architectural design, geotechnical analysis, construction management, environmental reviews, floodplain management, or at a minimum have the ability to coordination with firms that provide such services.

The Respondent will perform floodplain development permit reviews of the site development within the City limits as required by and in compliance with TCEQ regulations.

Subject to having experience relevant to the noted scope of work, the City of Alamo Heights invites Respondent to submit qualifications for this project. It is expected that the prime consultant or members of their team have significant experience in engineering 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 Respondent(s) are currently qualified State of Texas licensed professional engineers.

The City seeks an engineering 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 engineering practices. The successful firm(s) 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.

Respondent 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 Respondent 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 Statement of Qualifications (including the required Forms 1-5 and three attachments referenced herein) signed in ink, five (5) hard copies of the entire Statement of Qualifications (SOQ), and an electronic version in a USB, in a sealed package, "Alamo Heights Engineering Services RFQ," shall be marked on the front of the package.

SOQs must be received/delivered to, no later than **Friday, January 31, 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 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 Solicitation shall be submitted in writing by 5:00 pm CST, no later than Monday, January 6th 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 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.**

#### **Pre-Submittal Conference**

A pre-submittal conference will be held on **Tuesday, January 21, at 1:30 p.m.** at Alamo Heights City Hall, 6116 Broadway, Council Chambers Room. This is not mandatory.

#### **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. The City retains the right to select up to three Respondents for the requested services.

## Schedule of Events

The following tentative schedule has been prepared:

Date of Issuance	January 1, 2025
Pre-Submittal Conference	January 21, 2025 @ 1:30PM
Due Date for Written Questions	January 6, 2025
Due Date for Responses	January 10, 2025
Due Date for RFQ Bid Package	January 31, 2025 @ 10AM
Anticipated City Council Consideration	February 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 6, 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 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, up to three, 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.

The term of the agreement is anticipated to be two year with two one-year extensions. The City

Council reserves the right to amend the duration of the agreement.

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 engineering services contract to a qualified engineer or engineering firm 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 Professional Engineering Firm:

Evaluation Criteria:

Qualifications and Relative Experience (40 points)

Team Composition (30 points)

Responsiveness to RFQ (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 Respondent is required to provide civil engineering services, program support, and construction phase support to include expanded construction management services on an as-needed basis for time sensitive situation in connection with City improvements and projections for the duration of the contract. Specific capital projects may include, but are not limited to, full street construction, street rehabilitation, sidewalks, and drainage projects. 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:

- The Respondent performs numerous disciplines such as general engineering, water and wastewater infrastructure studies, planning and design, surveying, architectural design, geotechnical analysis, construction management, environmental reviews, floodplain management, or at a minimum have the ability to coordinate with firms that provide such services.
- Provide professional services for a variety of issues including plat review, right-of-way requirements (acquisitions, dedications, and easements), site development and

subdivision plans, drainage and flood control, subdivisions, and planned unit development agreements.

- Performs drainage reviews of site development within the City limits as required by and in compliance with TCEQ regulations
- Serve as the City's Flood Plain Manager and perform required evaluations, recommendations, and reporting that role.
- Site layout preparation, site grading design, site utility improvements, foundation design, accessibility pathways and site drainage design
- Hydrology and Hydraulic (1-D and 2-D) modeling
- Computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City
- Street maintenance/rehabilitation procedures and methods, sidewalk and ADA standards and general civil engineering services
- Water and wastewater system maintenance/rehabilitation procedures, methods and general civil engineering services
- Coordination and assistance with the bidding of documents, utilizing a variety of project delivery methods
- Computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City
- Development of professional recommendations and opinions, as required
- Project management, project scheduling and cost estimating services

### **Time Expectations**

Presentations are made to Council and attendance of Respondent may be required, when needed on specific projects, in addition to meeting with City staff and developers.

### **Disadvantaged Business Enterprises**

The Respondent will be expected to meet good faith effort requirements in soliciting and utilizing Disadvantaged Business Enterprises (DBE). The Respondent is expected to utilize DBEs for an amount of at least 5% of the total contracted amount. The City will determine if the Respondent 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 – 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) Street & Drainage Capital Improvements
- b) Constructability plan review
- c) General Services
- d) Drainage Reviews
- e) Environmental Services & Regulatory Agency Interactions
- f) Co-locate personnel with City staff to assist in the management of capital projects in design and construction
- g) CAD & GIS Capabilities
- h) Prior experience with similar 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 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:

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

- B. Respondent also agrees to maintain Commercial General Liability, Comprehensive Business Automobile Liability covering claims against Respondent 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. Respondent 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 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.

**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(s) 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 Engineer Services Contract in substantially the form and terms as included 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](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



# 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:

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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><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></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><b>OFFICE USE ONLY</b></p> <hr/> <p>Date Received</p>
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p>	
<p><b>2</b></p>	
<p><b>Check this box if you are filing an update to a previously filed questionnaire.</b> (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><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <hr/> <p align="center">Name of Officer</p>	
<p><b>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 local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b></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 <span style="margin-left: 200px;">No</span></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 <span style="margin-left: 200px;">No</span></p>	
<p><b>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.</b></p>	
<p><b>6</b></p> <p>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).</p>	
<p><b>7</b></p>	
<p>Signature of vendor doing business with the governmental entity</p>	<p>Date</p>