



**CITY OF HOUSTON
HOUSTON AIRPORT SYSTEM
REQUEST FOR QUALIFICATIONS (RFQ)**

**SOLICITATION No.: H37-TRARBSASB-2018-002 / PROJECT No.: 646
PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE
REHABILITATION OF TAXIWAYS RA, RB, SA, And SB
AT GEORGE BUSH INTERCONTINENTAL AIRPORT (IAH)**

Date Issued: March 16, 2018

**Pre-Submittal
Conference:** March 27, 2018, 1:00 P.M.
**Supply Chain Management
18600 Lee Rd., Conference Room # 113
Humble, TX 77338**

Questions Deadline: April 3, 2018 @ 12:00 P.M., (Noon)

Solicitation Due Date: May 1, 2018 @ 2:00 P.M.

**Solicitation Contact
Person:** Andre' Morrow, C.P.M., CPPB
Sr. Procurement Specialist
Supply Chain Management, Houston Airport System
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281-233-1046

Project Summary: Provide Professional Engineering Design Consultant Services for the preparation of a construction bid package: for the reconstruction of a 4500LF portion of Taxiway RA; to perform miscellaneous panel repairs along Taxiway RB; and to resurface the full length asphalt of Taxiway SB (approx. 10,000lf). Upon completion of the initial bid package, HAS may request the design of the full depth replacement of Taxiway SA from asphalt to concrete with Group VI upgrades. All work shall be designed to meet FAA standards and procedures.

DBE Goal: 30%

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PART I – GENERAL INFORMATION

1.0 GENERAL INFORMATION

The City of Houston (City), Houston Airport System (HAS), invites interested firms to submit Statements of Qualifications (SOQ) to provide Professional Engineering Design Consultant Services for the preparation of a construction bid package: for the reconstruction of a 4500LF portion of Taxiway RA; to perform miscellaneous panel repairs along Taxiway RB; and to resurface the full length asphalt of Taxiway SB (approx. 10,000lf). Upon completion of the initial bid package, HAS may request the design of the full depth replacement of Taxiway SA from asphalt to concrete with Group VI upgrades. All work shall be designed to meet FAA standards and procedures.

The City is soliciting SOQs from Design teams and/or joint ventures for the preparation of a construction bid package for these projects because the taxiways referenced are reaching the end of their life cycle.

Taxiway RA is a primary taxiway for aircraft leaving Terminal E for departure on Runways 15-33. Taxiway RA condition is severe and requiring on-going panel replacements to maintain its integrity. Taxiway RB is in need of spot panel replacements and some panel repairs. Taxiway SB handles aircraft utilizing Runway 9-27 for departure or arrivals. The current surfacing has reached the end of its life cycle. This project will enable operational fluency during the reconstruction of SA (from asphalt to concrete) in 2020.

The City expects the Design Consultant to assemble a team that is experienced and technically proficient to work collaboratively with HAS staff, other consultants, and stakeholders.

This project is FAA Grant eligible.

2.0 SCHEDULE

2.1 The City may hold interviews for the benefit of clarifying response(s). Respondent shall be prepared to accommodate the schedule requirements throughout the procurement process so as not to unreasonably extend the length of the procurement process. Respondent may be required to provide additional information before the City selects the response that best meets the RFQ requirements.

3.0 SOLICITATION SCHEDULE

3.1 The following schedule has been established for this Solicitation process. The City reserves the right to modify the schedule during the Solicitation process. Changes/Updates will be posted to the HAS website: <http://www.houstonairports.biz/> via Letter(s) of Clarification.

Description	Scheduled Date
Date of RFQ	03/16/2018
Pre-Submittal Conference	03/27/2018
Deadline for Questions	04/03/2018
Letter of Clarification(s) Posted on HAS Website	04/13/2018
Submissions Due from Respondents	05/01/2018
Notification of Shortlisted Firms (Estimated)	05/24/2018
Oral Presentations/Interviews (Estimated)	06/07/2018
Council Agenda Date (Estimated)	08/2018
Contract Start Date (Estimated)	09/2018

PART II – SCOPE OF SERVICES

4.0 SCOPE OF SERVICES

4.1 The work shall consist of geotechnical and topographic surveys, subsurface utility investigations, Aircraft traffic load and design alternatives analysis, new lighting /signage, impacts to the existing electrical capacity, life cycle cost studies, drainage runoff impact calculations (development detention, if any, will be by others) and recommendations. The development of cost effective design solutions and construction documents will be based on the decisions taken on the study phase report. Estimates of probable construction cost and schedule, as well as work phasing recommendations to minimize construction interference with airfield operations will also be required both during the study phase and the design phase. Construction phase services including material participation in the change order process, if any. Refer to Attachment “A” Scope of Services for a detailed project description and Design Consultant’s Scope of Services for the design and construction phases. This will be a design-to-budget project.

PART III - EVALUATION and SELECTION PROCESS

5.0 EVALUATION AND SELECTION PROCESS

5.1 Submission of SOQ in response to this RFQ indicates Respondent’s acceptance of the evaluation process and the evaluation criteria described herein.

5.2 Responses will be evaluated by an Evaluation Committee consisting of City of Houston personnel. The Evaluation Committee may include non-voting, voting and observation personnel. Each Submittal received will be reviewed for documentation of minimum qualifications, completeness, adherence to the RFQ requirements, and in accordance with the evaluation criteria set forth herein.

5.3 The award of the contract will be made to the Respondent offering the response which best meets the needs of the City. The City reserves the right to reject any offer.

5.4 The City reserves the right to request clarifying information from and ask additional questions of any individual Respondent at any time during the evaluation process, and/or request one or more oral interviews with Respondents, and/or perform site visits in order to clarify Respondents’ qualifications and capabilities for this Project. The City reserves the right to check references on any projects performed by the respondent whether provided by the Respondent or known by the City.

5.5 The procedure to be used in the Professional Design Engineering Consultant selection process is described in the following steps:

5.5.1 Step ONE of the selection process:

5.5.1.1 SOQs from Respondents responding to the RFQ will be reviewed and evaluated. This review will be performed by a committee of HAS and other City employees appointed by the HAS. The Evaluation Committee will score and rank the Respondents based on the criteria listed in Section 5.7 and as further described throughout this RFQ.

5.5.2 Step TWO of the selection process:

5.5.2.1 HAS, at its sole discretion may choose to develop a shortlist of Respondents for further consideration. A shortlist of Respondents may be called on to participate in an oral presentation/interview with the Evaluation Committee. If this step is used, the firm’s designated Key Personnel will be expected to play significant roles in the interview(s). Such presentations will be at no cost to HAS.

5.5.2.2 Respondents will be notified in writing of the date/time and location of their interview if they have been chosen for further consideration.

- 5.5.2.3 Shortlisted Respondents will be limited to Key Personnel, not to exceed six (6) in the interview and will be permitted to present a maximum of a 20-page handout to the Evaluation Committee.
- 5.5.2.4 After the oral presentations/interviews are completed, a final ranking will be established by the Evaluation Committee. The oral presentations and/or interview may be recorded and/or videotaped by the City.
- 5.5.3 **Step THREE of the selection process:**
- 5.5.3.1 After Step TWO (or Step ONE if no presentation/interview is required), the City will commence contract negotiations with the most qualified Respondent(s) based upon the sample contract attached to this RFQ. As part of its Step TWO submittal, Respondent shall provide the City with any comments, as described in Section 16.5.3, it has regarding the sample contract. If negotiations result in agreement, the proposed contract will be submitted to the City Council for approval.
- 5.5.3.2 Notwithstanding the foregoing, the City makes no representation that an award will be made as a result of this RFQ. The City reserves the right to award a contract for all or any portion of the project requirements addressed in this RFQ, award multiple contracts, or to reject any and all responses if deemed to be in the best interest of the City and to re-advertise. Also, the City reserves the right to waive any formalities or technical inconsistencies, or delete any requirements from this RFQ when deemed by the City to be in its best interest.
- 5.5.3.3 Any failure by the Respondent to acquaint itself with the available information will not relieve it from the obligation of entering into a contract with the City should it be the successful Respondent. The City shall not be responsible for any conclusions or interpretations made by the Respondent of the information made available by the City in this RFQ or independent of this RFQ.
- 5.6 **Selection Process**
- 5.6.1 The City may make investigations, as it deems necessary, to determine the capabilities of the Respondent(s) to create, modify and implement the required Scope of Services. The Respondent(s) shall furnish to the City such data as the City may request for this purpose. Upon approval of the selected Respondents, a contract will be executed by the appropriate City officials.
- 5.6.2 The selection of Professional Design Engineering Consultant Firm for the Rehabilitation of Taxiways RA, RB, SA, and SB at IAH Project will be based on evaluating the following:
- a) Airport Taxiway or Runway Design Experience
 - b) People, Resources, Capabilities
 - c) Representative Project Experience
 - d) Design Approach / Innovation(s)
 - e) Design to Budget Experience
 - f) Quality Management Approach
 - g) Construction Support Capability
 - h) Project Controls Capability
 - i) Financial Capabilities
 - j) DBE Compliance

5.7 MINIMUM QUALIFICATIONS AND EVALUATION CRITERIA AND SCORES

The following criteria will be used in the evaluation to assess and document the degree to which the Statements of Qualifications submitted meets that criterion and the requirements contained in the Taxiways RA, RB, SA, and SB Professional Engineering Scope.

5.7.1 MINIMUM QUALIFICATIONS

- 5.7.1.1 Respondent must have, and maintain, an active License to Perform Professional Engineering Services in the State of Texas.
- 5.7.1.2 Respondent must have and maintain the minimum insurance coverage and liability limits as outlined in this Request for Qualifications.
- 5.7.1.3 Respondent must meet or exceed the minimum DBE participation levels as outlined in this Request for Qualifications.
- 5.7.1.4 Respondent must include a minimum of 2 (two) and maximum of 5 (five) projects that demonstrate relevant experience, scope and effectiveness in designing to budget a taxiway construction and/or taxiway reconstruction, similar in size and scope, for which Respondent has provided services.

5.7.2 EVALUATION CRITERIA AND SCORES

Respondents meeting the Minimum Qualifications of this RFQ shall be evaluated as follows:

Evaluation Criteria	Max Score
People, Resources, Capabilities	20
Representative Project Experience	20
Design Approach	20
Design to Budget Experience	10
Quality Management Approach	10
Construction Support Capability	10
Project Controls Capability	10
Total	100
Financial Capabilities	Pass/Fail
DBE Compliance	Pass/Fail
<u>Minimum Qualifications:</u> Airport Taxiway/Runway Design Experience	Pass/Fail

5.8 Airport Taxiway/Runway Design Experience (Pass/ Fail)

5.8.1 This is a pass/fail criterion. If Respondent has not previously provided prime design services on an airport runway or taxiway, new construction or re-construction project, their Submittal will be rejected. Respondent's that fail to meet this criterion will be disqualified and will not receive further consideration. Disqualified firms will not be evaluated.

- a) Provide examples of Taxiway or Runway design experience for completed new construction and/or re-construction projects. Provide project description, project location, client, client contact, and total construction cost for each. Provide appropriate client references for each completed project.

5.9 People/ Resources/ Capabilities (20 points)

5.9.1 Assessment of Respondent's team members in terms of resources, capabilities, representative project experience, and ability to work together and with HAS as a partner.

- a) Provide an organization chart with associated Roles and Responsibilities for each Key Personnel throughout the duration of the contract.
 - 1. Explain the contractual relationship between the prime and any sub-consultants.
 - 2. Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key members of prime firm and each sub-consultant that will be involved in the project.
 - 3. Provide detailed 2-page resumes describing the experience and expertise of professional members for the prime firm and each key sub-consultant that will be involved in the project, including their experience and role on representative projects, number of years with the firm, and their city of residence.
 - 4. Provide a statement on the availability and commitment of the prime firm and each sub-consultant and its principal(s) and assigned professionals to undertake the project.
 - 5. Provide the physical address of the office that will be primarily responsible for providing services.
 - 6. Provide the percent of each firm's resource capacity (per office location) that would be required to execute this project and which offices (if other than Houston) would be utilized. Identify the impact of any current workload on fulfilling the requirements for this contract.
- b) Describe the basis for selection of proposed sub-consultants included in the project team and a narrative description of the role each will play for this project. Identify the strength each sub-consultant provides the team. Describe the prior working relationship, if any, with each selected sub-consultant.
- c) Describe what experience the prime firm has in collaborating with a Developer, Tenant or FBO in the early design stage.
- d) Describe how the prime firm and proposed sub-consultants will adopt a collaborative approach to resolving issues, inform decision-making, and facilitating management and efficient information flow to deliver the requested Scope of Services within budget and schedule.
- e) For the prime firm's Key Personnel, inclusive of their Project Principal, Quality Control Manager, Project Manager, and Project Designer, provide a 1-page summary describing how each individual has experience working together as a project leadership team on previous projects; describe roles and interaction with the client and/or contractor. Provide a graphic representation of the relationship between the individuals and the corresponding projects.

5.10 Representative Project Experience (20 points)

5.10.1 Describe the team's prior experience with design to budget projects including approach, effectiveness, and the resulting project engineer's estimate versus actual bid.

5.10.1.1 Provide the following details for each representative project:

1. Project name, location, contract delivery method, and brief narrative description of the project including approach to construction phasing to maintain operational requirements
2. Representative images
3. Final Construction Cost vs initial budgeted cost
4. Total contract gross amount (and firm amount, if different)
5. Final project size in (SF, LF, and Dollar Value)
6. Type of construction (new, renovation, or expansion)
7. Type of project delivery
8. Actual start and finish dates for design; indicate on-time / on-schedule completion
9. Commencement and Substantial Completion dates for construction
10. Description of professional services prime firm provided for the project
11. Name of project principal (individual responsible to the Owner for the overall success of the project)
12. Name of project manager (individual responsible for coordinating the day-to-day work)
13. Name of project designer (individual responsible for design concepts)
14. Names of proposed key project team members
15. Sub-consultants that were directly contracted to prime firm
16. References (for each project listed above, identify the following):
 - a. The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number and email address;
 - b. Length of Respondent's business relationship with the Owner; and,
 - c. Contractor's name and representatives who served as the day-to-day liaison during the phases of the project, including telephone number and email address.
17. Identify and explain involvement with FAA criteria during design.

5.10.1.2 Respondent's team must include Geotechnical Investigation team members, Subsurface Utility Engineers, Storm water Drainage Engineers, Pavement Design Engineers, Topographical Survey team members, Life Cycle Cost Analysis team members, Taxiway Lighting Design, Constructability controls, and Construction Phasing team members – Each licensed in their respective disciplines and each with airport experience.

5.10.1.3 Respondent shall demonstrate their ability to maintain engineering excellence, economy of scale and use proven, up to date technology meeting applicable codes, engineering standards, and be reasonably reflective of the established budget. A minimum of 1 (one) previous airside project with these aspects shall be provided to demonstrate this experience.

5.10.1.4 Respondent shall demonstrate their ability to provide a multiple phased construction schedule that will minimize construction impact on airfield operations. A minimum of 1 (one) previous airside project with these aspects shall be provided.

5.10.1.5 Respondent shall demonstrate their ability to provide sustainable designs that preserve the longevity and life cycle of the Taxiway pavement asset. A minimum of 1 (one) previous airside project with these aspects shall be provided.

5.10.1.6 Respondent acknowledges that the consultant staff assigned to this project will be required to obtain and retain, access permits (badges), including a five-year background check, security briefings and compliance with HAS guidelines. Costs and time associated with obtaining and retaining valid security badging as offered by HAS is not reimbursable.

5.11 **Design Approach (20 points)**

5.11.1 Describe your process for concept design to ensure that the scope intent is addressed.

a) Describe how Respondent will manage the Scope of Services, addressing the following specific criteria below:

1. Ensuring proper communication and integration of sub-consultants and Key Project Stakeholders within the project team to provide an integrated, comprehensive design;
2. Establishing and maintaining project team relationships with the City and consultants;
3. Coordinating all necessary project activities within the team relationship to ensure product deliverables are seamless with all disciplines;
4. Process to achieve a final design concept to ensure that the design addresses the City's needs, desires and requirements. Address involvement of participants, method of decision-making, and a timeline to achieve a final design concept/phasing/schedule; and,
5. Describe how conflict management and issue resolution will be approached on this project. Provide past examples where this process has been successfully utilized.

b) Describe examples of how the project team has applied the use of alternative and innovative construction materials, means, and methods to add value through reduced cost, schedule and enhanced customer experience.

c) Describe the risk/challenges you anticipate on this project to achieve the quality, budget, and schedule requirements. Elaborate on your approach to managing these challenges.

d) Describe Respondent's experience working with regulatory agencies to achieve a cost-effective, constructible, and safe design.

e) Discuss your use of Subconsultants to undertake the variety of assignments described in the Scope of Services.

5.12 **Design to Budget (10 points)**

5.12.1 Demonstrate the ability to provide a design solution that delivers a construction project within a prescribed budget using cost models and estimating strategies at multiple stages of design development.

a) Processes: The project team is expected to design the project to complete construction within the prescribed budget. Describe the prime firm's cost estimating processes, systems, and tools to ensure that the project stays within the specified budget. Reference the use of benchmarking where appropriate.

5.13 Quality Management Approach (10 points)

- 5.13.1 Describe any proven processes, systems, and tools to manage quality during the design process.
- a) Describe the prime firm's quality management program and how the firm will maintain quality during the development of the design and production of the deliverables. Provide specific examples of where these techniques and procedures have proven to be successful on previous projects.
 - b) Describe in detail how the Respondent will approach design constructability and quality control, including coordination of the design, checking and correcting design documents, design reviews, design approvals, design schedule control, document control, validation of construction schedule projections, and design features that would facilitate the ability to design within the budget and insure minimal errors and omissions.
 - c) Describe how Respondent will track City and other Stakeholder input and review comments on design document submittals to confirm that comments have been addressed.

5.14 Construction Support Capability (10 points)

- 5.14.1 Describe any processes and resources for supporting the Project during construction and through the closeout process.
- a) Describe the Respondent's processes and resources for supporting the project during the permitting, construction, activation and transition, and closeout phases.
 - b) For construction planning, describe how the Respondent will phase the construction procurement packages in order to expedite quality review and delivery of documents to allow early and appropriate release of construction phases to support development activities.

5.15 Project Controls Capability (10 points)

- 5.15.1 Describe any proven processes, systems, and tools to manage the design cost and schedule to be completed as efficiently and timely as possible.
- a) Describe the Respondent's approach to project controls, specifically the processes, systems and tools the Respondent will deploy to manage design cost and schedule management in the design production.
 - b) Describe the types of records, reports, monitoring systems, and information management systems and tools in which the Respondent used in the management of previous projects. Using examples from previous projects, describe how Respondent deployed these systems.
 - c) Describe the Respondent's proposed document management system and tools for review, approval and project controls requirements.
 - d) Upon completion of services, how will the Respondent define whether the project was successful and what metrics will be utilized during the project to measure success?

5.16 DBE Compliance (Pass/Fail)

As referenced in PART V, Section 13.0 DISADVANTAGED BUSINESS ENTERPRISES (DBE) and City required documents listed as Exhibits, Attachments, and referenced in PART VII herein.

5.17 Financial Capabilities (Pass/Fail)

As referenced in Section 8.16 Financial Capabilities, submit audited financial statements for the last two years.

5.18 Interview / Oral Presentation

The Evaluation Committee may arrive at a short list of Respondents. Shortlisted Respondents may be scheduled for a structured oral presentation and interview where they will be asked to present their

interpretation of the Project, based on information provided within the attached Scope of Services document and other referenced documents. Shortlisted Respondents may receive clarifying questions from the Evaluation Committee in advance of their oral presentation and interview. Please note that HAS is not responsible for costs associated with oral presentation and interviews.

6.0 USE OF SUB-CONSULTANTS

It is expected that the Successful Respondent firm will assemble a team of sub-consultants that provide an adequate range of systems, services and staffing to undertake the variety of assignments described in the Scope of Services. The resources and capabilities of each member of the sub-consultant team must be described in the SOQ. The proposed team of sub-consultants will be reviewed by the Evaluation Committee during the selection process.

PART IV – SUBMISSION OF RESPONSES

7.0 INSTRUCTION FOR SUBMISSIONS

7.1 **Number of Copies.** Submit one (1) original (marked **Original**) signed in **BLUE** ink by the authorized person that is binding the proposed Design Consultant Firm and ten (10) hard copies and ten (10) electronic copies (USB thumb drives) of its SOQ. Submissions are to be submitted in a sealed envelope bearing the assigned Solicitation Number, located on the first page of this RFQ document to:

Attention to: Andre' K. Morrow, C.P.M., CPPB
Senior Procurement Specialist
Supply Chain Management
Houston Airport System
18600 Lee Road
Humble, Texas 77338

7.2 The City shall bear no responsibility for submitting responses on behalf of any Respondent. Respondent(s) may submit their submission to the HAS Supply Chain Management any time prior to the stated deadline.

7.3 The City reserves the right to extend the due date for this Request for Qualifications as deemed necessary and in its best interests. Any postponement of the due date will be issued by Letter of Clarification (LOC) to this RFQ. The submission of a SOQ does not in any way commit HAS to enter into an agreement with that Respondent or any other Respondent.

7.4 The City reserves the right to cancel this RFQ, accept or reject, in whole or in part, any or all SOQs received in the best interest of the HAS.

7.5 Submit, in a separate, sealed envelope, clearly marked "Financial Statements", one (1) stamped "Original" and one (1) copy of Firms' Financial Statements.

7.6 NOTE: The word "ORIGINAL" shall be stamped on the outside cover and shall contain all the original documents as specified;

7.7 All submittals must be labeled on the outside of the box with the Respondent's name and the name of the project. To enable the City to efficiently evaluate the SOQs, it is MANDATORY that Respondents follow the required format in preparing their Submittal.

7.8 **Time for submission.** Submissions shall be submitted no later than the date and time indicated for submission in this RFQ. Late submittals will not be considered and will be returned unopened.

7.9 **Format.** Submission should be left-bound with information on both sides of the page when appropriate. Material should be organized following the order of the submission requirements separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned.

- 7.10 **Complete submission.** Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. Incomplete submissions may lead to a submission being deemed non-responsive. Non-responsive submissions will not be considered.
- 7.11 **Packaging and Labeling.** The outside wrapping/envelope shall clearly indicate the RFQ Title and date and time for submission. It shall also indicate the name of the respondent.
- 7.12 **Timely delivery of Submissions.** The Submittal must be delivered by hand or sent to the HAS Supply Chain Management office through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFQ. Include the RFQ number on any package delivered or sent to the HAS Supply Chain Management office and on any correspondence related to the Submittal. If using an express delivery service, the package must be delivered to the designated building. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered.
- 7.13 **Late Submissions.** The Respondent remains responsible for ensuring that its Submission is received at the time, date, place, and office specified. The City assumes no responsibility for any Submission not so received, regardless of whether the delay is caused by the U.S. Postal Service, the courier delivery service, or some other act or circumstance.

8.0 SUBMISSION REQUIREMENTS

Each RFQ response shall be organized in the following order:

8.1 OUTSIDE COVER

This shall contain the name of the RFQ “**H37-TRARBSASB-2018-002, Professional Engineering Design Services For The Rehabilitation Of Taxiways RA, RB, SA, AND SB at IAH**”, the name of the Respondent, and the submittal date. Remember to label the original documents as “ORIGINAL” on the outside cover.

8.2 Table of Contents

8.3 Team Introduction Letter

Letter shall contain a brief summation introducing all individuals proposed for the Team and their proposed role.

8.4 Executive Summary

8.4.1 The Executive Summary should provide an overview of the Respondent’s qualifications to accomplish the project, which includes a narrative statement of the Respondent’s understanding of the project and key points in their Statement Of Qualifications. At a minimum, the Executive Summary must contain the following information:

8.4.1.1 Complete legal name of the Respondent, the name of the legal entities that comprise the Respondent, and all proposed sub-consultants. The Respondent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, and email address, as well as the legal structure of the entity and a listing of major satellite offices. If the Respondent is made up of more than one firm, the legal relationship between these firms must be described.

8.4.1.2 Prepare a narrative statement that describes the Respondent’s understanding of the work involved in performing the Scope of Services described in Part II and Attachment “A”.

8.4.1.3 The Respondent shall address its understanding of the following:

- a. Proposed Scope of Services

- b. The complexity, challenges, and problems involved in planning and performing the work associated with the Proposed Scope of Services
 - c. Description on how to best utilize sub-consultants to achieve project success
 - d. Approach and philosophy of dealing with problems
 - e. Experience dealing with key issues
 - f. Any additional issues or matters relating to the Scope of Service that the Respondent believes should be addressed
- 8.4.2 If the Respondent believes any information, data, process or other material in its SOQ should be considered by the City to be confidential or proprietary, the Respondent shall identify that material with specificity as to the page and paragraph and on what basis the material is believed to be proprietary or confidential.
- 8.5 **SECTION 1 – TRANSMITTAL LETTER (1 Page)**
- 8.5.1 Submit a One (1) page transmittal letter to Andre’ K. Morrow, Sr. Procurement Specialist, HAS-Supply Chain Management. The transmittal letter shall state: “The Submittal is valid for 180 days, and that the signer of the document is authorized by the Respondent to sign the document.”
- 8.5.2 Letter shall contain the names and role of all individuals proposed for the Team, and the Respondent must certify that all Key Personnel were selected based on demonstrated competence and qualifications.
- 8.5.3 The letter must include a statement committing the availability of all Key Personnel identified in PART IV, Section 3 – People/ Resources/ Capabilities below to perform the work.
- 8.5.4 One copy of the transmittal letter shall contain the original signature of the team lead.
- 8.5.5 The Respondent’s transmittal letter must acknowledge the receipt of all RFQ Letters of Clarification.
- 8.6 **SECTION 2 – AIRPORT TAXIWAY OR RUNWAY DESIGN EXPERIENCE - Reference 5.9**
- 8.7 **SECTION 3 – PEOPLE, RESOURCES, CAPABILITIES - Reference 5.10**
- 8.8 **SECTION 4 – REPRESENTATIVE PROJECT EXPERIENCE - Reference 5.11**
- 8.9 **SECTION 5 – DESIGN APPROACH - Reference 5.12**
- 8.10 **SECTION 6 – DESIGN TO BUDGET - Reference 5.13**
- 8.11 **SECTION 7 – QUALITY MANAGEMENT APPROACH - Reference 5.14**
- 8.12 **SECTION 8 – CONSTRUCTION SUPPORT CAPABILITY - Reference 5.15**
- 8.13 **SECTION 9 – PROJECT CONTROLS CAPABILITY - Reference 5.16**
- 8.14 **SECTION 10 – COMPUTER AIDED DESIGN AND DRAFTING (CADD) AND BUILDING INFORMATION MODEL (BIM) REQUIREMENTS**
- 8.14.1 All project record drawings submitted to the City shall be provided in a format in accordance with the HAS CADD and BIM standards, and shall be submitted on appropriate electronic media as specified by the Infrastructure Division. Respondent must demonstrate its ability to review deliverables submitted in accordance with HAS CADD and BIM standards and requirements.
- 8.15 **SECTION 11 – OTHER CITY ORDINANCES, POLICIES AND EXECUTIVE ORDERS**
- 8.15.1 Respondents should familiarize themselves with pertinent ordinances, policies, and executive orders that relate to contracting with the City. Reference PART VII – City Required Documents for listing. The

Respondent shall not delete, modify, or supplement the printed matter on the City required forms, or make substitutions thereon.

8.16 **SECTION 12 – FINANCIAL CAPABILITIES**

8.16.1 **Respondent is required to submit, in a separate, sealed envelope, clearly marked “Financial Statements”, one (1) stamped “Original”.**

8.16.2 Respondent must provide audited financial statements if they are available. If audited financial statements are not available, Respondent must provide tax returns along with unaudited or reviewed financials for the last two (2) years.

8.17 **SECTION 13 – ADDITIONAL INFORMATION**

8.17.1 The Respondent is encouraged to describe any particular aspects of its organization or submittal that, by way of background, experience, unique qualifications, or other basis that would set it apart from other firms in its ability to accomplish this particular Scope of Services.

8.17.2 The material presented in the submittal to address the above topics is expected to clearly reflect qualifications that demonstrate the Respondent’s knowledge, experience, and ability to provide Professional Engineer Design Consultant services.

PART V – SPECIAL CONDITIONS

9.0 ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

9.1 Respondents who provide false or misleading information, whether intentional or not, in any documents presented to City for consideration in the selection process may be excluded. Any false or misleading information in these documents may in effect, render the entire document suspect and therefore useless.

9.2 Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

9.3 **INTERVIEWS** - If interviews are needed, short-listed Respondents may be given instruction for interviews. These interviews will focus on clarifying and amplifying Respondent’s Submittal, which may include, but not limited to, identification of the Respondent’s program approach, and appraisal of personnel who will be directly involved in the project.

9.4 **CONTRACT NEGOTIATIONS** - This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverage’s, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project, City may include a “key persons” clause during contract negotiations.

9.5 **CONFIDENTIAL INFORMATION** - All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their RFQ are subject to the provisions of the Texas Open Records Act and may be made public. **CONFIDENTIAL** or **SENSITIVE** information should not be included in the RFQ.

- 9.6 This RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit the City to pay for any cost incurred in the preparation of a submission or of any costs incurred prior to the execution of a final contract.
- 9.7 If a mutually agreeable contract cannot be negotiated between the Respondent and City, then City reserves the right to select the next qualified firm.
- 9.8 No debriefings by City staff to unsuccessful Respondents will occur until after the award of a contract by the Houston City Council to the recommended team(s).
- 9.9 The Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order 1-31, Revised 3/1/95) requires that all contractors who are awarded City contracts for labor or services comply with the compliance with the Executive Order (EO) and will have to file the following documents with the Aviation Department's Contract Compliance Officer for Drug Testing (CCODT) prior to award.
- a. A copy of the Respondent's drug-free workplace policy
 - b. A Drug Policy Compliance Agreement substantially in the format described in the EO, together with a designation of safety impact positions.
 - c. If applicable, a Certification of No Safety Impact Positions substantially in the format described in the EO.
- 9.10 The successful respondent will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Houston (taxes, fines, fees, etc.).

10.0 NO CONTACT PERIOD

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation, Andre' Morrow, Sr. Procurement Specialist. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from Respondent's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Respondent. However, nothing in this paragraph shall prevent a Respondent from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

10.1 Guidance

Interested parties should always contact the designated City Representative regarding the substance of this procurement. It is permissible to also contact the following, based on the specific circumstances:

- a. Questions regarding programs administered by the Office of Business Opportunity (OBO) may be submitted directly to OBO without going through the City Representative for this procurement.

- b. Questions regarding the process in general or that the City Representative may not be able to answer may be submitted to the Chief Procurement Officer.
- c. Communications with the City Legal Department regarding contract terms after notification of intent to award are permissible.

11.0 RIGHT TO VERIFY INFORMATION

The Houston Airport System reserves the right to:

- 1) Evaluate the SOQ's submitted;
- 2) Waive any irregularities therein;
- 3) Select Respondents for the submittal of more detailed information;
- 4) Request supplemental or additional information as necessary
- 5) Accept any submittal or portion of a submittal;
- 6) Contact others to verify information provided in the submittal; and/or
- 7) Reject any or all Respondents submitting SOQs, should it be determined in HAS' best interests.

12.0 SECURITY AND BADGES

12.1 The Respondent shall comply with all applicable Federal rules, as amended from time to time, governing security at the Airport.

12.2 All on-site personnel of the Respondent, including Sub-consultants, who perform services under the Agreement, are required to undergo a fingerprint-based criminal history records check. Fingerprints are collected at the Airport Badging Office and submitted electronically for investigation.

12.3 The Respondent shall obtain HAS security badges for its personnel performing services on-site, including its subcontractors' personnel. On-site personnel shall wear identification badges at all times while on Airport property. The cost of badges, which is subject to change, is currently \$55.00 each at IAH/HOU and \$16.00 at EFD. Costs for the fingerprint-based criminal history records check is reflected in the cost of the badges. The Respondent is responsible for the time and cost of badges, including replacements thereof. The Respondent personnel losing badges will be charged for replacement badges at the then-current rate. Badge yearly renewal cost is currently \$16.00.

12.4 Customs and Border Patrol (CBP) requires an Airport Customs Area Bond. The amount of the bond equals \$1,000 times the number of employees currently badged by CBP.

12.5 The Respondent acknowledges that fines or penalties associated with non-compliance of security regulations shall be reimbursed to HAS.

13.0 DISADVANTAGED BUSINESS ENTERPRISES (DBE)

13.1 The City of Houston has established a DBE program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26 and City Ordinances. City has received Federal financial assistance from the DOT and as a condition of receiving this assistance, City has signed an assurance that it will comply with 49 CFR Part 26. Any contract for professional services that results from this RFQ will provide that the failure to carry out the requirements set forth in the City of Houston DBE Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.

13.2 **DBE Compliance**

Respondent shall comply with the City's DBE programs as set out in 49 CFR Part 26. Respondent shall make good faith efforts to award subcontracts or supply agreements in at least 1% of the value of this Agreement to DBE's. Respondent acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunity (OBO) and will comply with them.

14.0 **PROTEST**

14.1 An interested party may file a protest on the basis that the City has failed to comply with applicable federal or state law or with City ordinances as set forth in City of Houston Administrative Policy 5-12. <http://www.houstontx.gov/policies>.

15.0 **CERTIFICATE OF INTERESTED PARTIES**

In accordance with Texas Gov't Code §2252.908, the successful Respondent must complete Form 1295, Certificate of Interested Parties. Form 1295 is available for downloading on the Texas Ethics Commission's (TEC) website: <https://www.ethics.state.tx.us/forms/1295.pdf>.

The successful Respondent must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certificate.

No later than 30 days after the contract's effective date, the City will upload the successful respondent's completed Form 1295. The TEC will post the Contractor's completed Form 1295 within seven (7) business days of receipt.

For your reference, Form 1295 is attached as part of this document (Exhibit R).

PART VI – INSTRUCTIONS TO RESPONDENTS

16.0 **INSTRUCTIONS TO RESPONDENT**

16.1 **Pre-Submission Conference**

A Pre-Submission Conference will be held at the date, time, and location as indicated on the first page of the RFQ document. Interested Respondent(s) should plan to attend. It will be assumed that potential Respondent(s) attending this meeting have reviewed the RFQ in detail, and are prepared to bring up any substantive questions not already addressed by the City. **Attendance is highly recommended but is not mandatory.**

16.2 **Additional Information and Specification Changes**

Requests for additional information and questions should be addressed via email to the HAS Sr. Procurement Specialist, André K. Morrow, C.P.M., CPPB: Andre.Morrow@houstontx.gov no later than 12:00 pm (Noon), April 3, 2018. The City shall provide written responses to all questions received in writing before the submittal deadline. Questions received from all Respondent(s) shall be answered and sent to all Respondent(s) who are listed as having obtained the RFQ. Respondent(s) shall be notified in writing of any changes in the specifications contained in this RFQ.

16.3 **Letter(s) of Clarification**

16.3.1 All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City. Only information supplied by the City in writing or in this RFQ should be used in preparing Submission responses.

16.3.2 The City does not assume responsibility for the receipt of any Letters of Clarification sent to Respondent(s).

16.4 **Examination of Documents and Requirements**

16.4.1 Each Respondent shall carefully examine all RFQ documents and thoroughly familiarize themselves with all requirements prior to submitting a Submission to ensure that the Submission meets the intent of this RFQ.

16.4.2 Before submitting a Submission, each Respondent shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFQ. Failure to make such investigations and examinations shall not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the RFQ.

16.5 **Post-Submission Discussions with Respondent(s)**

It is the City's intent to commence final negotiation with the Respondent(s) deemed most advantageous to the City based on qualifications. The City reserves the right to conduct post-Submission discussions with any Respondent(s).

PART VII – CITY REQUIRED DOCUMENTS AND ATTACHMENTS

17.0 FORMS TO BE SUBMITTED WITH STATEMENT OF QUALIFICATION

- Exhibit A – 00452 Fair Campaign Ordinance
- Exhibit B – 00455 Affidavit of Ownership Or Control (dated no earlier than 3/1/2018)
- Exhibit C – 00457 Conflict of Interest Questionnaire
- Exhibit D – 00460 [Pay or Play Acknowledgement Form](#)
- Exhibit E – 00480 Reference Verification Form
- Exhibit F – 00481 Anti-Collusion Statement
- Exhibit G – Bidder's DBE Requirements:
- Exhibit G – Attachment "I" – Schedule of DBE Participation
- Exhibit G – Attachment "II" – DBE Letter Of Intent
- Exhibit G – Attachment "III" – Certified DBE Subcontract Terms
- Exhibit T – Contact Directory Form
- Attachment C – Required Submittal Checklist

18.0 FORMS TO BE SUBMITTED BY THE SUCCESSFUL FIRM

- Exhibit H – 00600 List of Proposed Subs
- Exhibit I – 00601 Drug Policy Compliance Agreement
- Exhibit J – 00606 No Safety Impact Positions
- Exhibit K – 00620 Affidavit of Insurance
- Exhibit L – 00620B Insurance Requirements
- Exhibit M – 00621 Certificate of Insurance ACORD Form / A/E Required Insurances
- Exhibit N – 00628 Affidavit of Compliance with DBE Program
- Exhibit O – 00630 Certification of Compliance with Pay or Play Program (POP-2) Program
- Exhibit P – 00631 Pay or Play Program List of Subcontractors (POP-3) Program
- Exhibit Q – 00632 Certification by Professional Service Provider
- Exhibit R – 00636 Certificate of Interested Parties Form 1295
- Exhibit S – 00501 Resolution of Contractor

**NOTE: Exhibits are available at the City of Houston Strategic Procurement Forms website,
<http://purchasing.houstontx.gov/forms.shtml>**

or

**The City of Houston Office of Business Opportunity Forms website,
<http://www.houstontx.gov/obo/popforms.html>**

19.0 ATTACHMENTS

- Attachment A – Scope Of Services
- Attachment B – Sample Contract
- Attachment C – Required Submittal Checklist

EXHIBIT A - 00452 FAIR CAMPAIGN ORDINANCE
RFQ NO.: H37-TRARBSASB-2018-002

Document 00452

Form A

CONTRACTOR SUBMISSION LIST

CITY OF HOUSTON CAMPAIGN FINANCE ORDINANCE

By submitting a bid or proposal to the City of Houston for a Contract in excess of \$50,000 or for which a request is presented to City Council for approval, all respondents agree to comply with Chapter 18 of the Code of Ordinances.

Pursuant to Section 18-36 of the Code of Ordinances, it is unlawful either for any contractor to contribute or offer any contribution to a candidate, or for any candidate to solicit or accept any contribution from a contractor for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council, or a determination by City Council of the Mayor that the contract will not be awarded to a contractor.

The term "contractor" means any person who has received the award of a contract, has submitted a bid or proposal in any form for the award of a contract, or has been proposed to be awarded the contract in an item placed upon the City Council agenda, including any other person who seeks the award of the contract and is contesting, appealing, or protesting the award of the contract as proposed.

This list is submitted under the provisions of Section 18-36(b) of the City of Houston Code of Ordinances in connection with the attached Bid/Proposal of:

Firm or Company Name: _____

Firm or Company Address: _____

The firm/company is organized as indicated below. Check one as applicable and attach additional pages if needed to supply the required names and addresses.

SOLE PROPRIETOR

Name _____
Proprietor Address

A PARTNERSHIP

LIST EACH PARTNER HAVING EQUITY INTEREST OF 10% OR MORE OF PARTNERSHIP
(IF NONE STATE "NONE")

Name _____
Partner Address

Name _____
Partner Address

EXHIBIT A - 00452 FAIR CAMPAIGN ORDINANCE
RFQ NO.: H37-TRARBSASB-2018-002

[] A LIMITED LIABILITY COMPANY

LIST EACH MEMBER OR MANAGER (IF NO MEMBERS) HAVING EQUITY INTEREST OF 10% OR MORE IN THE LIMITED LIABILITY COMPANY (IF NONE, STATE "NONE")

Name _____
Member/Manager Address

Name _____
Member/Manager Address

Name _____
Member/Manager Address

[] A CORPORATION

LIST ALL DIRECTORS OF THE CORPORATION (IF NONE STATE "NONE")

Name _____
Director Address

Name _____
Director Address

Name _____
Director Address

LIST ALL OFFICERS OF THE CORPORATION (IF NONE STATE "NONE")

Name _____
Officer Address

Name _____
Officer Address

Name _____
Officer Address

LIST ALL INDIVIDUALS OWNING 10% OR MORE OF OUTSTANDING SHARES OF STOCK OF THE CORPORATION (IF NONE STATE "NONE")

Name _____
Owner Address

Name _____
Owner Address

Name _____
Owner Address

**EXHIBIT A - 00452 FAIR CAMPAIGN ORDINANCE
RFQ NO.: H37-TRARBSASB-2018-002**

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below, and that I have knowledge of the accuracy of the information provided herein.

Signature

Printed Name

Title

Note: This list constitutes a government record as defined by § 37.01 of the Texas Penal Code.

END OF DOCUMENT

EXHIBIT B – CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE
RFQ No.: H37-TRARBSASB-2018-002

Document 00455

OWNERSHIP INFORMATION FORM

INSTRUCTION: ENTITIES USING AN ASSUMED NAME SHOULD DISCLOSE THAT FACT TO AVOID REJECTION OF THIS AFFIDAVIT. THE FOLLOWING FORMAT IS RECOMMENDED: *CORPORATE/LEGAL NAME DBA ASSUMED NAME*.

STATE OF _____ §

§

COUNTY OF _____ §

AFFIDAVIT OF OWNERSHIP OR CONTROL

BEFORE ME, the undersigned authority, on this day personally appeared _____
_____ [FULL NAME] (the "Affiant"), _____
_____ [STATE TITLE/CAPACITY WITH CONTRACTING ENTITY] of _____
_____ [CONTRACTING ENTITY'S CORPORATE/LEGAL NAME] ("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.
2. Contracting Entity seeks to do business with the City in connection with _____

_____ [DESCRIBE PROJECT OR MATTER] which is expected to be in an amount that exceeds \$50,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.
4. Contracting Entity is organized as a business entity as noted below (check box as applicable).

FOR PROFIT ENTITY:

- SOLE PROPRIETORSHIP
- CORPORATION
- PARTNERSHIP
- LIMITED PARTNERSHIP
- JOINT VENTURE
- LIMITED LIABILITY COMPANY
- OTHER (Specify type in space below)

NON-PROFIT ENTITY:

- NON-PROFIT CORPORATION
- UNINCORPORATED ASSOCIATION

00455-1
12/15/2016

EXHIBIT B – CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE
RFQ No.: H37-TRARBSASB-2018-002

5. The information shown below is true and correct for the Contracting Entity; and

6. All owners of 10% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer, *i.e.*, president, vice-president, secretary, treasurer, etc. **[NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]**

Contracting Entity

Name: _____

Business Address **[No./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address **[OPTIONAL]** _____

Residence Address **[No./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address **[OPTIONAL]** _____

10% Owner(s) or More (IF NONE, STATE "NONE.")

Name: _____

Business Address **[No./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address **[OPTIONAL]** _____

Residence Address **[No./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address **[OPTIONAL]** _____

00455-2
12/15/2016

EXHIBIT B – CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE
RFQ No.: H37-TRARBSASB-2018-002

7. Optional Information

Contracting Entity and/or _____ [NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

Name of Debtor: _____

Tax Account Nos. _____

Case or File Nos. _____

Attorney/Agent Name _____

Attorney/Agent Phone No. (____) _____

Tax Years _____

Status of Appeal [DESCRIBE] _____

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20_____.

(Seal)

Notary Public

NOTE:
This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

00455-3
12/15/2016

EXHIBIT C – 00457 CONFLICT OF INTEREST QUESTIONNAIRE
RFQ NO.: H37-TRARBSASB-2018-002

Document 00457

Conflict of Interest Questionnaire

Print out latest version (Amended 06/29/2007 or later) of the CIQ form from website listed below:

Local Government Code Chapter 176 requires Bidders with the City of Houston (“City”) to file a Conflict of Interest Questionnaire with the City Secretary of the City of Houston.

The Conflict of Interest Questionnaire is available for downloading on the Texas Ethics Commission’s website at: <http://www.ethics.state.tx.us/forms/CIQ.pdf> The completed Conflict of Interest Questionnaire will be posted on the City Secretary’s website. Also you will find a list of the City Local Government Officers on the City Secretary’s website.

For your convenience the CIQ form is attached as part of this document. Although the City has provided this document for the Bidders convenience, it is the Bidders responsibility to submit the latest version of the CIQ form as promulgated by the Texas Ethics Commission.

The Failure of any Bidder to comply with this law is a Class C misdemeanor.

END OF DOCUMENT

00457
3-3-201

EXHIBIT C – 00457 CONFLICT OF INTEREST QUESTIONNAIRE
RFQ NO.: H37-TRARBSASB-2018-002

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

Adopted 06/29/2007

EXHIBIT D – 00460 PAY OR PLAY ACKNOWLEDGEMENT FORM
RFQ NO.: H37-TRARBSASB-2018-002

Form POP- 1



**City of Houston
Pay or Play Program
Acknowledgement Form**



It has been determined that the project currently open for bidding meets the criteria of the City of Houston Pay or Play program. This form acknowledges your awareness of the Pay or Play program which is authorized by Ordinance 2007-534. Your signature below affirms that you will comply with the requirements of the program if you are the successful bidder/proposer, and ensure the same on behalf of subcontracts subject to the Pay or Play Program.

I declare under penalty of perjury under the laws of the State of Texas that if awarded this contract which meets the criteria for the City of Houston's Pay or Play Program, I will comply with all requirements of the Pay or Play Program in accordance with Executive Order 1-7.

***Fill out all information below and submit this form with your bid/proposal packet.**

Solicitation Number

Signature

Date

Print Name

City Vendor ID

Company Name

Phone Number

Email Address

Note: For more information contact your POP Liaison or the POP Contract Administrator. All contact information can be found on www.houstontx.gov →Departments→Office of Business Opportunity→Pay or Play.

Document 00460

OBO 7/3/2012

EXHIBIT E – 00480 Reference Verification Form
RFQ No.: H37-TRARBSASB-2018-002

1.0 REFERENCES

- 1.1 Contractor must be able to demonstrate that they have sufficient expertise, qualified personnel experienced and that their company has done or currently providing the services of similar size as specified in the statement of work. Contractor must have been actively engaged as an actual business entity in the activities described in the bid document for at least the five (5) years immediately prior to the submission of their bid.
- 1.2 The reference(s) must be included in the space provided below. Additional pages may be added if necessary. References must be included at the time of bid submittal.

LIST OF CURRENT/PREVIOUS CUSTOMERS

- 1. Company Name: _____
Contact Person/Title: _____ Phone No.: _____
E-mail Address: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Project Description: _____

- 2. Company Name: _____
Contact Person/Title: _____ Phone No.: _____
E-mail Address: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Project Description: _____

- 3. Company Name: _____
Contact Person/Title: _____ Phone No.: _____
E-mail Address: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Project Description: _____

EXHIBIT E – 00480 Reference Verification Form
RFQ No.: H37-TRARBSASB-2018-002

SAMPLE	REFERENCE VERIFICATION
Houston Airport System	
Planning, Design & Construction	
Reference Verification for _____	(Respondent's Company Name)
Name of Company:	
Name of Contact:	
Phone Number of Contact:	
E-Mail Address of Contact:	
QUESTIONS TO BE ASKED BY HOUSTON AIRPORT SYSTEM	
1. When did this company perform work for you?	
2. What type of service did this company perform for you?	
3. Did they perform the work as agreed?	
4. Was the company timely with responding to your needs?	
5. How many instances of services has this company provided for you?	
6. Did company representatives conduct themselves in a professional manner?	
7. Would you do business with this company again?	
Additional Comments:	
Name/Phone Number of Person conducting Reference Verification:	
SIGNATURE: _____	DATE: _____

ANTI-COLLUSION STATEMENT

The undersigned, as Proposer, certifies that the only person or parties interested in this Proposal as principals are those named herein; that the Proposer has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Proposer Signature

EXHIBIT G – BIDDER’S DBE REQUIREMENTS
RFQ NO.: H37-TRARBSASB-2018-002

EXHIBIT G – ATTACHMENT “I” – SCHEDULE OF DBE PARTICIPATION

DATE OF REPORT: _____

BID NO.: _____

FORMAL BID TITLE: _____

NAME OF DBE SUBCONTRACTOR	OFFICE OF BUSINESS OPPORTUNITY CERTIFICATION NO.	STREET ADDRESS AND CITY, STATE, ZIP CODE	TELEPHONE NO.	SCOPE OF WORK	AGREE PRICE
TOTAL.....					\$ _____
DBE PARTICIPATION AMOUNT.....					\$ _____ %
TOTAL BID AMOUNT.....					\$ _____

EXHIBIT G – BIDDER’S DBE REQUIREMENTS
RFQ NO.: H37-TRARBSASB-2018-002

EXHIBIT G – ATTACHMENT “I” (Continued) – SCHEDULE OF DBE PARTICIPATION

IF YOU HAVE USED YOUR BEST EFFORTS TO CARRY OUT THE CITY’S M/WBE POLICY BY SEEKING SUBCONTRACTS AND SUPPLY AGREEMENTS WITH MINORITY AND WOMEN BUSINESS ENTERPRISES, YET FAILED TO MEET THE STATED PERCENTAGE GOAL OF THIS BID DOCUMENT, LIST BELOW YOUR GOOD FAITH EFFORTS FOR COMPLIANCE (DEFINITION OF REQUIREMENTS CAN BE OBTAINED THROUGH THE OFFICE OF BUSINESS OPPORTUNITY AT (713) 837-9000).

THE UNDERSIGNED WILL ENTER INTO A FORMAL AGREEMENT WITH THE MINORITY AND/OR WOMEN SUBCONTRACTORS AND SUPPLIERS LISTED IN THIS SCHEDULE CONDITIONED UPON AWARD OF A CONTRACT FROM THE CITY.

NOTE:
ALL FIRMS LISTED ABOVE MUST BE CERTIFIED (OR ELIGIBLE FOR CERTIFICATION) BY THE OFFICE OF BUSINESS OPPORTUNITY.
THIS SCHEDULE OF M/WBE PARTICIPATION SHOULD BE RETURNED, IN DUPLICATE, WITH THE BID FORM.

BIDDER COMPANY NAME

SIGNATURE OF AUTHORIZED OFFICER OR AGENT OF BIDDER

NAME (TYPE OR PRINT)

TITLE

EXHIBIT G – BIDDER’S DBE REQUIREMENTS
RFQ NO.: H37-TRARBSASB-2018-002

EXHIBIT G - ATTACHMENT "II": DBE LETTER OF INTENT SOLICITATION NO.: H37-TRARBSASB-2018-002

THIS AGREEMENT IS SUBJECT TO BINDING ARBITRATION ACCORDING TO THE TEXAS GENERAL ARBITRATION ACT.

**TO: City of Houston
City Purchasing Agent**

DISADVANTAGE BUSINESS ENTERPRISE (DBE) AND SUPPLIER
LETTER OF INTENT

Contract Bid Number: _____

Bid Title: _____

Bid Amount: _____

DBE Participation Amount: \$ _____ **DBE GOAL** _____ %

1. _____ agrees to perform work/supply goods and/or
(Name of Disadvantage Business Enterprise)

Services in connection with the above-named contract and _____ as:
Name of Prime Contractor

- (a) _____ An Individual
- (b) _____ A Partnership
- (c) _____ A Corporation
- (d) _____ A Joint Venture

2. _____ status is confirmed by DBE Directory made
(Name of Disadvantage Business Enterprise)
available through the City of Houston Office of Business Opportunity. Certificate No.: _____.

3. _____ and _____
(Name of Prime Contractor) (Disadvantage Business Enterprise)

intend to work on the above-named contract in accordance with the DBE Participation Section of the City of Houston Contract Bid Provision.

The Terms & Conditions of Attachment "C" attached hereto are incorporated into this Letter of Intent for all purposes.

(Signed -- Prime Contractor) (Signed -- Disadvantage Business Enterprise)

(Title) (Title)

(Date) (Date)

EXHIBIT G – BIDDER’S DBE REQUIREMENTS
RFQ NO.: H37-TRARBSASB-2018-002

EXHIBIT G – ATTACHMENT “III”: CERTIFIED DBE SUBCONTRACT TERMS
SOLICITATION NO.: _____

Contractor shall insure that all subcontracts with DBE subcontractors and suppliers are clearly labeled “**THIS CONTRACT IS SUBJECT TO BINDING ARBITRATION ACCORDING TO THE TEXAS GENERAL ARBITRATION ACT**” and contain the following terms:

1. _____ (DBE subcontractor) shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston’s Office of Business Opportunity (“the Director”).
2. _____ (DBE subcontractor) shall permit representatives of the City of Houston, at all reasonable times, to perform 1) audits of the books and records of the subcontractor, and 2) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action nor the applicable statute of limitations.
3. Within five (5) business days of execution of this subcontract, Contractor (prime contractor) and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.
4. As conclude by the parties to this subcontract, and as evidenced by their signatures hereto, any controversy between the parties involving the construction or application of any of the terms, covenants or conditions of this subcontract shall, on the written request of one party served upon the other or upon notice by Director served on both parties, be submitted to binding arbitration, under the Texas General Arbitration Act (Tex. Civ. Prac. & Rem. Code Ann., Ch. 171 – “the Act”). Arbitration shall be conducted according to the following procedures:
 - a. Upon the decision of the Director or upon written notice to the Director from either party that a dispute has arisen, the Director shall notify all parties that they must resolve the dispute within thirty (30) days or the matter may be referred to arbitration.
 - b. If the dispute is not resolved within the time specified, any party or the Director may submit the matter to arbitration conducted by the American Arbitration Association under the rules of the American Arbitration Association, except as otherwise required by the City’s contract with American Arbitration Association on file in the Office of the City’s Office of Business Opportunity.
 - c. Each party shall pay all fees required by the American Arbitration Association and sign a form releasing the American Arbitration Association and its arbitrators from liability for decisions reached in the arbitration.
 - d. In the event the American Arbitration Association no longer administers Office of Business Opportunity arbitration for the City, the Director shall prescribe alternate procedures as necessary to provide arbitration by neutrals in accordance with the requirements of Chapter 15 of the Houston City Code of Ordinances.

These provisions apply to goal oriented contracts. A goal oriented contract means any contract for the supply of goods or non-personal or non-professional services in excess of \$100,000.00 for which competitive bids are required by law; not within the scope of the MBE/WBE program of the United States Environmental Protection Agency on the United States Department of Transportation; and ;, which the City Purchasing Agent has determined to have significant M/WBE subcontracting potential in fields which there are an adequate number on known MBE’s and/or WBE’s to compete for City contract.

The M/WBE policy of the City of Houston will discussed during the pre-bid. For information assistance, and/or to receive a copy of the City’s Affirmative action policy and/or ordinance contact the Office of Business Opportunity at (713) 837-9000, 611 Walker, 7th Floor, Houston, Texas 77002.

EXHIBIT H – 00600 LIST OF PROPOSED SUBS
RFQ NO.: H37-TRARBSASB-2018-002

Document 00600

LIST OF PROPOSED SUBCONTRACTORS AND SUPPLIERS

PROJECT NAME: _____ [Legal Project Name] _____ TOTAL DBE AWARD: \$ _____
 ORIG. CONTRACT PRICE: \$ _____ TOTAL MWSBE AWARD: \$ _____
 PROJECT NO.: _____ [WBS No.] _____ TOTAL HUB AWARD: \$ _____
 DATE OF REPORT: _____ TOTAL PDDBE AWARD: \$ _____

NAICS (6 digits)	SUBCONTRACTOR OR SUPPLIER (INCLUDE “MWSBE”, “PDDBE”, “DBE”, OR “HUB” DESIGNATION) ²	ADDRESS	SCOPE OF WORK ³

- NOTES:**
1. RETURN FOR ALL PROJECTS AS REQUIRED IN DOCUMENT 00800 – SUPPLEMENTARY CONDITIONS. RETURN WITHIN THE SPECIFIED NUMBER OF DAYS AFTER RECEIPT OF NOTICE OF INTENT TO AWARD
 2. DESIGNATE FIRMS CERTIFIED BY THE CITY OFFICE OF BUSINESS OPPORTUNITY ON THIS FORM.
 3. DESCRIBE THE WORK TO BE PERFORMED, FOR WHICH THE FIRM IS CERTIFIED, SUCH AS “PAVING”, “ELECTRICAL”, ETC.
 4. **CONTRACTOR SHALL EXECUTE CONTRACTS WITH APPROVED SUBCONTRACTORS AND SUPPLIERS WITHIN 30 DAYS AFTER THE DATE OF THE NOTICE TO PROCEED. COPIES OF CONTRACTS WITH DESIGNNATED FIRMS MUST BE SENT TO THE OFFICE OF BUSINESS OPPORTUNITY.**

SIGNATURE: _____ COMPANY NAME: _____
 NAME: _____ TITLE: _____
 (Type or Print)

00600-1
 07-01-2013

EXHIBIT H – 00600 LIST OF PROPOSED SUBS
RFQ NO.: H37-TRARBSASB-2018-002

Document 00600

Continuation Page

PROJECT NAME: _____ [Legal Project Name]
 DATE OF REPORT: _____
 PROJECT NO.: _____ [WBS No.]

NAICS (6 digits)	SUBCONTRACTOR OR SUPPLIER (INCLUDE "MWSBE", "PDBE", "DBE", OR "HUB" DESIGNATION) ²	ADDRESS	SCOPE OF WORK ³

SIGNATURE: _____

COMPANY NAME: _____

NAME: _____
(Type or Print)

TITLE: _____

END OF DOCUMENT

00600-1
 07-01-2013

EXHIBIT I – 00601 DRUG POLICY COMPLIANCE AGREEMENT

RFQ No.: H37-TRARBSASB-2018-002

Document 00601

DRUG POLICY COMPLIANCE AGREEMENT

I, _____, _____,
Name Title

of _____
Contractor

have authority to bind Contractor with respect to its Bid, Proposal, or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that Contractor is aware of and by the time the Contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a Notice to Proceed:

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and an HHS-certified drug-testing laboratory to perform drug tests.
3. Monitor and keep records of drug tests given and results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the Contract with the City of Houston,

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations or documentation in compliance with the Mayor's Drug Policy or Executive Order No. 1-31 will be considered a breach of the Contract with the City and may result in non-award or termination of the Contract by the City.

Contractor

Title

Signature

Date

END OF DOCUMENT

**EXHIBIT J – 00606 NO SAFETY IMPACT POSITIONS
RFQ NO.: H37-TRARBSASB-2018-002**

Document 00606

**CONTRACTOR'S CERTIFICATION OF
NO SAFETY IMPACT POSITIONS IN PERFORMANCE OF A CITY CONTRACT**

BEFORE ME, the undersigned authority, on this day personally appeared

_____ ,
Affiant

who being by me duly sworn on his oath stated that he is _____
Title

of _____
Contractor

and that no employee safety impact positions, as defined in §5.17 of Executive Order
No. 1-31, will be involved in performing _____
Project

Contractor agrees and covenants that it shall immediately notify the City of Houston Director of
Personnel if any safety impact positions are established to provide services in performing this City
Contract.

Affiant's Signature

SWORN AND SUBSCRIBED before me on this day of _____, 20__.

Notary Public in and for the State of TEXAS

Print or Type Notary Public Name

My Commission Expires: _____
Expiration Date

END OF DOCUMENT

EXHIBIT K - 00620 AFFIDAVIT OF INSURANCE
RFQ NO.: H37-TRARBSASB-2018-002

Document 00620

AFFIDAVIT OF INSURANCE

BEFORE ME, the undersigned authority, on this day personally appeared

_____, who
Affiant

being by me duly sworn on his oath stated that he is _____, of
Title

_____,
Contractor's Company Name

the Contractor named and referred to within the Contract documents; that he is fully competent and authorized to give this affidavit and that the attached original insurance certificate truly and accurately reflects the insurance coverage that is now available and will be available during the term of the Contract.

Affiant's Signature

SWORN AND SUBSCRIBED before me on _____.
Date

Notary Public in and for the State of TEXAS

Print or type Notary Public name

My Commission Expires: _____
Expiration Date

END OF DOCUMENT

INSURANCE REQUIREMENTS (00620B)

Each selected Consultant shall deposit with the HAS Director at the time of execution of the contract certification of insurance evidencing to the satisfaction of the Director that the following coverages and minimum amounts have been obtained by the selected consultant. Upon the request of the Director, the originals of all policies referred to above, or copies certified by the agent or attorney-in-fact issuing them, shall be submitted to the Director.

Each policy shall contain an endorsement by the issuer waiving rights of subrogation against the City of Houston and HAS. All policies must also name the City of Houston as an additional insured. Each selected consultant using subcontractors shall require each subcontractor to meet the same minimum insurance requirements and provide evidence thereof. All policies of insurance required herein shall be in a form and with a company or companies approved by the HAS and the City of Houston authorized to do business in the State of Texas.

Maintain the following coverage and limits of liability:

<u>COVERAGE</u>	<u>LIMIT OF LIABILITY</u>
Worker's compensation	Statutory for Worker's Compensation
Employer's Liability	Body Injury by Accident \$100,000 (each accident) Bodily Injury by Disease \$100,000 (policy limit) Bodily Injury by Disease \$100,000 (each employee)
Commercial General Liability: Bodily and Personal Injury; Products and Completed Operations Coverage	Bodily Injury and Property Damage, Combined Limits of \$500,000 each Occurrence, and \$1,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit For (1) Any Auto or (2) All Owned, Hired, and Non-Owned Autos
\$10,000,000 combined single limit	For (1) Any Auto or (2) All Owned, Hired, and Non-Owned Autos driving within the AOA of the Airport
Professional Liability Coverage	\$1,000,000 per claim/aggregate

Aggregate Limits are per 12-months policy period unless otherwise indicated.

If professional liability coverage is written on a "claims made" basis, Engineer shall also provide proof of renewal each year for two years after substantial completion of the Project, or in the alternative: evidence of extended reporting period coverage for a period of 2 years after substantial completion, or a project liability policy for the Project covered by this Contract with a duration of two years after substantial completion.

EXHIBIT M – 00621 CERTIFICATE OF INSURANCE ACORD FORM / A/E REQUIRED INSURANCES
RFQ No.: H37-TRARBSASB-2018-002



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 	CONTACT NAME	
	PHONE (A/C, H/L, FAX)	FAX (A/C, H/L)
	EMAIL ADDRESS	
	INSURER(S) PROVIDING COVERAGE	NAIC #
INSURED 	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

PER. TYPE	TYPE OF INSURANCE	BOOK USER	FORM NO.	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Per occurrence)
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR						MGH EXP. (Any one person)
							PERSONAL & ADV. INJURY
							GENERAL AGGRIEVE
							PRODUCTS - COMPROP AGG.
	GEN'L AGGRIEVE LIMIT APPLIES PER:						COMBING SINGLE LIMIT (Per accident)
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROD. (C&M) <input type="checkbox"/> LOC.						BODILY INJURY (Per person)
	AUTOMOBILE LIABILITY						BODILY INJURY (Per accident)
	<input type="checkbox"/> ANY AUTO						PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> ALL OWNED AUTOS						
	<input type="checkbox"/> HIREN AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	<input type="checkbox"/> UMBRELLA LIAB. <input type="checkbox"/> OCCUR						EACH OCCURRENCE
	<input type="checkbox"/> EXCESS LIAB. <input type="checkbox"/> CLAIMS MADE						AGGRIEVE
	<input type="checkbox"/> EXP. <input type="checkbox"/> RETENTION(S)						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> WC STATE/TERTY LIMITS <input type="checkbox"/> OTH. WR
	ANY PROPERTY OR PARTNER'S RESIDUALIVE OFFICERS/DIRECTOR'S OCCURRENCE (Mandatory in NY) If yes, describe under occupational or residential liability.						E.L. EACH ACCIDENT
							E.L. DAMAGE - EA EMPLOYEE
							E.L. DAMAGE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLE (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER 	CANCELLATION
	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>

ACORD 25 (2010/05)

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Clear All

**Exhibit N – 00628 AFFIDAVIT OF COMPLIANCE WITH DBE PROGRAM
RFQ No.: H37-TRARBSASB-2018-002**

Document 00628

**AFFIDAVIT OF COMPLIANCE WITH
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM
FOR PROJECT FUNDED BY AIP GRANT**

BEFORE ME, the undersigned authority, on this day personally appeared

_____, who
Affiant

being by me duly sworn on his oath stated that he is _____,
Title

of _____,
Contractor

the Contractor named and referred to within the Contract documents; that he is fully competent and authorized to give this affidavit and that the Contract is in compliance with the Disadvantaged Business Enterprise Program of the City and has done all that is required by the Contract documents, the Disadvantaged Business Enterprise Program, and pursuant to Chapter 15, Code of Ordinances, City of Houston, §15.16 et seq.

Affiant's Signature

SWORN AND SUBSCRIBED before me on this day of _____, 20__.

Notary Public in and for the State of TEXAS

Print or Type Notary Public Name

My Commission Expires: _____
Expiration Date

END OF DOCUMENT

00628-43
02-01-2004

**EXHIBIT O - 00630 CERTIFICATION OF COMPLIANCE WITH PAY OR PLAY PROGRAM (POP-2)
PROGRAM
RFQ No. H37-TRARBSASB-2018-002**

Form POP-2



**City of Houston
Certification of Compliance with
Pay or Play Program**



Contractor Name: _____ \$ _____
(Contractor/Subcontractor) (Amount of Contract)

Contractor Address: _____

Project No.: [GFS/CIP/AIP/File No.] _____

Project Name: [Legal Project Name] _____

POP Liaison Name: _____

In accordance with the City of Houston Pay or Play Program authorized by Ordinance 2007-534 and Executive Order 1-7, Contractor/Subcontractor agrees to abide by the terms of this Program. This certification is required of all contractors for contracts subject to the program. You must agree EITHER to PAY or to PLAY for all covered employees. The Contractor/Subcontractor may also Pay on behalf of some covered employees and Play on behalf of other covered employees.

The Contractor/Subcontractor will comply with all provisions of the Pay or Play Program and will furnish all information and reports requested to determine compliance with program requirements of the Pay or Play Program (See Executive Order 1-7 for the terms of the Pay or Play program) The criteria of the program is as follows:

The Contractor/Subcontractor agrees to "Pay" \$1.00 per hour for work performed by covered employees under the contract with the City. If independent contract labor is utilized the Contractor/Subcontractor agrees to report hours worked by the independent contract laborer and pay \$1.00 per hour for work performed.

Otherwise the Contractor/Subcontractor agrees to "Play" by providing health benefits to each covered employee. The health benefits must meet the following criteria:

1. The employer will contribute no less than \$150 per employee per month toward the total premium cost for single coverage only; and
2. The employee contribution, if any amount, will be no greater than 50% of the total premium cost and no more than \$150 per month.
3. Pursuant to E.O. 1-7 section 4.04 a contractor is deemed to have complied with respect to a covered employee who is not provided health benefits if the employee refuses the benefits and the employee's contribution to the premium is no more than \$40 per month.

Please select whether you choose to:	Pay	Play	Both
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Contractor/Subcontractor will file compliance reports with the City, which will include activity for covered employees subject to the program, in the form and to the extent requested by the administering department. Compliance reports shall contain information including, but not limited to, documentation showing employee health coverage and employee work records.

Note: The Contractor is responsible to the City for the compliance of covered employees of covered subcontractors and only forms that are accurate and complete will be accepted.

*Estimated Number of:	Prime Contractor	Sub-Contractor
Total Employees on City Job		
Covered Employees		
Non-Covered Employees		
Exempt Employees		

*Required

I hereby certify that the above information is true and correct.

Contractor (Signature) _____ Date _____

Name and Title (Print or type) _____

Document 00630

OBO 7/3/2012

**EXHIBIT P - 00631 PAY OR PLAY PROGRAM LIST OF SUBCONTRACTORS (POP-3) PROGRAM
RFQ No. H37-TRARBSASB-2018-002**

City of Houston
Pay or Play Program
List of Subcontractors

Form POP-3



Prime Contractor: _____
Project Number/Description: _____

POP Contact Person: _____
Address: _____
Email: _____
Phone: _____

Note: Include ALL subcontractors (use additional form if necessary)

Subcontractor Name	Supplier Y/N?	Amount of Subcontract	Check One				Contact Person	Phone	Email Address	Mailing Address
			Pay	Play	Both (Pay and Play)	N/A				

*If the above information is found to be submitted fraudulently with the intent to bypass or deceive the purpose of the Pay or Play Program the contractor will be held liable for all compliance requirements from the inception of the contract. All subcontracts that surpass the \$200,000.00 threshold will be responsible for Pay or Play compliance from the inception of the contract.

Affidavit

I hereby solemnly affirm, certify and confirm that the total sub-contract value stated above is the final value of the contract (*) including all material costs, fuel, payroll, taxes, fees, profit sharing, labor or any payments in relation to the contracted work and no separate payment or contract has been made for the sub-contract under contract no. _____. The above sub-contract value includes all the costs related to work under the contract. The contractor and sub-contractor(s) agree to inform The Mayor's Office of Business Opportunity of any related cost(s) added to the contracted work and re-submit POP-3 with the current value of the sub-contract. I understand that compliance with "Pay or Play" program is mandatory and nothing has been hidden to circumvent the program requirements.

Contractor Authorized Representative & Title _____ Date _____
Name & Signature

EXHIBIT Q - 00632 CERTIFICATION BY PROFESSIONAL SERVICE PROVIDER
RFQ No. H37-TRARBSASB-2018-002

Document 00632

CERTIFICATION BY PROPOSED MATERIAL SUPPLIERS,
LESSORS, AND PROFESSIONAL SERVICE PROVIDERS
REGARDING EQUAL EMPLOYMENT OPPORTUNITY

Company Name: _____ \$ _____
(Supplier, Lessor, Professional Service Provider) (Amount of Contract)

Company Address: _____

Company Telephone Number: _____ Fax: _____

E-mail Address: _____

Web Page/URL Address: _____

Company Tax Identification Number: _____

Project Name & No.: _____

Materials/Services Provided: _____

In accordance with Chapter 15 of the City of Houston's Code of Ordinances, Supplier/Lessor/Professional Service Provider represents to be an equal opportunity employer and agrees to abide by the terms of the Ordinance. This certification is required of all Suppliers/Lessors/Professional Service Providers providing goods or service to this project with agreements \$50,000 or more.

Yes No Supplier agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or age.

Yes No Supplier agrees that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, or age.

Yes No Supplier will comply with all provisions of **Executive Order No. 11246** and rules, regulations and applicable orders of the Department of Labor or other Federal Agency responsible for enforcement of applicable equal opportunity and affirmative action provisions and will likewise furnish all information and reports required by the Mayor or Contract Compliance Officers for the purpose of investigation to ascertain and effect compliance with the City of Houston's Office of Business of Opportunity.

Yes No The Supplier shall file and cause their sub-tier contractors to file compliance reports with the City in the form and to the extent as may be prescribed by the Mayor or Contract Compliance Officers. Compliance reports filed at such times as directed shall contain information including, but not limited to, the practices, policies, programs, and employment policies.

I hereby certify that the above information is true and correct.

COMPANY OFFICER (Signature)

DATE

NAME AND TITLE (Print or type)

END OF DOCUMENT

EXHIBIT R - 00636 CERTIFICATE OF INTERESTED PARTIES FORM 1295
RFQ No. H37-TRARBSASB-2018-002

Document 00636

Certificate of Interested Parties

In accordance with Texas Gov't Code §2252.908, the successful bidder must complete Form 1295, Certificate of Interested Parties. Form 1295 is available for downloading on the Texas Ethics Commission's (TEC) website: <https://www.ethics.state.tx.us/forms/1295.pdf>.

The successful bidder must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number.

No later than 30 days after the contract's effective date, the City will upload the successful bidder's completed Form 1295. The TEC will post the Contractor's completed Form 1295 within seven business days of receipt.

For your reference, Form 1295 is attached as part of this document.

END OF DOCUMENT

EXHIBIT T - CONTACT DIRECTORY FORM
RFQ No. H37-TRARBSASB-2018-002

RESPONDENT CONTACT DIRECTORY

NAME	POSITION/TITLE	MAILING ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

The purpose of the Respondent Contact Directory is to provide the City with a centralized, easily identified source of important contacts and other information regarding each of the business entities constituting a Respondent. This Respondent Contact Directory should include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for each of the following as it pertains to each of the firms in a Proposer's team:

1. At least two individuals, one primary the other(s) secondary, authorized to represent the firm for purposes of this RFQ; and
2. Respondent Key Personnel (as appropriate) listed in the Submittal

ATTACHMENT A
SCOPE OF SERVICES
PROFESSIONAL ENGINEERING DESIGN SERVICES
FOR THE REHABILITATION OF TAXIWAYS RA, RB, SA, and SB at IAH
RFQ No. H37-TRARBSASB-2018-002

SCOPE OF SERVICES
PROFESSIONAL DESIGN SERVICES FO PROFESSIONAL ENGINEERING DESIGN SERVICES
FOR THE REHABILITATION OF TAXIWAYS RA, RB, SA, and SB at IAH
RFQ No. H37-TRARBSASB-2018-002

Attached Separately

**ATTACHMENT B
SAMPLE CONTRACT
RFQ No. H37-TRARBSASB-2018-002**

SAMPLE CONTRACT – SUBJECT TO CHANGE

Attached Separately

**ATTACHMENT C
REQUIRED SUBMITTAL CHECKLIST
RFQ No. H37-TRARBSASB-2018-002**

The following must be completed and submitted with each Submittal

Item #	REQUIRED SUBMITTAL	Check (√)
1	Table of Contents	
2	Team Introduction Letter	
3	Executive Summary	
4	Section 1 - Letter of Transmittal	
5	Section 2 – Airport Taxiway or Runway Design Experience	
6	Section 3 – People/ Resources/ Capabilities	
7	Section 4 – Representative Project Experience	
8	Section 5 – Design Approach	
9	Section 6 – Design to Budget	
10	Section 7 – Quality Management Approach	
11	Section 8 – Construction Support Capability	
12	Section 9 – Project Controls Capability	
13	Section 10 – Computer Aided Design and Drafting (CADD) and Building Information Model (BIM) Requirements	
14	Section 11 – City Required Documents (EXHIBITS A – G, R, T, U)	
15	Exhibit A – 00452 Fair Campaign Ordinance	
16	Exhibit B – 00455 Affidavit of Ownership Or Control (dated no earlier than 3/1/2018)	
17	Exhibit C – 00457 Conflict of Interest Questionnaire	
18	Exhibit D – 00460 Pay or Play Acknowledgement Form	
19	Exhibit E – 00480 Reference Verification Form	
20	Exhibit F – 00481 Anti-Collusion Statement	
21	Exhibit G – BIDDER’S DBE REQUIREMENTS	
22	Exhibit G – Attachment “I” – Schedule of DBE Participation	
23	Exhibit G – Attachment “II” – DBE Letter Of Intent	
24	Exhibit G – Attachment “III” – Certified DBE Subcontract Terms	
25.	Exhibit T – Contact Directory Form	
26	Section 12 – Financials (To be submitted in separate sealed envelope)	
27	Section 13 – Additional Information	
28	Attachment C - Required Submittal Checklist	