



**CITY OF HOUSTON
HOUSTON AIRPORT SYSTEM
REQUEST FOR QUALIFICATIONS (RFQ)
SOLICITATION No.: H37-OCDS-2018-015
ON-CALL DESIGN SERVICES FOR SMALL PROJECTS
AT GEORGE BUSH INTERCONTINENTAL AIRPORT (IAH), WILLIAM P.
HOBBY AIRPORT (HOU) AND ELLINGTON AIRPORT (EFD)**

Date Issued: June 15, 2018

Pre-Submittal Conference: June 26, 2018, 10:00 A.M.
**Supply Chain Management Office
18600 Lee Road, Conference Room # 113
Humble, TX 77338**

Questions Deadline: June 29, 2018 @ 12:00 P.M. (Noon)

Solicitation Due Date: July 24, 2018 @ 2:00 P.M.

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Supply Chain Management, Houston Airport System
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281-233-1046

Project Summary: The Houston Airport System is seeking multiple highly qualified smaller firms through this RFQ to perform On-Call Design Services for proposed Capital Improvement Program (CIP) projects and other various airport related and Operations and Maintenance (O&M) projects at George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD). Selection criteria for the Respondent's must meet the U.S. Small Business Administration (SBA) size standards.

MWBE Goal: 24%

Jerry Adams
Chief Procurement Officer
City of Houston

Date

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PART I – GENERAL INFORMATION

1.0 GENERAL INFORMATION

The City of Houston's (City), department of aviation, the Houston Airport System (HAS), invites interested highly qualified smaller firms through this RFQ to perform On-Call Design Services for proposed Capital Improvement Program (CIP) projects and other various airport related and Operations and Maintenance (O&M) projects for the next five (5) year period at George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD) in Houston, Texas.

Over the next five years, it is expected that a wide variety of skills and capabilities in On-Call Design Services relating to airports will be required. The HAS Infrastructure Division will prepare detailed scopes of work and budgets on an individual basis for each assignment, and a Letter of Authorization (LOA) will be executed prior to the issuance of a Notice-to-Proceed (NTP) on all assignments. Assignments will be formulated as needs arise.

The goal of the "Small Firm" On-Call Design Services contracts is to provide an opportunity for small businesses to gain airport design experience such that they qualify to compete in future "Large Firm" On-Call Design Services contracts as prime firms.

Selection criteria for the Respondent's must meet the U.S. Small Business Administration (SBA) size standards. The SBA defines size standards as no more that 7.5 million/year in annual receipts for architectural businesses and no more than \$15 million/year in annual receipts for Engineering Services. Respondents must have maintained these billing receipts for at least 3 years.

2.0 SCHEDULE

2.1 The City may hold interviews for the benefit of clarifying SOQ(s). Respondent(s) 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(s) may be required to provide additional information before the City selects the responses that best meet 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 the HAS website: <http://www.houstonairports.biz/> via Letter(s) of Clarification.

Description	Scheduled Date
Date of RFQ	06/15/2018
Pre-Submittal Conference	06/26/2018
Deadline for Questions	06/29/2018
Letter of Clarification(s) Posted on HAS Website	07/10/2018
Submissions Due from Respondents	07/24/2018
Notification of Shortlisted Firms (Estimated)	08/16/2018
Oral Presentations/Interviews (Estimated)	08/2018
Council Agenda Date (Estimated)	10/2018
Contract Start Date (Estimated)	11/2018

4.0 MINIMUM QUALIFICATIONS OR REQUIREMENTS

- 4.1 Respondent's must meet U.S. Small Business Administration (SBA) size standards as defined by 13 Code of Federal Regulation (CFR) Part 121.103 pursuant to Section 3 of the Small Business Act. The SBA defines size standards for Architectural Businesses as no more than \$7.5 million in annual receipts and no more than \$15 million in annual receipts for Engineering Services. Respondents must have maintained these billing receipts for at least three (3) years.
- 4.2 The respondent shall have previously held at least three (3) contracts with a municipality or other government entity.
- This requirement must be met by the prime firm and may not be met by a combination of firms on a team.
- This experience must also be validated in a letter by the project owner.
- 4.5 Proposer must pass the above criteria to be evaluated by Evaluation Committee. Respondents that fail to meet the criteria will be removed from further consideration and no further scoring of their submittal will take place.

PART II – SCOPE OF SERVICES

5.0 SCOPE OF SERVICES

- 5.1 The work may consist, but not limited to, the disciplines of the following:
- Architectural Services
 - Structural Engineering
 - Mechanical Engineering
 - Interior Design
 - Civil Engineering
 - Geotechnical Engineering
 - Electrical Engineering
 - Topographical Engineering
 - Plumbing Engineering
 - Subsurface Utility Engineering
 - Landscape Architecture
 - Budget Compliance and Cost Estimation
 - Wayfinding Signage
 - Constructability Reviews
 - Vertical Transportation
 - QA/QC - Design
 - Horizontal Transportation
 - Investigative Discovery
 - Moisture Protection and Forensic
 - Sustainability/ Commissioning
 - Scheduling
 - Governing Agency Code Compliance
 - Construction Administration
 - Technology (HAS I.T. Standards)
- 5.2 The On-Call Design consultant is responsible to obtain plans review and agency approvals (local, state, and federal permits and certifications) before the work is advertised for construction bids, and to update electronic construction and record documents to "As-Built" condition after the construction work is substantially complete.

PART III - EVALUATION and SELECTION PROCESS

6.0 EVALUATION AND SELECTION PROCESS

- 6.1 Submission of a SOQ in response to this RFQ indicates Respondent's acceptance of the evaluation process and the evaluation criteria described herein.
- 6.2 Responses will be evaluated by an Evaluation Committee consisting of City of Houston personnel. The Evaluation Committee may include non-voting, non-City personnel to observe the process. Evaluation will be based on the evaluation criteria contained herein.
- 6.3 The award of the contract will be made to the Respondent offering the response which demonstrated competence and qualifications to perform the services, and best meets the needs of the City. The City reserves the right to reject any offer if the qualifications submitted fails to satisfy the City.
- 6.4 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. 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.
- 6.5 The procedure to be used in the A/E Design Consultant selection process is described in the following steps:
- 6.5.1 Step ONE of the selection process:**
- 6.5.1.1 SOQs from Respondents responding to the RFQ will be reviewed and evaluated. The Evaluation Committee will score and rank the Respondents based on the criteria listed in Section 6.8 and as further described throughout this RFQ.
- 6.5.2 Step TWO of the selection process:**
- 6.5.2.1 A shortlist of Respondents may be called on to participate in an interview with the Evaluation Committee. If this step is used, the firm's designated Key Personnel will be expected to play a significant roles in the interview(s).
- 6.5.2.2 Respondents will be notified in writing of the date/time and location of their interview if they have been chosen for further consideration.
- 6.5.2.3 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.
- 6.5.2.4 After the oral presentations/interviews are completed, a final ranking will be established by the Evaluation Committee.
- 6.5.3 Step THREE of the selection process:**
- 6.5.3.1 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 17.5, it has regarding the sample contract. If negotiations result in agreement, the proposed contract will be submitted to the City Council for approval.

6.5.3.2 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.

6.5.3.3 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.

6.6 Evaluation Summary

6.6.1 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. Submittals from Respondents that meet the Minimum Qualifications will be evaluated. City representatives may also request additional documentation in order to seek clarification of the submittal, 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. HAS, at its sole discretion may choose to develop a shortlist of Respondents for further consideration. Shortlisted Respondents may be scheduled for a structured oral presentation and/or interview. Such presentations will be at no cost to HAS. At the end of the oral presentation and/or interview, the evaluation of the shortlisted Respondents will be completed. The oral presentations and/or interview may be recorded and/or videotaped.

6.7 Selection Process

6.7.1 The award of a contract(s) will be made to the Respondent(s) offering the response which demonstrated competence and qualifications to perform the services, and best meets the needs of the City. 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.

6.8 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 this Architectural/ Engineering Scope.

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

Evaluation Criteria	Max Score
Minimum Qualifications or Requirements	Pass/Fail
M/WBE Compliance	Pass/Fail
Financial Capabilities	Pass/Fail

Evaluation Criteria	Max Score
Management Approach and Understanding of Scope	25
Firm's Background and Experience Providing Similar Services to Other Municipal or Government entities	30
Background and Experience of Key Personnel	30
Sub-Consultants	10
M/WBE Goals	5
TOTAL	100

6.9 MANAGEMENT APPROACH AND UNDERSTANDING OF SCOPE (25 points)

- 6.9.1 Prepare a description of the respondent's management and organizational approach and methods for performing the Scope of Services. This should include the proposed effort for completing work on schedule and in budget, include the methods the respondent would use to coordinate its work with other consultants and contractors whose work must interface or connect with work performed by the respondent.
- 6.9.2 Provide the proposed process for the timely completion of work, along with the methods the Respondent would use to coordinate the work with the team and HAS staff.
 - 6.9.2.1 Points will be awarded based on the proposer's ability to describe (i) unique challenges to on-call design and working in an airport, and (ii) opportunities to overcome these challenges.
 - 6.9.2.2 Respondent should highlight the role that the project manager will take in the composition of the team and general allocation of responsibilities throughout the team.
 - 6.9.2.3 The SOQ will be evaluated on the adequacy and effectiveness of the described management approach to the Scope's requirements. The Respondent should specify their approach to the On-Call Design Services scope of services and provide evidence of their clear and concise understanding and how the management approach supports HAS requirements. The Respondent should be knowledgeable of standard solutions applicable to project issues as well as being able to offer innovative ideas. It is also important that the Respondent demonstrate an ability to synthesize technical information and communicate this information in verbal, written or graphic form.
 - 6.9.2.4 The SOQ should also outline the Respondent's management approach to the scope of services and how key issues related to the requested services will be addressed. It should include a brief description of the resources proposed to complete each task, identifying the Respondent's ability to ensure timely, high quality, cost effective completion of the Work.
 - 6.9.2.5 The SOQ should, at a minimum:
 - a. Describe Respondent's overall approach to the Work.
 - b. Provide a general work plan that describes how the Respondent will organize and conduct the Work. This plan shall include all major phases of a Project.

- c. Provide a description of the Respondent's approach and methodology for managing work tasks and coordination, sequencing and control systems to accomplish the Work.
- d. Describe how Respondent would work with the City's project team to successfully complete a Project.
- e. Describe how the Respondent's project team will achieve project objectives.
- f. Respondents must discuss and provide documentation to support professional examples of success in utilizing the proposed management approach to meet schedules.

6.10 FIRM'S BACKGROUND AND EXPERIENCE PROVIDING SIMILAR SERVICES TO OTHER MUNICIPALITIES OR GOVERNMENT ENTITIES (30 points)

- 6.10.1 Respondent shall provide a description of a minimum of two (2) projects and/or on-call design assignments at a municipality or other government entity during the past five (5) years. This requirement must be met by the prime firm and may not be met by a combination of firms on a team. Points will be awarded based on the firm's experience in relation to the scope and extent of respondent's knowledge and understanding of the issues warranting the proposed Work.
- 6.10.2 Points will be awarded based on the Respondent's ability to demonstrate the successful implementation of On-Call Design Services that the proposed team will be responsible for, including a listing of individuals involved.
 - 6.10.2.1 Respondent should describe how they meet or exceed the requirements and qualifications relevant to the Scope of Service outlined in this document.
 - 6.10.2.2 Respondent should provide prior experience examples and discuss their ability to meet Owner's budget and schedules on compatible representative on-call design projects. If available, letters of reference reflecting the firm's prior experiences should be provided.
 - 6.10.2.3 Include any examples of creative on-call solutions, innovative approaches, management tools, or strategies that will enable successful delivery of on-call design projects
 - 6.10.2.4 Respondent should provide and discuss their past performance of representative projects and its proposed consultants.
 - 6.10.2.5 Respondent should include any examples of creative solutions or innovative approaches to problems in their Statement of Qualifications.

6.11 BACKGROUND AND EXPERIENCE OF KEY PERSONNEL (30 points)

- 6.11.1 Submit detailed resumes for the proposed project manager and key staff personnel including key personnel of sub-consultants. Include a description of their design qualifications and experience and a description of their position and length of employment with the respondent or sub-consultant. Key personnel identified in this proposal will be expected to remain assigned to this project for the term of the Agreement.
 - 6.11.1.1 Points will be awarded based on the knowledge and experience of proposed team providing On-Call Design Services. Points will be awarded based on the proposed team's professional qualifications, experience, professional integrity, and competence. Any information that will assist the evaluation committee in making this assessment should be provided. Proposer shall provide an organization chart including the prime consultant and the sub-consultants. Please include the primary role of each sub-consultant on the team.

- 6.11.1.2 Respondent should list intended contract staffing including identification of project manager, key personnel, and availability of key additional resources.
- 6.11.1.3 Respondent should provide graphic and narrative descriptions that identify the Respondent's and sub-consultants' Key Personnel who would provide the services, specifically outlining major capabilities and areas of expertise. Identify the overall project manager and other key staff members and describe their capabilities and strengths.

6.12 SUB-CONSULTANTS (10 points)

- 6.12.1 Describe the qualifications of each sub-consultant which the respondent plans to retain to perform work. Describe the type of work which will be assigned to each sub-consultant and the estimated percentage of the total Agreement value that each sub-consultant will perform. Meaningfully, select experienced sub-consultants so as to fully utilize them precisely as stipulated in your SOQ.
- 6.12.2 Describe sub-consultant selection and collaborative management strategy.
 - 6.12.2.1 Describe the basis for selection of proposed sub-consultants included on Respondent's team and a narrative description of the role each will play for this Project.
 - 6.12.2.2 Describe any prior working relationship with each selected sub-consultant and identify the strength they bring to the team.
 - 6.12.2.3 Describe how prime firm/Joint Venture and proposed sub-consultants will adopt a collaborative approach to coordination, resolving issues, driving decision-making, and facilitating management and efficient information flow to deliver the requested Scope of Services.

6.13 M/WBE GOALS (5 points)

- 6.13.1 Describe the qualifications of each sub-consultant which the respondent plans to retain to perform work. Describe the type of work which will be assigned to each sub-consultant and the estimated percentage of the total Agreement value that each sub-consultant will perform. Meaningfully, select experienced sub-consultants to fully utilize them precisely as stipulated in your SOQ.
 - 6.13.1.1 Respondent should provide examples and outcomes demonstrating their firm's past performance in meeting M/WBE goals.
 - 6.13.1.2 Respondent should discuss their proposed methodology and intentions regarding assignment of qualified M/WBE Subs for this project.
 - 6.13.1.3 The goal shall be met by the utilization of sub-contractors. The Prime's M/WBE status has no bearing on goal achievement.

6.14 Minimum Qualifications or Requirements (Pass/Fail)

As referenced in PART I, Section 4.0 MINIMUM QUALIFICATIONS OR REQUIREMENTS.

6.15 M/WBE Compliance (Pass/Fail)

As referenced in PART V, Section 14.0 MINORITY AND WOMAN BUSINESS ENTERPRISES (M/WBE) and City required documents listed as Exhibits, Attachments, and referenced in PART VII herein.

6.16 Financial Capabilities (Pass/Fail)

As referenced in Section 9.13.1 Financial Capabilities, Respondent must provide audited financial statements if they are available. If audited financial statements are not available, Respondent must provide tax returns and along with unaudited or reviewed financials for the last two (2) years.

7.0 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

8.0 INSTRUCTION FOR SUBMISSIONS

8.1 Number of Copies. Submit one (1) original (marked **Original**) signed in **BLUE** ink by an 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: André Morrow, C.P.M., CPPB
Senior Procurement Specialist
Supply Chain Management
Houston Airport System
18600 Lee Road
Humble, Texas 77338

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.

City reserves the right to extend the due date for this Request for Qualification 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.

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

- a) Submit, in a separate, sealed envelope, clearly marked “Financial Statements”, one (1) stamped “Original” and one (1) copy of Firms’ Financial Statements.
- b) NOTE: The word “**ORIGINAL**” shall be stamped on the outside cover and shall contain all of the original documents as specified;
- c) 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.

- 8.2 **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.
- 8.3 **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.
- 8.4 **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.
- 8.5 **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.
- 8.6 **Timely delivery of Submissions.** The Submittal must be delivered by hand or sent to the Houston Airport System, Supply Chain Management Division 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 Supply Chain Management Division 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.
- 8.7 **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.

9.0 SUBMISSION REQUIREMENTS

Each RFQ response shall be organized in the following order:

9.1 OUTSIDE COVER

This shall contain the name of the RFQ “**RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**”, the name of the Respondent, and the submittal date. Remember to label the original documents as “**ORIGINAL**” on the outside cover.

9.2 Table of Contents

9.3 Team Introduction Letter

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

9.4 SECTION 1 – TRANSMITTAL LETTER (Maximum of 1 Page)

- 9.4.1 Submit a one (1) page transmittal letter to Justina Mann, Procurement Officer, Houston Airport System. 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.”
- 9.4.2 The letter shall contain the name 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.
- 9.4.3 The letter must include a statement committing the availability of all Key Personnel identified in the SOQ.
- 9.4.4 One copy of the transmittal letter shall contain the original signature of the team lead.
- 9.4.5 The Respondent’s transmittal letter must acknowledge the receipt of all RFQ Letters of Clarification.

9.5 SECTION 2 – DESCRIPTION OF FIRM

9.5.1 Provide a general description of the firm including systems, services, and staffing offered, number of employees, office locations, and the number of years in business.

9.6 SECTION 3 – EXECUTIVE SUMMARY

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

9.6.1.1 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.

9.6.1.2 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".

9.6.1.3 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.

9.6.2 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.

9.7 SECTION 4 – MANAGEMENT APPROACH AND UNDERSTANDING OF SCOPE, Refer to Section 6.9

9.8 SECTION 5 – FIRM'S BACKGROUND AND EXPERIENCE PROVIDING SIMILAR SERVICES TO OTHER AIRPORT OPERATORS, Refer to Section 6.10

9.9 SECTION 6 – BACKGROUND AND EXPERIENCE OF KEY PERSONNEL, Refer to Section 6.11

9.10 SECTION 7 – SUB-CONSULTANTS, Refer to Section 6.12

9.11 SECTION 8 – M/WBE GOALS, Refer to Section 6.13

9.12 SECTION 9 – OTHER CITY ORDINANCES, POLICIES AND EXECUTIVE ORDERS

9.12.1 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.

9.13 SECTION 10 – FINANCIAL CAPABILITIES

9.13.1 Respondent is required to submit, in a separate, sealed envelope, clearly marked “Financial Statements”, one (1) stamped “Original” and one (1) copy of its Financial Statements with its Submittal. Provide one (1) USB thumb drive of the Financials submitted.

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

9.14 SECTION 11 – COMPUTER AIDED DESIGN AND DRAFTING (CADD) AND BUILDING INFORMATION MODEL (BIM) REQUIREMENTS

9.14.1 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 Department. Respondent must demonstrate its ability to review deliverables submitted in accordance with HAS CADD and BIM standards and requirements.

9.15 SECTION 12 – ADDITIONAL INFORMATION

9.15.1 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.

9.15.2 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 A/E Design Consultant services.

PART V – SPECIAL CONDITIONS

10.0 ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

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

10.2 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.

10.3 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.

10.4 INQUIRIES - Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.

10.5 COST OF RFQ’s - City will not be responsible for costs incurred by anyone in the submittal of SOQ(s) or for any costs incurred prior to the execution of a formal contract.

- 10.6 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.
- 10.7 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.
- 10.8 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.
- 10.9 In the event that a mutually agreeable contract cannot be negotiated between the consultant and City, then City reserves the right to select the next qualified firm.
- 10.10 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).
- 10.11 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.
- 10.12 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.).

11.0 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, André Morrow, C.P.M., CPPB, 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.

11.1 **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.

12.0 **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.

13.0 **SECURITY AND BADGES**

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

13.2 All on-site personnel of Respondent, including Subconsultants, 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.

13.3 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 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.

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

14.0 **MINORITY AND WOMAN BUSINESS ENTERPRISES (M/WBE)**

14.1 Respondent shall comply with the City's M/WBE programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Respondent shall make good faith efforts to award subcontracts or supply agreements in at least 24% of the value of this Agreement to M/WBE'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.

15.0 PROTEST

15.1 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. See AP 5-12 http://www.houstontx.gov/adminpolicies/policies/administrative_policies.html5-12.pdf

16.0 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 Q).

PART VI – INSTRUCTIONS TO RESPONDENTS

17.0 INSTRUCTIONS TO RESPONDENT

17.1 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.**

17.2 Additional Information and Specification Changes

Requests for additional information and questions should be addressed via email to the HAS Sr. Procurement Specialist, André Morrow, C.P.M., CPPB: andre.morrow@houstontx.gov no later than 12:00 pm (Noon), June 29, 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.

17.3 Letter(s) of Clarification

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

17.4 Examination of Documents and Requirements

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.
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.

17.5 Exceptions to Terms and Conditions

17.5.1 All exceptions included with the Submission shall be submitted in a clearly identified separate section of the Submission in which the Respondent clearly cites the specific paragraphs within the RFQ where the Exceptions occur. Any Exceptions not included in such a section shall be without force and effect in any resulting contract unless such Exception is specifically referenced by the Chief Procurement Officer, City Attorney, Director(s) or designee in a written statement. The Respondent's preprinted or standard terms will not be considered by the City as a part of any resulting contract.

17.5.2 All Exceptions that are contained in the Submission may negatively affect the City's Submission evaluation based on the evaluation criteria as stated in the RFQ or result in possible rejection of Submission.

17.6 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).

17.7 Anti-Boycott of Israel

City vendors are required to certify that they are not currently engaged in, and agrees until the funds are exhausted under its contract with the City not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Government Code:

(<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.808.htm#808.001>).

17.8 Executive Order 1-56 Zero Tolerance for Human Trafficking in City Service Contracts and Purchasing

The City of Houston has a zero tolerance for human trafficking and, per Executive Order 1-56, City funds shall not be used to promote human trafficking. City vendors are expected to comply with this Executive Order and notify the City's Chief Procurement Officer of any information regarding possible violation by the vendor or its subcontractors providing services or goods to the City. The Executive Order is available on the City's website: <http://www.houstontx.gov/execorders/1-56.pdf>

PART VII – CITY REQUIRED DOCUMENTS AND ATTACHMENTS

18.0 FORMS TO BE SUBMITTED WITH STATEMENT OF QUALIFICATION

- Exhibit A – 00452 Fair Campaign Ordinance
- Exhibit B – 00455 Ownership Information Form
- 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 – Attachment “A”: Schedule of M/WBE Participation
- Exhibit G – Attachment “B”: M/WBE Letter Of Intent
- Exhibit G – Attachment “C”: Certified M/WBE Subcontract Terms
- Exhibit G – Attachment “D”: Mayor’s Office of Business Opportunity M/WBE Utilization Report
- Exhibit R – Contact Directory Form
- Attachment C – Required Submittal Checklist

19.0 FORMS TO BE SUBMITTED BY THE SUCCESSFUL FIRM

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

NOTE: Exhibits are available at the Houston Airport System website,

<http://www.houstonairports.biz/0/3918961/0/94600D94605D94624/>

or

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

20.0 ATTACHMENTS

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

EXHIBIT A - 00452 FAIR CAMPAIGN ORDINANCE
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

[] 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 # H37-OCDSP-2018-015 On-Call Design Services For Small Projects



EXHIBIT A - 00452 FAIR CAMPAIGN ORDINANCE
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 DISCOLUSRE ORDINANCE
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 DISCOLUSRE ORDINANCE
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**

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 # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

EXHIBIT E – 00480 REFERENCE VERIFICATION FORM
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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– ATTACHMENT “A”: SCHEDULE OF M/WBE PARTICIPATION
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**

DATE OF REPORT: _____

BID NO.: _____

FORMAL BID TITLE: _____

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

**EXHIBIT G– ATTACHMENT “A” (CONTINUED): SCHEDULE OF M/WBE PARTICIPATION
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**

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 – Attachment “B”: M/WBE Letter Of Intent
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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

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

MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) AND SUPPLIER

LETTER OF INTENT

Contract Bid Number: _____

Bid Title: _____

Bid Amount: _____

M/WBE Participation Amount: \$ _____ M/WBE GOAL _____ %

1. _____ agrees to perform work/supply goods and/or
(Name of Minority/Women 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 M/WBE Directory made
(Name of Minority/Women Business Enterprise)
available through the City of Houston Office of Business Opportunity. Certificate No.: _____.

3. _____ and _____
(Name of Prime Contractor) (Minority/Women Business Enterprise)
intend to work on the above-named contract in accordance with the M/WBE 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 -- Minority/Women Business Enterprise)

(Title)

(Title)

(Date)

(Date)

EXHIBIT G – Attachment “C”: Certified M/WBE Subcontract Terms
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

Contractor shall insure that all subcontracts with M/WBE 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. _____(M/WBE 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. _____(M/WBE 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 G – Attachment “D”: Mayor’s Office of Business Opportunity M/WBE Utilization Report
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**

PROJECT NAME & NUMBER: _____

AWARD DATE: _____

PRIME CONTRACTOR: _____

CONTRACT NO.: _____

ADDRESS: _____

CONTRACT AMOUNT: _____

LIAISON/PHONE NO.: _____

M/WBE GOAL: _____

M/WBE SUB/VENDOR NAME	DATE OF OBO CERTIFICATION	DATE OF SUBCONTRACT	SUBCONTRACT AMOUNT	% OF TOTAL CONTRACT	AMOUNT PAID TO DATE	% OF CONTRACT TO DATE

Use additional pages if needed. Submit by the 15th day of the following month.
Provide support documentation on all revenues paid to end of the report period to:
M/WBE's to reflect up/down variances on Contract amount.

Office of Business Opportunity
ATTN: Carlecia Wright 713-837-9000
611 Walker, 7th Floor
Houston, Texas 77002

EXHIBIT H – RESOLUTION OF CONTRACTOR
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

Document 00501
RESOLUTION OF CONTRACTOR

_____ (“Contractor”),
(Name of Contractor, e.g., “Biz. Inc.,” “Biz LLP”)
is a _____,
(Type of Organization, e.g.: Corporation, Limited Partnership, Limited Liability Partnership, Limited Liability Company, etc.)
which is bound by acts of _____,
(Name and Form of Governing Entity, e.g., “Biz Inc. Board of Directors”, “Bill Smith, GP”, etc.)
 (“Governing Entity”).

On the ____ day of _____, 20____, the Governing Entity resolved, in accordance with all documents, rules, and laws applicable to the Contractor, that

_____, is authorized to act as the
(Contractor’s Representative)

Contractor’s Representative in all business transactions (initial one) ____ conducted in the State of Texas OR ____ related to this Contract; and

The Governing Entity warrants that the above resolution (a) was entered into without dissent or reservation by the Governing Entity, (b) has not been rescinded or amended, and (c) is now in full force and effect; and

In authentication of the adoption of this resolution, I subscribe my name on this ____ day of _____, 20____.

(Authorized Signature for Governing Entity)

(Print or Type Name and Title of Authorized Signatory)

SWORN AND SUBSCRIBED before me on _____
Date

Notary Public in and for the State of Texas

My Commission Expires: _____
Expiration Date

Print or Type Name of Notary Public

INSTRUCTIONS: Contractor must execute a Resolution of Contractor for each individual authorized to sign Contract Documents related to this Contract. Contractor may rescind Resolutions of Contractor through a written document in similar form.

END OF DOCUMENT

EXHIBIT I – 00600 LIST OF PROPOSED SUBS
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 PDDB AWARD: \$ _____

NAICS (6 digits)	SUBCONTRACTOR OR SUPPLIER (INCLUDE “MWSBE”, “PDDB”, “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 I – 00600 LIST OF PROPOSED SUBS
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**

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 J – 00601 DRUG POLICY COMPLIANCE AGREEMENT
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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 K – 00606 CERTIFICATE OF NO SAFETY IMPACT POSITIONS
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**

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 L – AFFIDAVIT OF INSURANCE
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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

**EXHIBIT M – 00621 CERTIFICATE OF INSURANCE ACORD FORM / A/E REQUIRED INSURANCES
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**



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		FAX	
	ADDRESS		E-MAIL		E-MAIL ADDRESS	
	INSURER(S) AFFORDING COVERAGE				NAIC #	
	INSURER A:					
INSURED	INSURER B:					
	INSURER C:					
	INSURER D:					
	INSURER E:					
	INSURER F:					

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.

REV. CL.	TYPE OF INSURANCE	INSURER	LINE NO.	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS	
1	GENERAL LIABILITY						EACH OCCURRENCE	
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED EQUIPMENT (Per occurrence)	
							CLAIMS MADE	OCCUR
							PERSONAL & ADJ. INJURY	
							GENERAL AGGREGATE	
	PRODUCTS - COMPROP ADD.							
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER OCC. <input type="checkbox"/> LOC.								
2	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Per accident)	
	ANY AUTO						BODILY INJURY (Per person)	
							ALL OWNED AUTOS	BODILY INJURY (Per accident)
							SCHEDULED AUTOS	PROPERTY DAMAGE (Per accident)
							NON-OWNED AUTOS	
	UMBRELLA LIAB.	OCCUR						
3	EXCESS LIAB.						EACH OCCURRENCE	
							AGGREGATE	
							RETENTION	
							WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	
							ANY PROPRIETARY PARTS/REPLICATIVE COMPONENTS COLLECTED (Primary in RM)	
	DISPOSITION/DECONTAMINATION LIMIT							
(If yes, describe under DISPOSITION/DECONTAMINATION LIMIT)								

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

<p>CERTIFICATE HOLDER</p>		<p>CANCELLATION</p> <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>

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Clear All

**EXHIBIT N - 00630 CERTIFICATION OF COMPLIANCE WITH PAY OR PLAY PROGRAM (POP-2) PROGRAM
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**

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 O - 00631 PAY OR PLAY PROGRAM LIST OF SUBCONTRACTORS (POP-3) PROGRAM
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**

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

Document 00631

OBO 7/3/2012

**EXHIBIT P - 00632 CERTIFICATION BY PROFESSIONAL SERVICE PROVIDER
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects**

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

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 R - CONTACT DIRECTORY FORM
RFQ # H37-OCDSP-2018-015 On-Call Design Services For Small Projects

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
RFQ # H37-OCDSP-2018-015
On-Call Design Services For Small Projects

SCOPE OF SERVICES
ON-CALL DESIGN SERVICES FOR SMALL PROJECTS

Attached Separately

ATTACHMENT B
SAMPLE CONTRACT
RFQ # H37-OCDSP-2018-015
ON-CALL DESIGN SERVICES FOR SMALL PROJECTS

SAMPLE CONTRACT – SUBJECT TO CHANGE

Attached Separately

ATTACHMENT C
REQUIRED SUBMITTAL CHECKLIST
RFQ # H37-OCDSP-2018-015
On-Call Design Services For Small Projects

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 – Transmittal Letter	
5	SECTION 2 – Description of Firm	
6	SECTION 3 – Executive Summary	
7	SECTION 4 – Management Approach and Understanding of Scope	
8	SECTION 5 – Firm’s Background and Experience Providing similar Services to Other Airport Operators	
9	SECTION 6 – Background and Experience of Key Personnel	
10	SECTION 7 – Sub-Consultants	
11	SECTION 8 – M/WBE Goals	
12	SECTION 9 – Other City Ordinances, Policies and Executive Orders (Items 13-24)	
13	PART VII – City Required Documents (EXHIBITS A – J, and X)	
14	Exhibit A – 00452 Fair Campaign Ordinance	
15	Exhibit B – 00455 Ownership Information Form	
16	Exhibit C – 00457 Conflict of Interest Questionnaire	
17	Exhibit D – 00460 Pay or Play Acknowledgement Form	
18	Exhibit E – 00480 Reference Verification Form	
19	Exhibit F – 00481 Anti-Collusion Statement	
20	Exhibit G – Attachment “A”: Schedule of M/WBE Participation	
21	Exhibit G – Attachment “B”: M/WBE Letter Of Intent	
22	Exhibit G – Attachment “C”: Certified M/WBE Subcontract Terms	
23	Exhibit G – Attachment “D”: Mayor’s Office of Business Opportunity M/WBE Utilization Report	
24	Exhibit R - Contact Directory Form	
25	SECTION 10 – Financials (To be submitted in separate sealed envelope)	
26	SECTION 11 – Computer Aided Design and Drafting (CADD) and Building Information Model (BIM) Requirements	
27	SECTION 12 – Additional Information (If any)	
28	Attachment C - Required Submittal Checklist	