

CITY OF SAN ANGELO REQUEST FOR QUALIFICATIONS

RFQ No: ES-04-15

Engineering Services Division

**Indefinite Delivery Indefinite Quantity (IDIQ) for
Professional Services
Infrastructure Engineering and Surveying Services**

RFQ SUBMITTAL DEADLINE

August 6, 2015, 2:00 PM Local Time



City of San Angelo
72 West College Avenue
San Angelo, Texas 76903



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1. GENERAL

In order to provide timely and cost effective design and other specialized services, the City of San Angelo is seeking a response to this Request for Qualifications (RFQ) for Professional Service Providers (PSPs) for Indefinite Delivery Indefinite Quantity (IDIQ) contract awards. It is the intention of the City to retain the services of the best-qualified professionals for the size of the projects contemplated and project time lines.

The City of San Angelo Engineering Services Division is seeking a response to this Request for Qualifications (RFQ) for Texas licensed and qualified engineering firms to provide engineering, planning, consultation, design, drafting, surveying, and other related services regarding streets, water infrastructure, and sewer infrastructure including the necessary franchise utility coordination and traffic studies to complete the project for the City of San Angelo (herein described as Infrastructure Servicers.)

An IDIQ contract will serve as a master agreement with no monetary value. Because of the indefinite nature of the need for services there is no guarantee of project assignment to the firms found to be qualified for the City's work. Contracted firms may be awarded one or more assignments as projects become available and based on the availability of the firm. Award of an IDIQ contract or subsequent assignment under an IDIQ contract, will not disqualify a firm from responding to any future project for which a project-specific RFQ may be issued.

IDIQ contracts will be awarded to a pool of 3-5 PSP's in each area of expertise for a period of three years, with the option to renew for two additional one year terms, subject to agreement by both parties. Project-specific assignments will be made within the time frames during which the IDIQ agreement is valid. To remain valid, qualifications must be updated by the PSP to reflect any significant changes in the PSP's ownership, structure or method of operation, or when requested by the City of San Angelo. Duration of the agreement for each assignment will be negotiated and documented in the PSP contract for each project-specific assignment.

2. SCOPE OF SERVICES

The anticipated scope of services shall include, but not be limited to, the following:

- Train applicable City staff about the project details including applications, materials, and processes
- Prepare, attend, and present items or presentations to City staff or City Council
- Consultation, design, engineering, drafting, planning, and costing processes relating to Infrastructure Services
 - **Streets** and street-related infrastructure to include curbing, pavement rehabilitation or replacement, sidewalks, lighting, and traffic control
 - **Water infrastructure** to include rehabilitation or replacement of water mains, valves, fire hydrants, and water lines
 - **Sewer infrastructure** to include rehabilitation or replacement of sewer mains, manholes, and sewer lines
 - **Surveying services** to include GPS and conventional surveying



- **Traffic study** will examine the suitability of proposed improvements and analyze direct and indirect impacts related to the enactment of proposed improvements in support of the city's transportation plans and needs.
- **Utility coordination** of existing and proposed franchise utilities with utility, public, and private agencies.
- Public notice and public hearing assistance
- Other duties as appropriate relating to Infrastructure/Capital Improvement Project (CIP) Services

Term

The term of this agreement will be three (3) years, with two (2) additional one-year renewals. Renewals will be automatic. Each party can opt-out of a renewal with 120 days' written notice to the other party.

The length of time allowed for each project will be dependant of the individual item and will be negotiated between the City and selected PSP.

Qualification

To qualify for selection to provide these services, the submitting firm must:

1. Be registered in Texas and have a professional engineer (also registered in Texas) who can sign and seal the deliverables to be provided under the contract.
2. Submit a Statement of Qualifications (SOQ) as described in Section 5B below. Firms may not submit more than one SOQ for consideration.

Respondents are advised that all properly submitted Statements of Qualifications will be evaluated and rankings established in accordance with the valuation system as defined in Section 7A.

*Note: In compliance with State of Texas requirements for securing professional engineering services, the contract for these services will be negotiated with the firm or firms deemed by the City of San Angelo to be the most qualified. **Accordingly, any Statements of Qualification that contain references or quotations related to fees or costs will be rejected and returned to the Respondent.** The City of San Angelo retains the right to reject all submittals if deemed to be in the City's best interest.*

Disqualification

The applicant may be disqualified for any of the following reasons:

- The applicant is involved in any litigation against the City of San Angelo;
- The applicant is in arrears on any existing contract or has defaulted on a previous contract with the City;
- The applicant is debarred, suspended, or otherwise excluded from or ineligible for participation in State or Federal assistance programs; or,
- Statement of Qualification contains references or quotations related to fees or costs.



Confidentiality

All responses submitted shall remain confidential. After the contract is awarded and executed, proposals will be made available for public inspection. The City shall not be responsible for the confidentiality of any trade secrets or other information contained or disclosed in the proposal unless clearly identified as such.

Selection

The City reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities in the RFQ process. The City is an equal opportunity employer.

All Respondents will be screened by a selection committee and those Respondents selected for a short list may be invited to attend an interview at the Respondent's own expense. The City shall not incur any costs associated with the preparation and/or submittal of Responses.

The City will evaluate all Responses based on the professional qualifications, background, training, experience, and staff experience in addition to experience on similar projects within and near the City of San Angelo, and the availability of resources. The City reserves the right to negotiate the final fee schedule, prior to recommending any PSP for a professional services contract.

The City's process is as follows:

Evaluation will include confirmation by City Staff that respondents have the required registration, license, insurance or expertise to render requested services. The evaluation process is not intended to identify and select one best qualified provider but rather shall include several similarly qualified providers. One or more of the qualified providers will be contacted by City Staff on an as-needed basis to assist to the City of San Angelo. If the firm or individual contacted by City Staff is not available due to lack of resources or not able to meet the time constraints for a particular project, City Staff shall contact another qualified provider from the remaining respondents.

If however, all respondents are unable to meet the time constraint or have the necessary resources to render services, the City of San Angelo may contact other providers not previously qualified and request qualifications for such services.

Acceptance of Proposal Content

Before submitting a proposal, each Respondent shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which the proposal will rely. If the respondent receives an offer because of its proposal, failure to have made such investigation and examinations will in no way relieve the respondent from its obligation to comply in every detail with all provisions and requirements.

3. DEADLINE AND DELIVERY LOCATION

Deadline

Sealed RFQ submittals must be received and time stamped by **August 6, 2015, 2:00 PM, Local Time**. The clock located in Purchasing will be the official time. Responses received later than the specified time and date will not be considered.



Digital Format

If Respondent obtained the bid specifications in digital format in order to prepare a proposal, the bid must be submitted in hard copy according to the instructions contained in this bid package. If, in its bid response, a Respondent makes any changes whatsoever to the published bid specifications, the bid specification as published shall control. Furthermore, if an alteration of any kind to the bid specification is discovered after the contract is executed and is or is not being performed; the contract is subject to cancellation without recourse.

Proposal Copies

Submit four (4) bound and one (1) unbound hard copies and one (1) copy in PDF format on USB flash drive in a sealed envelope.

Sealed Envelope Addressing Instructions

- **Top Left Hand Corner:** Business Name and Address
- **Lower Left Hand Corner:** "RFQ NO. ES-04-15/Professional Services – Infrastructure Engineering and Surveying Services"

Delivery Instructions

Place sealed envelope in a delivery container addressed to:

USPS Delivery Address: City of San Angelo
Purchasing Division
72 West College Avenue
San Angelo, Texas 76903

Delivery Service (Fedex, UPS, etc.) Address: City of San Angelo
Purchasing Division, Suite 303
72 West College Avenue
San Angelo, Texas 76903

Note: Ensure delivery container is marked, "RFQ Enclosed"

Electronic Submissions

Faxed or electronically transmitted RFQs will not be accepted.

Points of Contact

| | |
|---|---|
| Julia Antilley, Purchasing Manager Purchasing Division City of San Angelo 72 West College San Angelo, Texas 76903 (325) 657-4220 / sapurch@cosatx.us | Russell Pehl, City Engineer Engineering Services Division City of San Angelo 72 West College San Angelo, Texas 76903 |
|---|---|



4. PROFESSIONAL SERVICES REQUIRED

Services performed will include surveying services, streets, water infrastructure, and sewer infrastructure engineering services including franchise utility coordination and traffic study, as combined or separate services, as required hereunder and in accordance with RFQ ES-04-15 to provide engineering, planning, consultation, design, drafting and other related services for the City of San Angelo. All qualified firms or persons shall have current licenses as required under the State of Texas for the provision of services requested by the City.

ENGINEERING FIRMS

- Texas Licensed Engineering Firm with superior background, training, and qualifications, meeting all requirements of this RFQ
- Engineers licensed in the State of Texas
- Registered Professional Land Surveyor licensed in the State of Texas
- Engineers with positive experience in Infrastructure programs

STREET ENGINEERING SERVICES

The duties to be performed by provider shall include, but not be limited to: the reconstruction of city streets including the complete excavation, removal, and replacement of asphaltic surface, flexible base material, curb & gutter, drainage structures, signing, striping, sidewalks, and installation of new concrete intersections.

WATER INFRASTRUCTURE ENGINEERING SERVICES

The duties to be performed by provider shall include, but not be limited to: the replacement or rehabilitation of water mains, valves, fire hydrants, and water services (up to the meter, property line or easement).

SEWER INFRASTRUCTURE ENGINEERING SERVICES

The duties to be performed by provider shall include, but not be limited to: the replacement of sewer mains, manholes, and sewer service lines (up to the property line or easement).

SURVEYING SERVICES

The duties to be performed by provider shall include, but not be limited to: conventional and GPS Surveying. These services include the horizontal and vertical locations of existing condition information for the engineering design of the proposed project. Additional services may include stake out of construction projects, boundary research and determination, and the right-of-way takings.

UTILITY COORDINATION

The duties to be performed by provider shall include, but not be limited to: coordination of existing and proposed franchise utilities for the project. The Engineer is to contact all utility companies and governmental agencies having facilities within the project area and obtain necessary information on their existing and proposed facilities. The Engineer is to coordinate design activities with the respective utility companies/governmental agencies and the City Project Manager.



TRAFFIC STUDIES

The duties to be performed by provider shall include, but not be limited to: a comprehensive traffic study of the traffic-related impacts and circulation needs associated with the proposed project(s). The study should address traffic-related issues of both existing and proposed development in order to assess the impacts that may have on the community. If necessary, recommend capital improvement projects to mitigate development of the area to accommodate future traffic needs. The goals are to improve mobility, accessibility, and connectivity for all modes of travel including pedestrian, bicycle, automobile, and public transit; improve area health and safety by increasing walkability and bikeability; promote economic vitality through enhanced mobility of the downtown and key business districts.

5. REQUEST FOR QUALIFICATION SUBMISSION FORMAT

Each respondent must provide the following information:

A. Executive Summary

Executive summary on Engineering Firm's letterhead transmitting all required RFQ information and the Respondent's interest in being considered for the professional services described in this RFQ.

B. Statement of Qualifications

Provide a profile of experience for the Engineering Firm and all members of the firm who may be involved in work for the City. This section shall include but not be limited to the following:

1. The Consulting Firm's experience with street, water, and sewer infrastructure projects, requirements, regulations and surveying similar to those that are, or could be, required by the City of San Angelo. A listing of similar projects, dates of completion, and references shall be provided.
2. A discussion of the Respondent's familiarity with the City of San Angelo and streets, water, and sewer infrastructure planning efforts as well as experience developing traffic impact studies and coordinating franchise utility relocation with public and private agencies.
3. The project approach to be utilized by the Respondent to deliver the required services.
4. Identification of the proposed Project Manager designated by the firm to provide the services, as well as resumes of all key members of the firm who would be working with the City of San Angelo; how long the members of the firm have been working together and a list of similar projects that these individuals have worked on and completed.
5. References from present and former clients detailing completed projects.
6. Provide information on the current types and amounts of insurance carried, including General Liability, Auto Coverage, Worker's Compensation, and Professional Liability Coverage.

Respondents may provide other documents such as Company literature or brochures; however, the submittal of these items is not required, and will not be considered in the evaluation process. Any



items submitted in addition to the above-referenced Statement of Qualifications shall be bound separately and will not be returned to the Respondent.

6. RESTRICTIONS ON COMMUNICATION

- A.** Respondents should not communicate with: 1) elected City officials and their staff regarding the RFQ or Proposals from the time the RFQ has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFQ has been released until the contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or Proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

1. Private (non-business) contacts with the City by the Proposer’s employees acting in their personal capacity;
2. Casual social contacts that do not include mention of the RFQ;
3. Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below up to seven (7) days prior to submission due date. Questions received after the stated deadline will not be answered.

It is suggested that all questions be sent by email to, Julia Antilley, Purchasing Division Manager, sapurch@cosatx.us. ***Please ensure the RFQ Number and Title is in the Subject Line.*** Questions submitted and the City’s responses will be posted in the form of an Addendum to the City’s web site at www.cosatx.us. Respondent is responsible for calling the City or reviewing the website to determine if any addendums have been issued prior to their submittal. Only questions answered by formal Addenda will be binding.

4. Respondents may provide responses to questions asked of them after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests;
 5. Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Respondents desiring a review of the solicitation process may submit a written request no later than five (5) calendar days from the date the letter was sent. The letter will indicate the name and address for submission of requests for review.
- B.** The City reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities in the RFQ process.
- C.** City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations initiated by City staff persons, shall not be considered a violation by Respondent of this section.



7. EVALUATION PROCESS

All applications will be screened by an evaluation committee and those applicants selected for a short list may be invited to attend an interview, at the applicants own expense. The City shall not incur any costs for applicant preparation and/or submittal of proposal.

The City will evaluate all responses based on the qualifications, background, training, experience, and staff qualifications. The City reserves the right to negotiate the final fee schedule, prior to recommending any Consultant for a contract.

Evaluation Criteria

- A. The selection committee shall screen and rate all of the responses that are submitted. Selection ratings will be based on 100-point scale. Ratings shall be based on the following criteria:

| <u>Criteria</u> | <u>Description</u> | <u>Weight</u> |
|--|---|---------------|
| Staff capability | Quantity and type of professionals with experience on Infrastructure Services and Surveying projects (include professional qualifications, background, training, etc) | 35 |
| Local and area expertise | Firm with established experience working with the City of San Angelo and within 150 mile radius | 20 |
| Technical expertise | Expertise dealing with the technical issues important to the scope of services | 20 |
| Adequate resources | Sufficient available staff and equipment to complete the proposed work within a requested time frame | 15 |
| Performance on past projects/reference | Success on previous projects in the way of project deadlines, quality, public relations and general cooperative nature of the firm | 10 |
| Total | | 100 |

- B. Interview (Optional): The selection committee will select the most qualified firm(s) and may invite them for an interview with members of the selection committee. Should an interview be requested, respondents should be prepared for 15 minutes of presentation and 15 minutes of questions and answers.
- C. City staff shall recommend a preliminary list of the most qualified firms to the City Council and request authority to enter into contract negotiations.
- D. Standard rates and fees will be requested after approval of preliminary list. Should standard rates and fees be agreed upon and accepted, the selected PSP(s) shall be offered an IDIQ professional services contract. Should negotiations for pricing be required, the City shall enter into negotiations in order of ranking until a pool of approximately 3-5 PSP's are selected per discipline.
- E. This RFQ does not commit the City to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to and attending the interviews as well as RFQ preparation time and material costs.



EXHIBIT "A"

SPECIAL INSURANCE RIDER

1.0 TYPES AND AMOUNTS OF INSURANCE REQUIRED.

Provider shall obtain and continuously maintain in effect at all times during the term hereof, at Provider's sole expense, insurance coverage as follows with limits not less than those set forth below:

1.1 COMMERCIAL GENERAL LIABILITY.

This policy shall be an occurrence-type policy and shall protect provider and additional insureds against all claims arising from bodily injury, sickness, disease or death of any person (other than provider's employees) and damage to property of the City or others arising out of the act or omission of provider or its agents and employees. This policy shall also include protection against claims for the contractual liability assumed by Provider under the paragraph of this Agreement entitled "Indemnification," including completed operations, products liability, contractual coverage, broad form property coverage, explosion, collapse, underground, premises/operations, and independent providers (to remain in force for two years after final payment). Coverage limits shall not be less than:

| | |
|------------------------|--|
| \$ 2,000,000.00 | General Aggregate |
| \$ 1,000,000.00 | Products – Completed Operations |
| \$ 1,000,000.00 | Personal & Advertising Injury |
| \$ 1,000,000.00 | Each Occurrence |
| \$ 100,000.00 | Fire Damage (any one fire) |

1.2 BUSINESS AUTOMOBILE LIABILITY.

This policy shall be written in comprehensive form and shall protect Provider and the additional insureds against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on and off the premises of all motor vehicles licensed for highway use, whether they are owned, non-owned or hired. Coverage shall not be less than:



\$ 500,000.00

Combined Single Limit

1.3 WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.

If Provider hires any employees, Provider shall maintain Workers' Compensation and Employer's Liability insurance, which shall protect provider against all claims under applicable state workers' compensation laws and employer's liability. The insured shall also be protected against claim for injury, disease or death of employees which for any reason, may not fall within the provisions of a workers' compensation law. Coverage shall not be less than:

Statutory Amount

Workers' Compensation

\$ 100,000.00

Employer's Liability, Each Accident

\$ 100,000.00

Employer's Liability, Disease - Each Employee

\$ 500,000.00

Employer's Liability, Disease – Policy Limit

The foregoing requirement will not be applicable if, and so long as, Provider qualifies as a self-insurer under the rules and regulations of the commission or agency administering the workers' compensation program in Texas and furnishes evidence of such qualification to City in accordance with the notice provisions of this Agreement.

1.4 PROFESSIONAL LIABILITY.

This insurance shall include contractual liability in its coverage, and the coverage under this policy shall survive the term of this Contract as long as any liability could be asserted. Limit of liability per claim shall not be less than:

\$ 1,000,000.00

Per occurrence

If Provider uses contract labor, Provider shall require its sub-provider to maintain the above referenced coverage and furnish copies of certificates of insurance as required herein.



CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

SUBMISSION FORMS

RETURN ALL FORMS THIS PAGE AND BEYOND

- Completed RFQ Submittal (outlined in Sections 5A and 5B)
- Addendum Acknowledgement
- Completed Conflict Of Interest form (if applicable)
- Completed Debarment and Suspension Certification (Required)
- References – similar projects, and similar work within 150 miles
- Letter Of Interest form (with W-9)

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CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

Addendum Acknowledgement

Receipt is hereby acknowledged of the following addenda to the Contract documents.

| | |
|----------------------------|----------------|
| Addendum No. 1 dated _____ | Received _____ |
| Addendum No. 2 dated _____ | Received _____ |
| Addendum No. 3 dated _____ | Received _____ |
| Addendum No. 4 dated _____ | Received _____ |
| Addendum No. 5 dated _____ | Received _____ |
| Addendum No. 6 dated _____ | Received _____ |

Company Name

Signature

Printed Name

Title

Address

City, State Zip Code

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CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

NOTICE TO VENDORS

DISCLOSURE OF CERTAIN RELATIONSHIPS

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local governmental entity make certain disclosures concerning any affiliation or business relationship that might cause a conflict of interest with the local governmental entity. The provisions of Chapter 176 and the Form CIQ questionnaire that you must complete, if applicable, to comply with this new law, are available and explained in more detail at the Texas Ethics Commission website at <http://www.ethics.state.tx.us/whasnew/conflictforms.htm>.

A current list of City of San Angelo and City of San Angelo Development Corporation officers is available on the City's website at <http://sanangelotexas.org>. If you are considering doing business with the City of San Angelo or the City of San Angelo Development Corporation and have an affiliation or business relationship that requires you to submit a completed Form CIQ, it must be filed with the records administrator (City Clerk) of the City of San Angelo not later than the 7th business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

By Submitting a Response to a City of San Angelo or City of San Angelo Development Corporation Request for Proposals, Request for Bids, or Request for Qualifications or by conducting business with either of those two entities, you are representing that you are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

A handwritten signature in blue ink, appearing to read "Julia Antilley".

Julia Antilley
Purchasing Division, Manager

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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of person 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 that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

MUST BE RETURNED WITH QUALIFICATIONS

Adopted 06/29/2007



CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

**LOCAL GOVERNMENT OFFICERS
OF THE CITY OF SAN ANGELO
As defined by Chapter 176 of the Texas Local Government Code
(Revised May 20, 2015)**

For purposes of completion of the required Conflict of Interest Questionnaire for the City of San Angelo (required by all Vendors who submit bids/proposals), Local Government Officers are:

City of San Angelo City Council:

Mayor: Dwain Morrison, Mayor

Councilmembers: Rodney Fleming, SMD 1
Marty Self, SMD 2
Johnny Silvas, SMD 3 and Mayor Pro-Tempore
Lucy Gonzales, SMD 4
Elizabeth Grindstaff, SMD5
Charlotte Farmer, SMD 6

City Manager: Daniel Valenzuela

City of San Angelo Development Corporation officers are:

Scott Tankersley, President
John Edward Bariou, Jr. - First Vice President
Tony Villarreal - Second Vice President
Daniel Anderson - Director
Richard Crisp - Director
Tommy Hiebert - Director
Juan Flores – Director

Executive Director: Roland Peña



**CERTIFICATION
INSTRUCTIONS**

1. By signing and submitting this proposal, the prospective participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination whether to enter into this transaction. However, failure of the prospective participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the City of San Angelo determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Angelo may terminate this transaction for cause.
4. The prospective participant shall provide immediate written notice to the City of San Angelo to which this proposal is submitted if at any time the prospective participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549(13 CFR Part 145). You may contact the City of San Angelo for assistance in obtaining a copy of these regulations.
6. The prospective participant agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City of San Angelo.
7. The prospective participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment and Suspension" provided by the City of San Angelo, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the City of San Angelo, the City of San Angelo may terminate this transaction for cause.

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Debarment and Suspension Certification

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Company

Signature

Printed Name & Title

Address

City, State Zip Code

Date

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CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

References

Company Name: _____

Please list five (5) government and/or businesses references **(other than City of San Angelo)** for which you have **completed similar projects** in scope and size who can verify the quality of service your company provides.

MUST BE RETURNED WITH QUALIFICATIONS

| |
|----------------------|
| REFERENCE ONE |
|----------------------|

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

| |
|----------------------|
| REFERENCE TWO |
|----------------------|

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

| |
|--|
| THIS FORM MUST BE RETURNED WITH QUALIFICATIONS |
|--|

REFERENCE THREE

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

REFERENCE FOUR

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

REFERENCE FIVE

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

THIS FORM MUST BE RETURNED WITH QUALIFICATIONS



CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

Local References

Company Name: _____

Please list five (5) government/business references **(may include the City of San Angelo)** for which you have **completed similar projects** in scope and size **within 150 miles of San Angelo** who can verify the quality of service your company provides.

MUST BE RETURNED WITH QUALIFICATIONS

REFERENCE ONE

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

REFERENCE TWO

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

THIS FORM MUST BE RETURNED WITH QUALIFICATIONS

REFERENCE THREE

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

REFERENCE FOUR

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

REFERENCE FIVE

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

THIS FORM MUST BE RETURNED WITH QUALIFICATIONS



Letter of Interest

RFQ No: ES-04-15/Professional Services – Infrastructure Engineering and Surveying Services

The undersigned firm submits the following information (this RFQ submittal) in response to that Request for Qualifications (as amended by any Addenda), issued by the City of San Angelo, Texas ("City") to perform Infrastructure Engineering and Surveying Services.

Enclosed, and by this reference incorporated herein and made a part of this RFQ, are the following:

- Completed RFQ Submittal (outlined in Sections 5A and 5B)
- Addendum Acknowledgement
- Completed Conflict Of Interest form (if applicable)
- Completed Debarment and Suspension Certification (Required)
- References – similar projects, and similar work within 150 miles
- Letter Of Interest form (with W-9)
- Other documents as supplied by Respondent

Firm is responsible for calling or visiting the City's website to determine if any addendums have been issued.

Firm also understands that the City is not bound to select any firm for the final pre-qualified list and may reject any responses submitted.

Firm further understands that all costs and expenses incurred by it in preparing this RFQ and participating in this process will be borne solely by the firm, and that the required materials to be submitted will become the property of the City and will not be returned.

Firm agrees that the City will not be responsible for any errors, omissions, inaccuracies, or incomplete statements in this RFQ. Firm accepts all terms of the RFQ submittal process by signing this letter of interest and making the RFQ submittal.

This RFQ shall be governed by and construed in all respects according to the laws of the State of Texas.

Firm's Name: _____

Authorized Signature _____

Date _____

Telephone: _____

Fax: _____

E-Mail: _____

Attach IRS W-9 Form
MUST BE SUBMITTED WITH QUALIFICATIONS

No Bid Reply
For ES-04-15 Professional Services

If for any reason, you are not submitting a bid/proposal, please check one or more reasons below and return the form to us either by mail or by email to sapurch@cosatx.us in order to remain in our database for these types of products or services.

By providing us this information, we hope to improve future Request packages that will elicit your participation.

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PLEASE PRINT

We wish to **Remain On ()** or **Delete From ()** the list of bidders for the City of San Angelo

A. We hereby submit a "No Bid" because:

- () 1. We are not interested in selling through the bid process.
- () 2. We are unable to prepare the bid form in time to meet the due date.
- () 3. We do not wish to bid under the terms and conditions of the Request for Bid/Proposal.
OBJECTIONS: _____

- () 4. We do not feel we can be competitive.
- () 5. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- () 6. We do not wish to sell to the City of San Angelo. OBJECTIONS: _____

- () 7. We do not sell the items or provide the services requested.
- () 8. Other: _____

Firm _____

Signed _____

Thank you for your assistance!