

CITY OF SAN ANGELO REQUEST FOR QUALIFICATIONS

**Reconstruction of Barracks and Mess Halls 3 & 4
Fort Concho National Historic Landmark**

RFQ No: FC-02-16

**Professional Architectural Services
Historical Site Development**



RFQ SUBMITTAL DEADLINE
January 15, 2016, 2:00 PM Local Time

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

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CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4220

GENERAL

The City of San Angelo is seeking a response to this Request for Qualifications (RFQ) for Texas licensed and qualified firms, with their design team, to furnish: planning, design, design drawings, cost estimating, and construction drawings for work at Fort Concho National Historic Landmark, one of the best preserved frontier forts west of the Mississippi. Firms qualified and with experience on past projects in the design and construction of historic buildings at a multi-building historic site need only apply. It is the intention of the City in going forward with this RFQ and selection process, to retain the services of the best-qualified professionals.

A frontier post from 1867 to 1889 and a preservation project since 1928, Fort Concho is owned and operated by the City of San Angelo, Texas. The fort's twenty-six historic and support buildings serve nearly 60,000 guests annually on a forty-acre site located just south of downtown San Angelo, the community the fort helped to create in the 1870s.

In late 2015, Fort Concho through its Foundation received a major anonymous donation to reconstruct the missing Barracks 3 and 4 and their attached Mess Halls. Each barrack represents 2,359 square feet and each mess hall covers 1,120 square feet for a total reconstruction of nearly 7,000 square feet.

The four buildings, per the state and national historic preservation codes, will be constructed on their existing and identified foundations, in the same shape, size, and exterior appearance as they were originally constructed by the US Army in the 1870s.

The four reconstructed buildings will have their interiors adapted to house several special research collections, currently housed at various locations on the fort grounds, with associated display, research, archival, restrooms, and office-support spaces. State of the art climate control and security, plus elimination of exterior sunlight, will be integral to the overall construction.

1. Document Availability

Documents are available and may be examined or obtained without charge in the Purchasing Department, Suite 330, City Hall, San Angelo, Texas or online at <http://www.cosatx.us> by following the links:

- o Departments & Services
- o Purchasing
- o Bid Information
- o FC-02-16

A copy of the documents may be bought in the Purchasing Department for \$5.00 – no partial sets will be sold.

2. Pre-Submission Conference

Two **non-mandatory** pre-submission conferences will be held **December 14 and 15, each from 1:00-2:00 P.M. Local Time**, at Fort Concho Barracks 1/Visitor Center, 630 S. Oakes St., San Angelo, Texas. Representatives of the City will discuss the solicitation and answer questions regarding purchasing procedures. Attendees are highly encouraged to obtain all documents in advance of the conference, review the information, and prepare questions. The same information will be covered at both conferences; you do not need to attend both. Conference contact is Bob Bluthardt at 325-481-2730 or 325-234-0316.

3. Restrictions on Communication

Respondents should not communicate with: 1) elected City officials and their staff regarding the RFQ 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 response submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification.

Exceptions to the Restrictions on Communication with City employees include:

1. Conversations with the current contract holder concerning operations
2. Private (non-business) contacts with the City by the vendor's employees acting in their personal capacity



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3. Casual social contacts that do not include mention of this RFQ
4. Respondents may submit written questions concerning the meaning or intent of this RFQ shall be submitted to the Purchasing Department in writing within seven (7) days of submittal 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
Email: sapurch@cosatx.us

Please ensure the RFQ Number and Title is in the Subject Line.

Suppliers must submit their questions using the following format.

- Supplier's name, requester, and appropriate contact information
 - Clearly state the question
 - Include specific reference to the applicable solicitation document section(s)
5. Questions, if answered, will be posted in the form of an Addendum to the City's website at www.cosatx.us. Respondent is responsible for calling the City to determine if any addendums have been issued prior to their submittal. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written Addenda will be binding. It is the submitter's responsibility to ensure all addendums have been considered prior to submitting an offer.
 6. 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;
 7. Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date.
 8. The City reserves the right to accept or reject any or all submissions, and to waive any informalities or irregularities in the RFQ process. 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.

4. 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.

5. Confidentiality

All responses submitted shall remain confidential. After selection of a firm, submissions 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 submission unless clearly identified as such.

6. Selection

The City reserves the right to accept or reject any or all submissions, and to waive any informalities or irregularities in the RFQ process.

The City will select the most highly qualified provider(s) of the requested services based on demonstrated competence and qualifications and then attempt to negotiate with provider(s) a contract(s) at a fair and reasonable price.

7. Proposed Terms of the Agreement

The term of the Agreement will be negotiated with the selected firm.



8. Acceptance of Content

Before submitting a response, 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 their submission will rely. If the Respondent receives an offer because of its submission, 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.

9. Equal Employment Opportunity

Attention of Respondents to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, color religion, sex, national origin, age, or disability.

10. Modifications – Corrections, Deletions or Additions

No phone, fax, or email changes to submissions will be accepted. Corrections, deletions, or additions shall be submitted in writing and delivered in a sealed envelope prior to opening.

11. Submission by Corporation

Submissions by corporations must be executed in the corporate name by the president or vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The state of incorporation shall be shown below the corporate name. Submissions by partnerships must be executed in the partnership name and signed by a partner; title and the official address of the partnership must be shown below the signature. Submissions by joint ventures shall be signed by each participant in the joint venture or by an authorized agent of each participant.

The names of all persons signing must also be legibly printed below the signature. A submission by a person who affixes to his signature the word "president", "secretary", "agent", or other designation without disclosing his principle may be held to be the submission of the individual signing. When requested by City, evidence of the authority of the person signing shall be furnished.

Forms must be completed in ink. All blank spaces shall be filled. Submissions received without all such items completed may be considered nonresponsive.

The submitter is not required to acknowledge receipt of Addenda but shall include all addenda in submitter's response. No alterations in submissions or alterations made to the printed forms, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the submitter. Failure to consider all Addenda's prior to submitting a submission shall be at the risk of the submitter.

12. Withdrawal of Submission

Submissions may be modified or withdrawn by contacting the Purchasing Department and requesting withdrawal any time prior to opening of submissions. Notice must be in writing. Notices by email, fax, or phone will not be accepted.

13. Rejection of Submission

The City reserves the right to reject any and all submissions or any part thereof and shall have the right to ask for new submissions for the whole or parts, should he desire to do so.

Submissions will be rejected if:

- The Submission is not received by the Submission Opening Deadline.
- The Submission is not executed by a person authorized to enter into a contract for the company.
- The Submitter is debarred or suspended from working on federal or other government projects.

The City reserves the right to waive any or all informalities, and to reject nonconforming, non-responsive, or conditional submissions.

14. Examination of Contract Documents

Each submitter shall thoroughly examine and be familiar with this document, specifications, etc. The submission shall constitute an acknowledgment that the submitter has thoroughly examined and is familiar with the contract documents. The failure or neglect of a submitter to receive or examine any of the contract documents shall in no way relieve him from any obligations with respect to his submission or to the contract.



15. Familiarization with the Type of Work

Each prospective submitter shall familiarize himself with the Work, local labor conditions and all laws, regulations, and other factors affecting performance of the Work. He shall carefully correlate his observations with requirements of this Request and otherwise satisfy himself of the expense and difficulties attending performance of the Work. The submission will constitute a representation of compliance by the submitter. There will be no subsequent financial adjustment for lack of such familiarization.

16. Site Investigation

The information contained in this document about topography, subsurface soils, subsurface structures, and any quantities based thereon, is furnished solely for the convenience of the submitter as information available at the time. The accuracy of this information is not guaranteed and the submitter is fully and solely responsible to verify pertinent information prior to submission time. Use of the information provided in no way relieves the submitter or others of any responsibility for loss due to inaccuracies or deviations which may be encountered.

17. Soils Testing Specifications

The submitter will be allowed to conduct soils investigations within the alignment of the proposed Project as they can be coordinated with the City and appropriate landowners during the submission preparation phase. All such investigations must be coordinated through the City.

18. Subcontractors and Suppliers

All submissions must include a list of proposed subcontractors and suppliers on the form included in the submission form section. Submitters are strongly encouraged to explore utilizing area subcontractors and suppliers.

19. Subcontractor Qualification

Particular consideration will be given to the qualifications of each Subcontractor proposed to perform more than 5 percent (5%) of the Work.

The successful submitter will submit to the City for acceptance a list of the names of subcontractors and such other persons and organizations (including those who are to furnish materials or equipment fabricated to a special design) identifying that portion of the Work to be performed by each subcontractor within fourteen (14) days of the issuance of Notice of Award.

The City will notify the successful submitter in writing if there is objection to any subcontractor, person, or organization on such list.

The failure of the City to make any such objection prior to the execution and delivery of the Agreement shall constitute an acceptance of such Subcontractor, person, or organization. Such acceptance a Subcontractor, person or organization shall not: (1) constitute a waiver of any right of the City to reject defective Work, Material, or Equipment, or Work, Material, or Equipment not in conformance with the requirements of the Contract Documents; or (2) constitute a waiver of Contractor's complete and total liability for any defective Work, Material, or Equipment, or Work Material or Equipment not in conformance with the requirements of the Contract Documents whether or not provided by or performed by any such Subcontractor.

If the City registers objection to and refuses to accept a Subcontractor, person, or organization list the successful submitter may either (1) submit an acceptable substitute or (2) withdraw his submission. If the City raises objection to a Subcontractor, person, or organization after the execution and delivery of the Agreement, the Contractor will submit an acceptable substitute and an appropriate Change Order shall be issued.

20. Suppliers

The list of Subcontractors shall also include the suppliers and manufacturers of the principal items of materials and equipment the submitter expects to use in the Work.

21. Copies of Contract Documents

The selected submitter to whom a contract is awarded will be furnished, without cost to him, five (5) copies of the specifications and five (5) sets of the drawings, together with all Addenda thereto. Additional copies of specifications and drawings may be obtained from the City for a fee.



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22. Reservation

Submitter understands the City reserves the right to reject any irregular submission and the right to waive technicalities if such waiver is in the best interest of the City and conforms to State and local laws and ordinances pertaining to the letting of construction contracts.



DEADLINE AND DELIVERY LOCATION

1. Deadline

Sealed RFQ submittals must be received and time stamped by **January 15, 2016, 2:00 PM, Local Time**. The clock located in Purchasing will be the official time.

Responses received later than the specified and date will not be accepted.

2. Copies

Submit five (5) bound hard copies, one unbound original (binder clips and staples are okay), and one (1) copy in PDF format on USB flash drive of all documents.

3. Sealed Envelope Addressing

- Top Left Hand Corner: Business Name and Address
- Lower Right Hand Corner: "RFQ NO. FC-02-16/Professional Architectural Services – Ft. Concho"

4. Delivery Instructions

Place sealed envelope in a delivery container addressed to:

USPS: Request for Qualifications

RFQ: FC-02-16/Professional Architectural Services – Ft. Concho
Purchasing Department
City of San Angelo
72 West College Avenue
San Angelo, Texas 76903

Delivery Services: Request for Qualifications

RFQ: FC-02-16/Professional Architectural Services – Ft. Concho
Purchasing Department
City of San Angelo
72 West College Avenue, Suite 330
San Angelo, Texas 76903

Please ensure the delivery envelope/container is marked, "RFQ Enclosed".

It is the sole responsibility of the firm to ensure that the sealed RFQ submittal arrives at the above location by specified deadline regardless of method chosen by the firm.

Faxed or electronically transmitted RFQ submittals will not be accepted.

5. Points of Contact

| | |
|--|---|
| Julia Antilley, Purchasing Manager City of San Angelo 72 West College Avenue, Suite 330 San Angelo, Texas 76903 sapurch@cosatx.us (325) 657-4220 | Robert Bluthardt, Site Manager City of San Angelo Fort Concho National Historic Landmark 630 South Oakes San Angelo, Texas 76903 |
|--|---|



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TYPE OF PROFESSIONAL SERVICES REQUIRED

The following professionals should apply for consideration - **architects** with experience in historic site planning, preservation and associated projects that relate to the goals and objectives of this RFQ.

- Texas Licensed Architects with superior background, training, and qualifications, meeting all requirements of this RFQ
- Architects who have experience in similar sized, multi-building historical projects
- Architects with positive experience in Project Cost Estimating
- Architects who will be available to come to the City on a routine basis
- Architects who have formed a strong, responsible team
- Architects who have recent experience working with the historic land commission

All qualified firms shall have current licenses as required under the State of Texas for the provision of services requested by the City.

SCOPE OF SERVICES

- A. Visit with appropriate staff, board, volunteers, city officials, and other stakeholders/interested parties and assess the overall objectives for the project
- B. Create architectural plans, construction documents, and general estimate for costs, both direct and indirect, for the overall objectives, including issues of maintenance/operating costs and future sustainability. Deliverables may include illustrations and materials suitable for marketing of and fundraising for the project.
- C. As part of process, be present and make presentations at one Fort Concho Board meeting and one meeting of the San Angelo City Council.



REQUEST FOR QUALIFICATIONS FORMAT

In addition to all required forms and documentation, each respondent must provide the following information:

1. Executive Summary

Executive summary on firm's letterhead transmitting all required RFQ information.

2. Experience Profile

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

- i. The firm's experience with historic, multi-use building projects similar to the proposed project described herein. A listing of similar projects, dates of completion, budgets, and references shall be provided.
- ii. Resumes of all key members of the firm who would be working on projects; how long the members of the firm have been working together and a list of similar projects that this individual has worked on and completed.
- iii. The list of proposed subcontractors, their area of expertise, and similar projects that the individuals have completed.

3. Insurance Coverages

Provide information on the types and amounts of insurance carried by the Firm, including General Liability, Auto Coverage, Worker's Compensation, and Professional Liability Coverage.

4. Additional Information

A Respondent may submit information it desires to demonstrate its understanding of the proposed project; anticipated approach to the project or anything it considers pertinent to this RFQ.



SELECTION PROCESS

The City's process is as follows:

- A. The selection committee (composed of professional site staff, Fort Concho board members, and other officials associated with the project) shall screen and rate all of the responses that are submitted.
- B. The selection committee will select the most qualified firms(s) and may invite them for an interview with members of the selection committee at the applicants own expense. The City shall not incur any costs for applicant preparation and/or submittal of submission.
- C. Should an interview be requested, respondents should be prepared for up to 30 minutes of presentation and 30 minutes of questions and answers.
- D. City staff will select the most qualified firm and begin contract negotiations.
- E. When services and fees are agreed upon, the selected Firm shall be offered a consulting contract subject to City Council approval.
- F. Should negotiations be unsuccessful, the City shall enter into negotiations with the next, highest ranked Firm. The process shall continue until an agreement is reached with a qualified firm.
- G. 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.

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.

In assessing the qualifications and choosing a firm for this project, a committee composed of the Fort Concho staff and board, and local officials, will assess a firm's talents and experiences in these relevant areas:

1. Past experience with projects of a similar nature
2. Experience in projects at multi-building historic sites
3. Knowledge and experience in current and best practices at historic sites
4. Sensitivity and experience with issues of historic preservation and related codes
5. Experience in accommodating many functions within several buildings
6. Experience in projects reflecting a high level of public input

Selection ratings will be based on **100-point scale**. Ratings shall be based on the following criteria:

- | | |
|---|-----------|
| 1. Design team experience, subcontractors, and references..... | 30 Points |
| 2. Past experience with projects of a similar nature..... | 40 Points |
| 3. Knowledge and experience in current and best practices at historic sites | 30 Points |



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RFQ SUBMITTAL FORMS

1. Addendum Acknowledgement
2. Contractor Contact Information Form with IRS Form W-9
3. Conflict of Interest Questionnaire
4. References
5. List of Subcontractors
6. Debarment and Suspension Certification
7. Draft Contract (marked with revisions if applicable, Venue and Insurance Requirements should be left as is)



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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: | _____ |

(Seal if Bidder is
Corporation)

Company Name

Signature

Printed Name

Title

Address

City, State Zip Code

Note: Agents must provide evidence of authority to bind corporation.



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CONTRACTOR CONTACT INFORMATION

Please Print

| |
|--|
| Contact Name: |
| Mailing Address: |
| City, State Zip Code: |
| Accounts Receivable Address |
| City, State Zip Code |
| Tax ID: |
| Payment Terms: |
| Telephone: FAX: |
| Email: |

Attach IRS W-9 FORM



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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/confliict forms.htm>.

A current list of City of San Angelo and City of San Angelo Development Corporation officers is available in the office of the City of San Angelo City Clerk, Room 201 of City Hall or 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 Manager



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LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO

**As defined by Chapter 176 of the Texas Local Government Code
(Revised August 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:

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

Executive Director: Roland Peña

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



REFERENCES

References: List five (5) projects of similar size and scope; giving company's name, owner's representative's name, , and telephone numbers for each. References must be provided for owners of similar size and scope as the proposed City project.

REFERENCE ONE

Government/Company Name: _____

Location: _____

Contact Persons and Titles: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Contract Amount: _____

REFERENCE TWO

Government/Company Name: _____

Location: _____

Contact Persons and Titles: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Contract Amount: _____

REFERENCE THREE

Government/Company Name: _____

Location: _____

Contact Persons and Titles: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Contract Amount: _____

| |
|-----------------------|
| REFERENCE FOUR |
|-----------------------|

Government/Company Name: _____
Location: _____
Contact Persons and Titles: _____
Telephone Number: _____
Scope of Work: _____
Contract Period: _____
Contract Amount: _____

| |
|-----------------------|
| REFERENCE FIVE |
|-----------------------|

Government/Company Name: _____
Location: _____
Contact Persons and Titles: _____
Telephone Number: _____
Scope of Work: _____
Contract Period: _____
Contract Amount: _____



LIST OF SUBCONTRACTORS

List any subcontractors you intend to use on this project and the categories of work they will perform. **Submitters are strongly encouraged to explore utilizing area subcontractors.** Make as many copies of this form as necessary to cover all categories of work.

Category of Work: _____ % of Proposed Contract Amount: _____

Business Name: _____

Contact Name: _____

Telephone: _____

Address, City, State, Zip: _____

Category of Work: _____ % of Proposed Contract Amount: _____

Business Name: _____

Contact Name: _____

Telephone: _____

Address, City, State, Zip: _____

Category of Work: _____ % of Proposed Contract Amount: _____

Business Name: _____

Contact Name: _____

Telephone: _____

Address, City, State, Zip: _____

Category of Work: _____ % of Proposed Contract Amount: _____

Business Name: _____

Contact Name: _____

Telephone: _____

Address, City, State, Zip: _____

Intentionally Left Blank



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) The RESPONDENT further certifies to the best of its knowledge and belief, that it (or its surety, parent, or subsidiary companies) and its principals:
 - (a) Does not currently have any claims against or are not currently involved in any litigation with the City of San Angelo.
 - (b) Is not indebted to the City of San Angelo.
- (3) 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.

Business Name _____

Date

By: _____
Name and Title of Authorized Representative

Signature of Authorized Representative



INSTRUCTIONS FOR CERTIFICATION

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 by reason 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.
10. 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



DRAFT CONTRACT

Please review the included draft contract, redline and make changes to any terms you cannot abide by, and return with your submission.

_____ I have read and can comply with all contract terms. I am not returning the draft contract.

_____ I have read the contract terms, revised those I cannot comply with, and have included a copy with my submission.

Signature

Date

This Professional Services Agreement ("Agreement") is entered into by and between the City of San Angelo, a Texas home-rule municipal corporation ("City") and _____, a _____ ("Provider"), effective as of the _____ day of _____, 20____
(the Effective Date).

RECITAL

A. City issued a Request for Qualifications No. ____-____-____ ("RFQ ____-____-____"), for professional _____ services ("Services") on _____; Provider's response thereto ("Response") has been selected as the most qualified Response for the provision of Services; and, Provider reaffirms all averments in the Response, which is incorporated into this Agreement by reference thereto as if fully set forth herein.

B. City wishes to engage the services of Provider, and Provider wishes to perform Services for City.

C. On _____, 20____, the City Council of the City of San Angelo authorized the City Manager to negotiate and execute this Agreement, under the terms and conditions set forth herein.

D. The Provider's representative executing this Agreement on behalf of Provider has full and complete authority of Provider's governing body to bind Provider. The parties intend that this Agreement constitute the legal, valid and binding obligation of Provider and that this Agreement be enforceable in accordance with its terms.

TERMS:

1. **RECITALS:** The foregoing recitals are true and correct and are hereby incorporated into and made a part of this Agreement. .

2. **TERM:** The term of this Agreement shall be ____ (__) years commencing on the Effective Date hereof.

3. **OPTION TO EXTEND:** City shall, at its sole discretion, have ____ (__) options to extend the term hereof under the same terms, conditions and compensation for additional, ____ (__) year periods, based on a finding by City that the exercise of the option is in City's best interest, subject to availability and appropriation of funds. City Council approval shall not be required as long as the total extended term does not exceed ____ (__) years.

4. **SCOPE OF SERVICE:**

A. Provider agrees to provide Services as specifically described, and under the special terms, schedule(s) for performance and conditions set forth herein and in **Exhibit "A"** attached hereto, and made a part of this Agreement for all purposes.

B. Provider acknowledges to City that: (i) it possesses all qualifications, licenses and expertise required for the performance of Services; (ii) it is not delinquent in the payment of any sums due City, including but not limited to payment of permit fees or occupational licenses, nor in the performance of any obligations to City; (iii) all personnel assigned to perform Services are and shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned to each; and (iv) Services will be performed in the manner described in Contract Documents; (v) services provided under this Agreement shall be performed with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality and under the same or similar circumstances and professional license; (vi) services provided under this Agreement shall be performed as expeditiously as is prudent considering the ordinary professional skill and care of a competent member of the same profession.

5. **COMPENSATION:** Provider warrants that it has reviewed City's requirements and has asked such questions and conducted such other inquiries as Provider deemed necessary in order to determine the price Provider will charge to provide Services to be performed under this Agreement.

A. The amount of compensation payable by City to Provider shall be based on the rates and schedules described in **Exhibit "B"** hereto, which by this reference is incorporated into this Agreement.

B. Unless otherwise specifically provided in **Exhibit "B"**, payment shall be made within thirty (30) days after receipt of Provider's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail, to allow a proper audit of expenditures, should City require one to be performed.



6. **CONTRACT DOCUMENTS:** The following documents from the City of San Angelo are incorporated herein by reference for all purposes, as if fully set out verbatim:

- RFQ ____ - ____ - ____;
- Provider's Response

In the event of conflicts or discrepancies between the Contract Documents, the conflict or discrepancy will be resolved as provided under this Agreement, Section 15. "Resolution of Contract Disputes", with a purpose to produce the intended results. The interpretations will be based on the following priorities:

1. This Professional Services Agreement;
2. RFQ ____ - ____ - ____ (**Exhibit "D"**);
3. Provider's Response (**Exhibit "E"**)

7. **OWNERSHIP OF DOCUMENTS:** Provider understands and agrees that any information, document, report or any other material whatsoever which is given by City to Provider or which is otherwise obtained or prepared by Provider pursuant to or under the terms of this Agreement is, and shall at all times remain, the property of City. Provider agrees not to use any such information, document, report or material for any other purpose whatsoever without the written consent of City, which may be withheld or conditioned by City in its sole discretion.

8. **AUDIT AND INSPECTION RIGHTS:**

A. City may, at reasonable times, and for a period of not less than five (5) years following the date of final payment by City to Provider under this Agreement, audit, or cause to be audited, those books and records of Provider which are related to Primary Provider's performance under this Agreement. Provider agrees to maintain all such books and records at its principal place of business for a period of five (5) years after final payment is made under this Agreement.

B. City may, at reasonable times during the term hereof, inspect Provider's Work and perform such tests, as City deems reasonably necessary, to determine whether the goods or Services required to be provided by Provider under this Agreement conform to the terms hereof and/or the terms found in **Exhibit "A"** and the contract documents. Provider shall make available to City all reasonable access and assistance to facilitate the performance of tests or inspections by City representatives.

9. **AWARD OF AGREEMENT:** Provider represents and warrants to City that it has not employed or retained any person or company employed by City to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, percentage, brokerage fee, or gift of any kind contingent upon or in connection with the award of this Agreement.

10. **PUBLIC RECORD:** Provider understands that the public shall have access, at all reasonable times, to all documents and information pertaining to City contracts, subject to the provisions of Chapter 552, Texas Government Code, and agrees to allow access by City and the public to all documents subject to disclosure under applicable law. Provider's failure or refusal to comply with the provisions of this section shall result in the immediate cancellation of this Agreement by City.

11. **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS:** This Agreement is expressly made subject to all applicable federal, state, county and City laws, statutes, ordinances, rules, codes and regulations as set forth now or hereinafter adopted, enacted or amended (collectively referred to as "Regulations"), including but not limited to: Regulations specifically applicable to Services provided and Work performed under this Agreement. All of the foregoing Regulations are hereby made a part of this Agreement and incorporated herein by reference as if fully set out herein. Provider agrees that all Services provided and Work to be performed under this Agreement shall be performed in strict compliance with such Regulations as they may be amended from time to time which may apply to Services provided and Work performed.

12. **INDEMNIFICATION AND INSURANCE INDEMNIFICATION AND INSURANCE.** Provider shall indemnify, defend and hold harmless City and its officials, employees (collectively referred to as "Indemnitees") and each of them from and against damages, claims, expenses (including reasonable attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or non-performance of Services contemplated by this Agreement but only to the extent caused by the negligent acts, errors or omissions, intentional torts, intellectual property infringement, or a failure to pay a subcontractor or supplier committed by Provider or Provider's agent, consultant under contract, or another entity over which Provider exercises control (whether active or passive) of Provider or its employees, or sub-providers (collectively referred to as "Provider") (ii) the failure of Provider to comply with any of the paragraphs herein or the failure of Provider to conform to statutes, ordinances, or other regulations or requirements of any governmental authority, federal, state or local, in connection with the performance of this Agreement. Provider expressly agrees to indemnify and hold harmless the Indemnitees, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Provider, or any of its sub-providers, as provided above, for which Provider's liability to such employee or former employee would otherwise be limited to payments under State Workers' Compensation or similar laws. Nothing herein shall require Provider to indemnify, defend, or hold harmless any Indemnitee for the



Indemnitor's own negligence or willful misconduct. Any and all indemnity provided for in this Agreement shall survive the expiration of this Agreement and the discharge of all other obligations owed by the parties to each other hereunder and shall apply prospectively not only during the term of this Agreement but thereafter so long as any liability could be asserted in regard to any acts or omissions of Provider in performing Services under this Agreement.

For Professional Liability Claims, Provider shall be liable for reasonable defense costs incurred by City but only after final adjudication and to the extent and percent that Provider or Provider's agents are found negligent or otherwise at fault.

13. INSURANCE: Provider shall, at all times during the term hereof, maintain such insurance coverage as may be required by City of the types and in the amounts specified in **Exhibit "C"** attached hereto, which by this reference is incorporated into this Agreement for all purposes, and with insurers licensed to do business in Texas. All insurance required herein shall be drawn in the name of Provider, with City, its council members, board and commission members, officials, agents, guests, invitees, consultants and employees named as additional insureds, except on coverage for Workers' Compensation. All such insurance, including renewals, shall be subject to the approval of City for adequacy of protection and evidence of such coverage shall be furnished to City on Certificates of Insurance indicating such insurance to be in force and effect and providing that it will not be canceled during the performance of Services under this Agreement without thirty (30) calendar days prior written notice to City. Completed Certificates of Insurance shall be filed with City's Risk Manager at City Hall, 72 W. College Avenue, San Angelo, Texas 76903 prior to the performance of Services hereunder, provided, however, that Provider shall at any time upon request file duplicate copies of the policies of such insurance with City.

The procurement of insurance coverage by Provider shall not be construed to be a limitation upon Provider's liability or as a full performance on its part of Provider's indemnification requirements under this Agreement. Provider's obligations are, notwithstanding any policy of insurance, for the full and total amount of any damage, injury or loss caused by or attributable to its activities conducted at or upon the premises. Failure of Provider to maintain adequate coverage shall not relieve Provider of any contractual responsibility or obligation.

Provider shall require its insurance carrier(s), with respect to all insurance policies, to waive all rights of subrogation against City, its council members, board and commission members, officials, agents, guests, invitees, consultants and employees.

Provider shall cause each subprovider and sub-subprovider of Provider to purchase and maintain insurance of the types and in the amounts specified in **Exhibit "C"** hereto. Provider shall require subproviders and sub-subproviders to furnish copies of certificates of insurance to Provider's Risk Manager evidencing coverage for each subprovider and sub-subprovider.

If, in the judgment of City, prevailing conditions warrant the provision by Provider of additional liability insurance coverage or coverage which is different in kind, City reserves the right to require the provision by Provider of an amount of coverage different from the amounts or kinds previously required and shall afford written notice of such change in requirements thirty (30) days prior to the date on which the requirements shall take effect. Should Provider fail or refuse to satisfy the requirement of changed coverage within thirty (30) days following City's written notice, Provider shall be deemed in default of this Agreement.

14. DEFAULT: If Provider fails to comply with any term or condition of this Agreement, or fails to perform any of its obligations hereunder, then Provider shall be in default. Upon the occurrence of a default hereunder, City, in addition to all remedies available to it by law, may immediately upon written notice to Provider, terminate this Agreement whereupon all payments, advances, or other compensation paid by City to Provider while Provider was in default shall be immediately returned to City. Provider understands and agrees that termination of this Agreement under this section shall not release Provider from any obligation accruing prior to the effective date of termination. Should Provider be unable or unwilling to commence to perform Services within the time provided or contemplated herein, then, in addition to the foregoing, Provider shall be liable to City for all costs and expenses incurred by City in preparation and negotiation of this Agreement, as well as all costs and expenses in the reprocurement of Services, including consequential and incidental damages.

15. RESOLUTION OF CONTRACT DISPUTES: Provider understands and agrees that all disputes between Provider and City based upon an alleged violation of the terms of this Agreement by City shall be submitted to the City Manager for his resolution. Provider shall make a written request for resolution of the dispute (the "Request") to the City Manager or his designee (the "Official") for determination of the matter in dispute. The Request shall clearly state the disputed issue and include or incorporate by specific reference all information or documents that Provider wants the Official to consider in reaching a determination. The Official shall issue a written notice of decision upon Provider's Request within the thirty (30) days of receipt of Provider's Request. If the Official cannot issue a decision within thirty (30) days of the receipt of Provider's Request, the Official shall notify Provider the date upon which a decision shall be issued. Submission of Provider's Request for determination of the dispute is a condition precedent to Provider's ability to engage in litigation against City. If a decision is not issued by the date indicated by the Official or within ninety (90) days after the submission of Provider's written Request for determination, whichever occurs first, Provider will be deemed to have met the condition precedent required by this provision. Should the dispute be resolved through the submission of



Provider's Request, the resolution of the dispute will be documented, if necessary, through a change to this Agreement in accordance with the provisions contained in this Agreement. Should the dispute fail to reach resolution through the submission of Provider's Request, the dispute shall be submitted to mediation at the sole discretion of City. City agrees that it shall make an election within no later than sixty (60) days after the issuance of a determination by the Official in response to Provider's Request, final completion, abandonment or termination of the Project, whichever is later. Such mediation shall be conducted by and between the parties in accordance with the AAA Rules of Mediation for Construction Cases then in effect. Provider understands and agrees that it shall continue to perform its Work under this Agreement unless further performance has been excused by termination of Provider or stopping Work is specifically allowed under the laws of the State of Texas. Provider understands that should a settlement be reached at mediation it is subject to the approval of the City Council. If either mediation is unsuccessful or City elects not to proceed to mediation, then the dispute shall be submitted to litigation in keeping with the terms of this Agreement and the laws of the State of Texas.

16. TERMINATION RIGHTS OF CITY:

A. City shall have the right to terminate this Agreement, in its sole discretion, at any time, by giving written notice to Provider at least five (5) business days prior to the effective date of such termination. In such event, City shall pay to Provider compensation for services rendered and expenses incurred prior to the effective date of termination. In no event shall City be liable to Provider for any additional compensation, other than that provided herein, or for any consequential or incidental damages.

B. City shall have the right to terminate this Agreement, without notice to Provider, upon the occurrence of an event of default hereunder. In such event, City shall not be obligated to pay any amounts to Provider and Provider shall reimburse to City all amounts received by Provider under this Agreement.

17. NONDISCRIMINATION: Provider represents and warrants to City that Provider does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Provider's performance under this Agreement on account of race, color, sex, religion, age, handicap, marital status or national origin. Provider further covenants that no otherwise qualified individual shall, solely by reason of his/her race, color, sex, religion, age, handicap, marital status or national origin, be excluded from participation in, be denied services, or be subject to discrimination under any provision of this Agreement.

18. ASSIGNMENT: This Agreement shall not be assigned by Provider, in whole or in part, without the prior written consent of City, which may be withheld or conditioned, in City's sole discretion.

19. NOTICES: All notices or other communications required under this Agreement shall be in writing and shall be given by hand-delivery or by registered or certified U.S. Mail, return receipt requested, addressed to the other party at the address indicated herein or to such other address as a party may designate by notice given as herein provided. Notice shall be deemed given on the day on which personally delivered; or, if by mail, on the fifth day after being posted or the date of actual receipt, whichever is earlier.

TO CITY:

City of San Angelo
Attn: _____
72 W. College Ave.
San Angelo, Texas 76903
Phone: (325) 657-_____

TO PROVIDER:

Attn: _____

Phone: _____

20. AMENDMENTS: City or Provider may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of City and Provider, and approved by City. Such amendments shall not invalidate this Agreement, nor relieve or release City or Provider from their respective obligations under this Agreement.

21. MISCELLANEOUS PROVISIONS:

A. This Agreement shall be construed and enforced according to the laws of the State of Texas. This Agreement is governed by the laws of the State of Texas both as to interpretation and performance.

B. Title and paragraph headings are for convenient reference and are not a part of this Agreement.

C. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

D. Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Texas or City of San Angelo, such provision, paragraph, sentence, word or phrase shall be deemed modified to the extent necessary in order to conform with such laws, or if not modifiable,



then same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect or limitation of its use.

E. This Agreement constitutes the sole and entire agreement between the parties hereto. No modification or amendment hereto shall be valid unless in writing and executed by properly authorized representatives of the parties hereto.

F. Venue for any cause of action arising under this Agreement is Tom Green County, Texas.

G. This Agreement shall, in any dispute over its meaning or application, be interpreted fairly and reasonably, and not more strongly for or against either party.

22. SUCCESSORS AND ASSIGNS: This Agreement shall be binding upon the parties hereto, their heirs, executors, legal representatives, successors, or assigns.

23. INDEPENDENT CONTRACTOR: Provider has been procured and is being engaged to provide Services to City as an independent contractor, and not as an agent or employee of City. Accordingly, Provider shall not attain, nor be entitled to, any rights or benefits under the Civil Service or Pension Ordinances of City, nor any rights generally afforded classified or unclassified employees. Provider further understands that Texas Workers' Compensation benefits available to employees of City are not available to Provider, and agrees to provide workers' compensation insurance for any employee or agent of Provider rendering services to City under this Agreement.

24. CONTINGENCY CLAUSE: City's funding for this Agreement is contingent on the availability of funds and continued authorization for program activities; and, this Agreement is subject to amendment or termination due to lack of funds, reduction of funds or change in regulations, upon thirty (30) days notice.

25. REAFFIRMATION OF REPRESENTATIONS: Provider hereby acknowledges and reaffirms all of the representations contained in this Agreement and RFQ __-__-__.

26. DOCUMENTS OF INCORPORATION: This Agreement is expressly made subject to all exhibits and attachments hereto, to all applicable federal, state and local laws, rules and regulations as of the Effective Date herein, and to any and all requirements, whether federal, state or local, verbal or written, placed upon City. All the foregoing are hereby made a part of this Agreement and incorporated herein by reference as if fully set out herein.

27. **ENTIRE AGREEMENT:** This instrument and its exhibits constitute the sole and only agreement of the parties relating to the subject matter hereof and correctly set forth the rights, duties, and obligations of each to the other as of its date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect.

28. **COUNTERPARTS:** This Agreement may be executed in two or more counterparts, each of which shall constitute an original but all of which, when taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective officials thereunto duly authorized, this day and year above written.

“City”
CITY OF SAN ANGELO,
a municipal corporation of the State of Texas

By: _____
Daniel Valenzuela, City Manager

ATTEST:

Bryan Kendrick, City Clerk

“Provider”

By: _____
_____, _____

ATTEST:

Secretary



CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4220

EXHIBIT "A"
SCOPE OF SERVICES

EXHIBIT “B”
COMPENSATION

Provider shall provide Services under this Agreement as specifically described, and under the special terms and conditions set forth in RFQ __-__-__,. Payments under this Agreement shall be in accordance with the payment schedule set out hereunder:

1.0 PAYMENT OF COMPENSATION

Provider shall submit to City an annual invoice which indicates work completed and hours of Services rendered by Provider. The invoice shall describe the amount of Services provided since the effective date, or since the start of the subsequent billing periods, as appropriate, through the date of the invoice. City shall, within 30 days of receiving such invoice, review the invoice and pay all non-disputed and approved charges thereon. If City disputes any of Provider’s fees, City shall give written notice to Provider within thirty (30) days of receipt of an invoice of any disputed fees set forth therein.

2.0 REIMBURSEMENT FOR EXPENSES

Provider shall not be reimbursed for any expenses unless authorized in writing by City.



EXHIBIT "C"

SPECIAL INSURANCE RIDER

1. **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 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 contractors (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 be as follows:

| | |
|-----------------|---------------------|
| \$ 1,000,000.00 | Each Accident 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 |
|-------------------------|---|
| \$ 500,000.00 | Employer's Liability, Each Accident |
| \$ 500,000.00 | Employer's Liability, Disease - Each Employee |
| \$ 500,000.00 | Employer's Liability, Disease - Policy Limit |



CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4220

EXHIBIT "D"

RFQ _____

EXHIBIT “E”
PROVIDER’S RESPONSE TO RFQ _____



CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4220

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF SAN ANGELO, TEXAS
AND _____
RFQ __-__-__**

APPROVED AS TO CONTENT:

APPROVED AS TO CONTENT:

APPROVED AS TO FORM AND
CORRECTNESS:

Theresa James, City Attorney

APPROVED AS TO INSURANCE
REQUIREMENTS:

Charles Hagen, Risk Manager