



CITY OF HOUSTON
HOUSTON AIRPORT SYSTEM
PARKING ACCESS AND REVENUE CONTROL
SYSTEM (PARCS) CONSULTANT
REQUEST FOR QUALIFICATIONS (RFQ)
Solicitation No. HBH-PARC-2018-013

Date Issued: July 20, 2018

Pre-Submission Conference: August 2, 2018, 10:00 A.M., CST
Houston Airport System, Supply Chain Management
18600 Lee Road
Humble, TX 77338

Questions Deadline: August 6, 2018 @ 4:00 P.M., CST

SOQ Due Date: August 16, 2018 @ 10:00 A.M., CST

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Project Summary: This RFQ invites qualified consultants to submit Statements of Qualification to assist HAS with preparation of the necessary technical documentation for a new Parking Access & Revenue Control System's (PARCS) for the Houston Airport System.

MWBE Goal: 24%



Jerry Adams, Chief Procurement Officer

7/18/18

Date

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PART I – GENERAL INFORMATION

1.0 General Information

The City of Houston's Department of Aviation, Houston Airport System (HAS), is seeking to engage the services of a Consulting Firm (Consultant) with a minimum of 10 or more consecutive years of specialized experience at major commercial airports in the Airports Council International (ACI) top 30 US airports, to assist HAS with preparation of the necessary technical documentation for a new Parking Access & Revenue Control System's (PARCS).

2.0 Houston Airport System Background

The Houston Airport System ("HAS") provides a safe and dynamic air service network that connects the people, businesses, cultures, and economies of the world to Houston. The vision is to create a five-star, global air service gateway where the magic of flight is celebrated. HAS owns and operates three airport facilities: George Bush Intercontinental Airport/Houston, William P. Hobby Airport and Ellington Airport ("IAH", "HOU", and "EFD" respectively). Houston enjoys non-stop passenger air service to approximately 100 domestic and 64 international destinations. In 2018, George Bush Intercontinental Airport and William P. Hobby HAS both received a 4-star rating from Skytrax. HAS is only the third airport system in the world with two airports rated 4-star or better.

3.0 Solicitation Schedule

Listed below are the important dates for this Request for Qualifications (RFQ).

<u>EVENT</u>	<u>DATE</u>
Date of RFQ Issued	July 20, 2018
Pre-Submission Conference	August 2, 2018
Questions from Proposers Due to City	August 6, 2018
Statement of Qualifications Due from Respondents	August 16, 2018
Notification of Intent to Award (Estimated)	September 6, 2018
Council Agenda Date (Estimated)	September 19, 2018
Contract Start Date (Estimated)	October 1, 2018

PART II – SCOPE OF WORK / TECHNICAL SPECIFICATIONS

1.0 PURPOSE

The overall scope of this PARCS Project (Project) includes:

- 1.1. Designing and writing Technical Specifications for PARCS and related information technologies, electrical engineering, civil engineering, structural engineering, and traffic control engineering.
- 1.2. Assist HAS with preparing the Scope of Work (SOW) for the anticipated solicitation document to replace the existing PARCS at George Bush Intercontinental Airport/Houston (IAH”) and William P. Hobby Airport (“HOU”) (collectively referred to as the “Airports).

2.0 QUALIFYING CRITERIA FOR CONSULTING FIRMS

- 2.1. To be eligible to participate in this procurement, Proposer must meet the following minimum qualifications:
- 2.2. Provide evidence that submitting firm has a minimum of ten (10) years of experience, continuously and actively operating as a PARCS consultant at one (1) or more airports that (i) ranks in the top 30 U.S. large-hub airports by Airports Council International (ACI) in 2016, (ii) has 15,000 or more multi-level garage and surface parking spaces, and (iii) generates \$60 million or more in gross parking revenues annually. Project Manager (PM) will be assigned and will be the primary point of contact (POC) for the services described in the SOW.
- 2.3. Provide a Project Manager (PM) that will be assigned to this account as the primary point of contact (POC) shall have at least 10 years’ experience in managing the design, development and installation of parking control systems. The PM will be responsible for coordinating all aspects of the work performed and conduct by-weekly coordination meetings and/or telephone conferences with the HAS project staff to discuss the project status, work completed, forthcoming tasks, and other management issues, as required. The PM shall prepare an anticipated schedule of events. No fees shall be provided to HAS at this time. At the appropriate time, vendor will be contacted to negotiate fees.

3.1 SCOPE OF WORK

3.1 Project Background

- 3.1.1 The Consultant will assist HAS Commercial Development – Parking staff in drafting a PARCS technical specifications documentation and preparing the SOW for procuring the replacement of the existing PARCS equipment at George Bush Intercontinental/Houston and William P. Hobby Airports. This Project will consist of three distinct phases:

3.2 PHASE 1 - Evaluation of current PARCS system and Technical Report

- 3.2.1 The Consultant shall meet with and document stakeholder requirements, prepare an Evaluation and Recommendations Report, specifically focusing on the existing parking revenue control and enforcement systems. This Phase will include the following work:

3.2.1.1 Field Investigation and Documentation

3.2.1.1.1 The Consultant will document the existing parking statistics at the Airports, including:

3.2.1.1.1.1 List existing parking facilities

3.2.1.1.1.2 Quantify existing entry and exit lanes in tabular form

3.2.1.1.1.3 Quantify existing parking revenue control equipment

3.2.1.2 Evaluate Existing Parking operations

3.2.1.2.1 The Consultant will compare industry best practices for PARCS equipment and agreements:

3.2.1.2.1.1 Identify recent technology advances

3.2.1.2.1.2 Summarize industry best practices

3.2.1.2.1.3 Compare parking operations to peer airports with similar parking product mix.

3.2.1.3 Evaluation and Recommendation Technical Report

3.2.1.3.1 At the culmination of all data collection and analysis the Consultant will summarize the findings of the Evaluation and Recommendations Technical Report and develop a set of recommendations to HAS for implementation. The recommendations will be prioritized and scheduled in a phased approach, so HAS can implement all or a portion of the recommendations. Using this phased approach, HAS can evaluate the effectiveness of each improvement implemented isolated from other changes/modifications.

3.2.1.3.2 The Evaluation and Recommendations Technical Report will be submitted for review by HAS at the 80% and 100% completion milestone.

3.2.1.3.3 Deliverable: The Evaluation and Recommendations Technical Report at 80% will include:

3.2.1.3.3.1 Table of Contents

3.2.1.3.3.2 Scope of Assignment

3.2.1.3.3.3 Plan of Approach

3.2.1.3.3.4 List of Assumptions

3.2.1.3.3.5 List of Known Facts

3.2.1.3.3.6 Definition of Terms

3.2.1.3.3.7 Discussion of Existing System

- 3.2.1.3.3.8 Improvement Considerations
- 3.2.1.3.3.9 Recommendations
- 3.2.1.3.3.10 Opinion of Probable Cost (OPC)
- 3.2.1.3.3.11 Schedule
- 3.2.1.3.4 Deliverable: The Final Evaluations and Recommendations Technical Report will include:
 - 3.2.1.3.4.1 Incorporation of all Applicable Comments Received from the Evaluations and Recommendations Technical Report at 80% reviews
 - 3.2.1.3.4.2 Five copies of all Evaluations and Recommendations Technical Report documents will be submitted at each review submittal milestone. Draft reports will be submitted electronically. The final report will be printed in color on 8½" x 11" paper, spiral-bound with protective covers. The Final Report will include 10 printed copies as described above and one CD-ROM disc or flash drive containing electronic files of the Final Report in Adobe Acrobat (.PDF) file format.
- 3.2.1.4 Project Management & Coordination
 - 3.2.1.4.1.1 The PM shall actively participate in project coordination tasks such as authoring and responding to e-mails, conducting telephone conversations, transmitting various types of data, and other tasks typically classified as project management and project coordination. Prepare and/or submit for review, approval, and/or execution: project budgets, project schedules, cost estimates, change orders, contract modifications. Provide daily/weekly activity reports, milestone payment reports, and monthly project status reports. Coordinate the efforts and activities of all involved HAS Division Representatives, COH Representatives, other Local, State and Federal Agencies, and Parking Operator Representatives, as required to ensure the successful completion PARCS Project.
- 3.2.1.5 Meetings: The PM will schedule, attend, co-chair (with the HAS Project Manager), three on-site project meetings for Phase 1:
 - 3.2.1.5.1.1 Project Kickoff Meeting/Data Collection/individual meetings with stakeholder
 - 3.2.1.5.1.2 Presentation of recommendations to Stakeholders
 - 3.2.1.5.1.3 80% & 100% Submittal Review Meeting
 - 3.2.1.5.1.4 The Consultant will prepare meeting minutes for each

meeting and for distribution to HAS stakeholders electronically within one week after the meeting. HAS shall provide comments within three (3) days.

3.2.1.6 Project Schedule: The Consultant will perform all tasks associated with this section in accordance with the following approximate schedule:

- 3.2.1.6.1.1 Conduct Kickoff Meeting/Data Collection Site Visit at a mutually agreed upon time. It is anticipated the kick-off meeting will occur within ten (10) days of the contract effective date.
- 3.2.1.6.1.2 Evaluation and Recommendations Technical Report at 80% within 30 days following the kickoff meeting.
- 3.2.1.6.1.3 Conduct 80% Submittal Review Meeting/Data Collection – 5 business days after submittal of the Evaluation and Recommendations Technical Report at 80%.
- 3.2.1.6.1.4 100% Evaluation and Recommendations Technical Report – ten (10) days after 80% submittal review meeting.
- 3.2.1.6.1.5 Conduct 100% Submittal Review Meeting/Data Collection Site Presentation – ten (10) days after submittal of the 100% Evaluation and Recommendations Technical Report.
- 3.2.1.6.1.6 Submit the Final Evaluation and Recommendations Technical Report – ten (10) days after 100% submittal review meeting.

3.3 PHASE 2 - PARCs System Design

3.3.1 The requirements for the replacement system(s) should be clearly documented in the form of Functional Specifications so that HAS requirements and objectives are clear to the selected vendor, and so that HAS has contractual support to ensure that the desired system(s) is provided and functions per the design. The development of Functional Specifications is widely used in the procurement of these systems since each vendor incorporates various methodologies to perform similar tasks. The Consultant will prepare Functional Specifications for the procurement of the recommended system(s) that includes those functionalities that are in accordance with the recommendations resulting from the Evaluation and Recommendations Report. The Functional Specifications will be created using the Construction Specifications Institute's (CSI) Master format 2004. The Functional Specifications will be the HAS Division 11 12 11 of this format. The Functional Specifications will include the following sections:

- 3.3.1.1 Summary of the work anticipated under this phase
- 3.3.1.2 References to related specification sections and industry standards
- 3.3.1.3 Definition of terms used throughout the specification
- 3.3.1.4 Submittal requirements and procedures, including a list of attachments and

exhibit forms

- 3.3.1.5 Minimum standard requirements of the PARCS vendor
 - 3.3.1.6 Draft evaluation criteria and weighting
 - 3.3.1.7 Quality assurance requirements
 - 3.3.1.8 Equipment delivery and storage requirements
 - 3.3.1.9 Description of the project/site conditions
 - 3.3.1.10 Project sequencing and schedule coordination requirements
 - 3.3.1.11 Warranty requirements
 - 3.3.1.12 Maintenance requirements
 - 3.3.1.13 Consumables procedures and requirements
 - 3.3.1.14 Software requirements
 - 3.3.1.15 Communication requirements
 - 3.3.1.16 Equipment and Subsystem requirements
 - 3.3.1.17 Patron processing procedures for each type of transaction and exception transaction
 - 3.3.1.18 Equipment and subsystems Functional standards
 - 3.3.1.19 Source (factory) quality control/testing
 - 3.3.1.20 Site examination and verification requirements
 - 3.3.1.21 Installation requirements
 - 3.3.1.22 Demolition, disassembling and removing of existing equipment
 - 3.3.1.23 Field quality control/testing
 - 3.3.1.24 Instruction and training requirements
 - 3.3.1.25 Equipment protection requirements
 - 3.3.1.26 List of equipment locations and quantities
- 3.3.2 The Functional Specifications will describe what HAS will provide and what is expected from the selected vendor. The Functional Specifications will be written such that the vendor will be held accountable to provide a system, or systems, that perform the features and functionalities required by HAS at the required Functional levels, while excluding any reference as to how the vendor will technically accomplish the expected Functional requirements.
- 3.3.3 Deliverable: The Functional Specifications will be submitted for review by HAS

at 60%, 90% and 100% completion milestones at mutually agreed dates. The 60% Functional Specifications submittal will include:

- 3.3.3.1 Table of Contents
 - 3.3.3.2 Summary of the work included and excluded
 - 3.3.3.3 References to related specification sections and industry standards
 - 3.3.3.4 Definition of terms used throughout the specification
 - 3.3.3.5 Submittal requirements and procedures, including a list of attachments and exhibit forms
 - 3.3.3.6 Minimum standard requirements of the PARCS Vendor
 - 3.3.3.7 Draft evaluation criteria and weighting
 - 3.3.3.8 Develop the Pricing Sheet for procurement document
 - 3.3.3.9 Quality assurance requirements
 - 3.3.3.10 Equipment delivery and storage requirements
 - 3.3.3.11 Description of the project/site conditions
 - 3.3.3.12 Project sequencing and schedule coordination requirements
 - 3.3.3.13 Warranty requirements
 - 3.3.3.14 Maintenance requirements
 - 3.3.3.15 Consumables procedures and requirements
 - 3.3.3.16 Software requirements
 - 3.3.3.17 Communication requirements
 - 3.3.3.18 Equipment and Subsystem requirements
 - 3.3.3.19 Patron processing procedures for each type of transaction and exception transaction
 - 3.3.3.20 Equipment and subsystems Functional standards
 - 3.3.3.21 Opinion of Probable Cost (OPC)
- 3.3.4 The 90% Functional Specifications draft will include:
- 3.3.4.1 Incorporation of all Applicable Comments Received from the 60% Design
 - 3.3.4.2 Source (factory) quality control/testing
 - 3.3.4.3 Site examination and verification requirements

- 3.3.4.4 Installation requirements
- 3.3.4.5 Demolition, disassembling and removing of existing equipment
- 3.3.4.6 Field quality control/testing
- 3.3.4.7 Instruction and training requirements
- 3.3.4.8 Equipment protection requirements
- 3.3.4.9 List of equipment locations and quantities
- 3.3.4.10 Updated OPC
- 3.3.5 The Final Functional Specifications submittal will include:
 - 3.3.5.1 Incorporation of all Applicable Comments Received from the 90% Design
 - 3.3.5.2 Final OPC
- 3.3.6 Five copies of all Functional Specifications documents will be submitted at each review submittal milestone. The documents will be printed on 8½" x 11" paper, spiral-bound with protective covers. The Final Functional Specifications will include 10 printed copies as described above and one CD-ROM disc or flash drive containing electronic files of the Final Functional Specifications in Adobe Acrobat (.PDF) file format.
- 3.3.7 Project Management/Project Coordination
- 3.3.8 The Consultant will participate in day to day project management and project coordination tasks such as authoring and responding to e-mails, conducting telephone conversations, transmitting various types of data, and other tasks typically classified as project management and project coordination. Prepare and/or submit for review, approval, and/or execution: project budgets, project schedules, cost estimates, change orders, contract modifications. Provide daily/weekly activity reports, milestone payment reports, and monthly project status reports. Coordinate the efforts and activities of all involved HAS Division Representatives, COH Representatives, other Local, State and Federal Agencies, and Parking Operator Representatives, as required to ensure the successful completion PARCS Project.
- 3.3.9 Meetings
 - 3.3.9.1 Design Kickoff Meeting/Data Collection
 - 3.3.9.2 60% Submittal Review Meeting/Data Collection
 - 3.3.9.3 90% Submittal Review Meeting
 - 3.3.9.4 100% Submittal Review
 - 3.3.9.5 The Consultant will schedule, attend, co-chair (with the HAS Project Manager), and prepare meeting minutes for the meetings listed above. Meeting minutes will be prepared in the Consultant's established format in Microsoft Word. Meeting minute preparation will entail transferring The

Consultant's handwritten meeting notes and general meeting comments into the above described electronic format and submitting the electronic file to HAS for distribution. Modifications to the meeting minutes may be desired by HAS prior to distribution.

3.3.10 Schedule: The Consultant will perform all tasks as they relate to the project schedule and any submissions shall be completed within the time frame approved by the HAS Director's.

3.3.10.1 Phase 2 Kickoff Meeting

3.3.10.2 Submit the 60% Functional Specifications

3.3.10.3 Conduct 60% Submittal Review Meeting/Data Collection Site Visit

3.3.10.4 Submit the 90% Functional Specifications

3.3.10.5 Conduct 90% Submittal Review Meeting/Data Collection Site Visit

3.3.10.6 Submit the Final Functional Specifications

3.4 Phase 3 Construction Drawings and Construction Services

3.4.1 Consultant will develop construction drawings and technical specifications defining specific infrastructure requirements required by the recommended systems and detailing the specific construction and installation parameters.

3.4.1.1 HAS will provide Consultant the following: Accurate AutoCAD background files of the areas where construction is to occur including:

3.4.1.1.1 Any required drawing border, details, or CAD standards

3.4.1.1.2 Identification of power panel locations and available circuits for use by the vendor (Consultant will provide amperage requirements for each location)

3.4.1.1.3 Identification of access points where the systems can gain access to Airport's communication network

3.4.1.1.4 Identification of the central computer server location

3.4.2 Consultant will use the information provided by HAS to design:

3.4.2.1 Required site-demolition at each location

3.4.2.2 Concrete islands, driveways, bollards, and curb modifications to accommodate the equipment at each location

3.4.2.3 Power conduit design (empty conduits with pull strings) from Airport-designated power panels and circuits to each equipment location

3.4.2.4 Power pull-box design to support the power conduit run and terminus

3.4.2.5 Power conduits within the equipment islands connecting the various equipment components

- 3.4.2.6 Communication conduit design (empty conduits with pull strings) from Airport designated communication access points to each equipment location
- 3.4.2.7 Communication pull-box and design to support the communication conduit runs and terminus
- 3.4.2.8 Communication conduits within the equipment islands connecting the various equipment components
- 3.4.3 Deliverables: The construction drawings and technical specifications will be submitted for review by HAS at 60% and 90% completion milestones. After incorporating comments received from the 90% submittal, Consultant will submit the final construction drawings and technical specifications at mutually agreed to date's.
- 3.4.4 60% Construction Drawings and Technical Specifications — The 60% submittal will include:
 - 3.4.4.1 Construction drawings of all equipment locations showing existing conditions and 75% construction concept
 - 3.4.4.2 Technical specifications for construction-related items shown on the construction drawings to 60% completion
 - 3.4.4.3 Updated OPC
- 3.4.5 Deliverables: 90% Construction Drawings and Technical Specifications — The 90% draft will include:
 - 3.4.5.1 Incorporation of all applicable comments received from the 60% design
 - 3.4.5.2 Construction drawings of all equipment locations showing existing conditions and 90% construction concept
 - 3.4.5.3 Technical specifications for construction-related items shown on the construction drawings to 90% completion
 - 3.4.5.4 Updated OPC
- 3.4.6 Final Construction Drawings and Technical Specifications
- 3.4.7 The final draft of the construction drawings and technical specifications will include:
 - 3.4.7.1 Incorporation of all applicable comments received from the 90% design
 - 3.4.7.2 Final OPC
- 3.4.8 The final construction drawings and technical specifications will be signed and sealed by a Professional Engineer competent in practice and licensed in the State of Texas.
- 3.4.9 Five copies of all construction drawings and technical specifications documents will be submitted at each review submittal milestone. The

construction drawings will be printed on 11- x 17-inch paper, bound with staples or binding screws.

3.4.10 The technical specifications will be printed on 8.5- x 11-inch paper, spiral bound with protective covers. The final report will include 10 printed copies as described above and one CD-ROM disc containing electronic files of the final construction drawings and technical specifications in Adobe Acrobat (.PDF) file format.

3.4.11 Procurement Services

3.4.11.1 The Consultant will serve as an observer to HAS during the Procurement process. The Consultant will:

3.4.11.1.1 Attend a pre-proposal conference for all vendors

3.4.11.1.2 Functional requirements will be described

3.4.11.1.3 Specific requirements will be noted

3.4.11.1.4 Meeting minutes will be recorded

3.4.11.2 Review vendor questions regarding the Consultant -prepare design documents and prepare related addenda responses

3.4.12 On-Site Project Meetings – Procurement Services

3.4.13 One project meeting is scheduled during this project phase:

3.4.13.1 Pre-Proposal Meeting – The Consultant Representatives

3.4.14 Project Management/Project Coordination

3.4.14.1 The Consultant will participate in day to day project management and project coordination tasks such as authoring and responding to e-mails, conducting telephone conversations, transmitting various types of data, and other tasks typically classified as project management and project coordination. Prepare and/or submit for review, approval, and/or execution: project budgets, project schedules, cost estimates, change orders, contract modifications. Provide daily/weekly activity reports, milestone payment reports, and monthly project status reports. Coordinate the efforts and activities of all involved HAS Division Representatives, COH Representatives, other Local, State and Federal Agencies, and Parking Operator Representatives, as required to ensure the successful completion PARCS Project.

3.4.15 Meeting Minute Preparation

3.4.15.1 The Consultant will schedule, attend, co-chair (with the HAS Project Manager), and prepare meeting minutes for the meetings listed above. Meeting minutes will be prepared in the Consultant's established format in Microsoft Word. Meeting minute preparation will entail transferring The Consultant's handwritten meeting notes and general meeting comments into

the above described electronic format and submitting the electronic file to HAS for distribution. Modifications to the meeting minutes may be desired by HAS prior to distribution. The Consultant's participation shall include up to three hours per week based on an assumed schedule of 90 calendar days for this task.

3.4.15.2 Project Management Services

3.4.15.3 The Consultant's participation during the Construction will be as follows:

3.4.16 Construction Administration

3.4.16.1 The Consultant shall provide all necessary project management and construction management services required, from PARCS Construction Contract Notice to Proceed (NTP) to Final System Acceptance and closeout of PARCS Contract, to ensure successful completion of the PARCS Project.

3.4.16.2 The Consultant shall coordinate all activities with HAS Representatives.

3.4.17 Project Management Services

3.4.17.1 Shall include but are not limited to:

3.4.17.1.1 Establish a Project Team

3.4.17.1.1.1 Establish a Project Management Team which will provide all required project management and construction management services

3.4.17.1.1.2 Develop and implement project procedures as identified in the Functional Specifications of the PARCS Contract

3.4.17.1.2 Attend Project Meetings

3.4.17.1.2.1 Attend, Co-chair with HAS Representative, and document weekly PARCS Project meetings with the Contractor to review and resolve the full range of potential issues, including, but not limited to: Potential problems, Critical items, Schedule progress and performance, Detailed plan for next two weeks.

3.4.17.1.3 Report on Project Progress

3.4.17.1.3.1 Maintain and issue weekly "Critical Items Report" indicating action required on all critical materials, equipment and work items.

3.4.17.1.3.2 Maintain and issue a weekly "global Issues List" that details the Project's open and closed issues, responsible party, action items, due date, and the effect on project schedules critical path.

3.4.17.1.3.3 Maintain and issue a monthly "Progress Status Report" on the status, activities, and progress of the Project that includes:

3.4.17.1.3.4 Project Narrative report stating the percentage of work completed and description of the progress for each milestone payment item affected during the report period

- 3.4.17.1.3.5 Project Schedule, up-to-date project schedule to reflect progress and projected closeout dates for each milestone and overall project and any revisions.
 - 3.4.17.1.3.6 Project Cost, indicate the costs and commitments to date, and a forecast of costs to complete, including a listing of processed contract modifications, requests for proposals for pending changes, and potential claims.
 - 3.4.17.1.3.7 Progress Photos, periodic photographs showing progressive project advancement. Photos are to be dated and have a short descriptive label.
 - 3.4.17.1.3.8 Current action items.
 - 3.4.17.1.3.9 Coordination with designated HAS representatives.
 - 3.4.17.1.3.10 QA/QC control issues
 - 3.4.17.1.3.11 As-Built documentation.
 - 3.4.17.1.3.12 Attend, Co-Chair with HAS representative all design reviews and progress status meetings, and document.
 - 3.4.17.1.3.13 Attend, Co-chair with HAS representative periodic progress presentation meetings for PARCS Project Team and HAS Executives, and document.
- 3.4.18 Monitor Contractor's Work, Schedule and Costs: Monitor all Contractor activity including but not limited to:
- 3.4.18.1 System design, such as, but not limited to, conceptual design, critical design, and software development.
 - 3.4.18.2 Demolition.
 - 3.4.18.3 Installation.
 - 3.4.18.4 Integration.
 - 3.4.18.5 Monitor Contractor work performance, including the productivity of labor and equipment, against the work schedule.
 - 3.4.18.6 Monitor project progress against Contractor's schedule and review the status of the progress with the contractor.
 - 3.4.18.7 Monitor project costs and implement appropriate cost control mechanisms to ensure project costs stay within budget.
 - 3.4.18.8 if required, recommend to HAS remedial action(s) to be taken to improve performance, and obtain agreement from the Contractor.
- 3.4.19 Coordinate and Manage Special Activities:
- 3.4.19.1 Coordinate and manage efforts to mitigate risks associated with

dependencies on other organizations, changes in scope, schedule slippage, and budget overruns.

3.4.19.2 Coordinate any required engineering support, code inspections, and/or reviews.

3.4.20 Review Project Documentation and Activities:

3.4.20.1 Review and monitor all system design, software development, system integration, and system testing activities for compliance with the PARCS Functional Specification and make recommendations.

3.4.20.2 Review all design and development documentation for compliance with the PARCS Functional Specification and make recommendations.

3.4.20.3 Review all submittals for compliance with the PARCS Functional Specification and make recommendations.

3.4.20.4 Review all drawings and specifications submitted by Contractor for compliance with the PARCS Functional Specification and perform a constructability review and value engineering analysis.

3.4.20.5 Review all shop drawings and cut sheets for compliance with the PARCS Functional Specification and make recommendations.

3.4.21 Support processing of Changes, Change Orders, Contract Modifications and Supplemental Agreements:

3.4.21.1 Acquire from Contractor system design documentation, as required, that portrays changes to PARCS software or hardware.

3.4.21.2 Prepare an independent cost estimate for each PARCS Project change order, and/or changes to drawings and specifications. Provide a price analysis and recommendations to HAS for all proposed changes.

3.4.21.3 Obtain prior written approval from HAS on proposed changes as detailed and the associated cost.

3.4.21.4 Participate in negotiations with the Contractor and assist in developing contract modifications to incorporate the proposed changes or extra work in the PARCS Contract, as requested by HAS.

3.4.21.5 Maintain a record of all documentation and field files to support Contract Administration functions.

3.4.21.6 Support processing of Contractor Complaints, Allegations, Disputes and Claims:

3.4.21.7 Review and evaluate complaints, allegations, disputes and claims from the Contractor as to validity under the terms of the PARCS Contract.

3.4.21.8 Draft all HAS responses to Contractor complaints, allegations, disputes and claims for review and approval by HAS.

3.4.21.9 Prepare an independent itemized estimate of cost for claims appearing

to be valid under the PARCS Contract and reconcile with the Contractor's estimate.

3.4.21.10 Participate in negotiations with the Contractor to resolve complaints, allegations, disputes and claims, including documentation of the rationale for resolution, as requested by HAS.

3.4.21.11 Assist HAS in mediation and litigation of claims or other PARCS Contract disputes, as requested.

3.4.22 Provide Inspection and Quality Assurance:

3.4.22.1 Prepare and implement appropriate quality assurance methodologies and procedures to witness and verify tests, verify the quality of deliverables, and verify deliverables meet PARCS Contract requirements.

3.4.22.2 Systems Acceptance Testing, Consultant will participate during four testing phases:

3.4.22.2.1 Factory Acceptance Test

3.4.22.2.2 Lane Acceptance Tests

3.4.22.2.3 Operational Demonstration Tests

3.4.22.2.4 Final Acceptance Test

3.4.22.3 The objectives of these tests are to provide HAS confidence that the completed system, or systems(s) will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole (as indicated in the Contract Documents) has been implemented and preserved by the vendor.

3.4.22.4 The Consultant will review the test plans and procedures developed by the vendor. While it will be the vendor's responsibility to write the test plans and procedures, The Consultant will coordinate all testing and may suggest additions and modifications to the test plans and procedures that, in their professional judgment, are necessary to properly test any aspect of the system (as indicated in the Contract Documents). While it will be the vendor's responsibility to perform the tests as the equipment is brought online, the Consultant will conduct more rigorous testing of the system and its components that, in their professional judgment, is required to demonstrate that the equipment and software supplied are in conformance with the Contract Documents. Where tests indicate a lack of conformance, initiate action to secure conformance. Note deficiencies in the Contractors work, resolutions made, and verify remediation. Prepare and maintain daily inspector's reports indicating a narrative of the work in progress, notation regarding tests made, pertinent facts as to problem areas and recommended solutions, work force, equipment, and other matters essential to the PARCS Project.

3.4.22.5 Factory Acceptance Tests

3.4.22.5.1 Before any equipment can be packaged and shipped to the project site, successful completion of all required Factory Acceptance Tests is required. The Consultant shall observe the Factory Acceptance Tests for the selected systems in accordance with the approved test procedures. The FAT

will consist of fully testing one lane and/or component of each type for functional compliance with the Contract Documents. The FAT will also test the reporting capability of the systems. The Consultant will note the results of the test and recommend to HAS acceptance of successfully completed test.

3.4.22.6 Lane Acceptance Tests

3.4.22.6.1 The Consultant shall participate in Lane Acceptance Tests of each lane of equipment after installation and initial testing by the vendor. Before any entry lane, or exit lane can be approved for public use, the Lane Acceptance Test must be successfully completed. The Consultant shall perform Lane Acceptance Tests for all entry lanes, automated pay stations, and exit lanes in accordance with the approved test procedures. The Consultant will perform Lane Acceptance Testing upon notification from the vendor that they have successfully performed all procedures in the approved test procedures. The Consultant will note the results of the tests and recommend to HAS acceptance of successfully completed lanes.

3.4.22.7 Operational Demonstration Test

3.4.22.7.1 Promptly after notice from the vendor that the entire system is ready for its intended use, The Consultant will conduct a site visit, in company with HAS and the vendor, to determine if the system is ready to begin the Operational Demonstration Test (ODT). During the ODT the system will run in normal operational mode for 30 consecutive days in accordance with parameters that will be defined in the Functional Specifications.

3.4.22.7.2 The Consultant will observe the start and execution of the test and, upon successful completion, recommend the acceptance of the test results to HAS. Should deviations be experienced during the test, the deviations will be added to a punch list that must be resolved prior to the vendor receiving final notice of acceptability of the system.

3.4.22.8 Final Notice of Acceptability of the System

3.4.22.8.1 The Consultant shall conduct a final site visit to determine if the completed system is in accordance with the Contract Documents and that the final punch list the has been resolved so that the Consultant can make a recommendation, in writing, for acceptance and final payment to the vendor, or rejection, or revision. Upon acceptance and the recommendation for final payment, the Consultant will also provide a notice that the system is in accordance with the Contract Documents based on the extent of the services provided by the Consultant under this Agreement and based upon information provided to the Consultant upon which it is entitled to rely.

3.4.23 Implement a Document Control System

3.4.23.1 Implement a document control system to maintain original and complete PARCS Project records from PARCS Contract Notice to Proceed through final system acceptance and closeout of the PARCS Contract. Originals of these records are the property of HAS and shall include, but not be limited to:

3.4.23.1.1 Any PARCS contract modifications, change orders or supplemental agreements.

- 3.4.23.1.2 Record of all Contractor invoices and related PARCS milestone payment requests and documentation.
- 3.4.23.1.3 Record of all correspondence and meetings pertaining to the PARCS Project.
- 3.4.23.1.4 Monthly, weekly, and daily reports, meeting agendas, meeting minutes, and RFIs.
- 3.4.23.1.5 Monthly records of all changes, deviations, and substitutions evaluated, estimated, negotiated, and/or accepted.
- 3.4.23.1.6 Final System Acceptance and close-out documents.
- 3.4.23.1.7 System testing documentation.

3.4.24 Project Completion and Close-Out

- 3.4.24.1.1 Coordinate and oversee the successful completion of all design, installation, implementation, testing and documentation requirements for the PARCS Project, including all scheduled milestones.
- 3.4.24.1.2 For each PARCS milestone that includes testing, submit a final test report and quality control report documenting the results for all tests performed, highlighting those tests that are failed or did not meet the applicable test standards.
- 3.4.24.1.3 Prior to recommending HAS approval of any PARCS milestone payment, furnish, or cause to be furnished, punch lists and check-out tests for PARCS deliverables required for that milestone for demonstrating to HAS that the required milestone work has been correctly performed, installed, implemented, or tested and is ready to be used for the purpose specified in the PARCS Contract.
- 3.4.24.1.4 Formally advise HAS and recommend HAS approval and acceptance of a milestone payment when the Contractor has satisfactorily completed the work of that milestone, including completion of all previous milestones, in accordance with the PARCS Contract requirements.
- 3.4.24.1.5 Coordinate the development (by Contractor) and submittal of all manuals and related materials for PARCS equipment, systems, and other deliverables, as required. Transmit and maintain documentation of transmittal to HAS.
- 3.4.24.1.6 Coordinate the services provided by suppliers in adjusting, calibrating, and verifying the correct installation of their equipment or other PARCS deliverables.
- 3.4.24.1.7 Prepare punch list deficiencies, requiring Contractor, and/or Supplier's corrections prior to final system acceptance and assist in Contractor's check-out testing services.
- 3.4.24.1.8 Recommend to HAS the processing of final PARCS payment after Contractor has successfully completed all requirements of the PARCS contract.

3.4.24.1.9 Close out PARCS Project files and transmit originals to HAS following final system acceptance.

3.4.24.1.10 Prepare a "Lessons Learned" formal review at the close of the PARCS Project and present to the PARCS Project Team.

4.0 EVALUATION CRITERIA

4.2. MANAGEMENT APPROACH AND UNDERSTANDING (30 points)

- 4.1.1. 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, 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.
- 4.1.2. 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.
- 4.1.3. Points will be awarded based on the proposer's ability to describe (i) unique challenges to PARCS design and working in an airport, and (ii) opportunities to overcome these challenges.
- 4.1.4. 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.
- 4.1.5. The SOQ will be evaluated on the adequacy and effectiveness of the described management approach to the requirements of the scope of work. The Respondent should specify their approach to the 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 demonstrates an ability to synthesize technical information and communicate this information in verbal, written or graphic form.
- 4.1.6. The SOQ should also outline the Respondent's management approach to the scope of work 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.
- 4.1.7. The SOQ should, at the minimum:
 - 4.1.7.1. Describe Respondent's overall approach to the scope of work.
 - 4.1.7.2. Provide a general work plan that describes how the Respondent will organize and conduct the work. This plan shall include all major phased of the Project.

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

4.3. FIRMS BACKGROUND AND EXPERIENCE PROVIDING SIMILAR SERVICES TO OTHER AIRPORT OWNER'S/OPERATORS (30 points)

- 4.3.1. Points will be awarded based on the Respondent's evidence and description of the scope, design and installation of a minimum of two PARCS projects of similar scope at an Airports Council International (ACI) top 30 US airport during the past 10 years. Specifically, the PARCS consultant should have relevant experience at one (1) or more airports that (i) ranks in the top 30 U.S. large-hub airports by Airports Council International (ACI) in 2016, (ii) has 15,000 or more multi-level garage and surface parking spaces, and (iii) generates \$60 million or more in gross parking revenues annually.
- 4.3.2. 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.
- 4.3.3. Points will be awarded based on the Respondent's ability to demonstrate the minimum qualification of 10 or more consecutive years of specialized experience in relation to the scope of work and the successful design and implementation of PARCS that the proposed team will be responsible for, including a listing of individuals involved.
- 4.3.4. Respondent should describe how they meet or exceed the requirements and qualifications relevant to the Scope of Service provided.
- 4.3.5. Respondent should provide prior experience examples and discuss their ability to meet Owner's budgets and schedules on comparable PARCS design and project management projects. If available, letters of reference reflecting the firm's prior experience should be provided.
- 4.3.6. Include any examples of creative PARCS design and project management solutions or innovative approaches to problems the Respondent has applied.
- 4.3.7. Respondent should provide and discuss their past performance of representative projects and its proposed consultants.
- 4.3.8. Respondent should include any examples of creative solutions or innovative approaches

to problems in their Statement of Qualifications.

4.4. BACKGROUND AND EXPERIENCE OF KEY PERSONNEL (30 points)

- 4.4.1. Submit detailed resumes for the proposed project manager and key staff personnel including key personnel of sub-contractors/consultants. Include a description of their PARCS Design and Project Management 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. Should changes be required regarding key personnel, all proposed changes shall be submitted in writing and shall require approval of the HAS Director or his designee.
- 4.4.2. Points will be awarded based on the knowledge and ability to meet the minimum experience requirements of the proposed team providing PARCS Design and Project Management 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. Proposer should also describe its team's knowledge of PARCS design and Airport parking operations.
- 4.4.3. Respondent should list intended contract staffing including identification of project manager, key personnel, and availability of key additional resources.
- 4.4.4. 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.

4.5. SUB-CONSULTANTS (10 points)

- 4.5.1. Describe the qualifications of each sub-consultant/contractor which the respondent plans to retain to perform work. Describe the type of work which will be assigned to each sub-consultant/contractor and the estimated percentage of the work comprising the total contract that each sub-consultant /contractor will perform. Meaningfully, select experienced sub-consultants/contractors to fully utilize them precisely as stipulated in your SOQ.
- 4.5.2. Describe sub-consultant/contractor selection and collaborative management strategy.
- 4.5.3. Describe the basis for selection of proposed sub-consultants/contractors included on Respondent's team and a narrative description of the role each will play for this Project.
- 4.5.4. Describe any prior working relationship with each selected sub-consultant/contractor and identify the strength they bring to the team.
- 4.5.5. Describe how prime firm/Joint Venture and proposed sub-consultants/contractor 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.

4.6. M/WBE GOALS (Pass/Fail)

4.7. FINANCIAL CAPABILITIES (Pass/Fail)

4.7.1. Respondent shall 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 years.

PART III – EVALUATION AND SELECTION PROCESS

1.0 Evaluation Process

1.1 An evaluation committee shall evaluate the Statements of Qualification in accordance with the evaluation criteria listed in Part II, Section 4.0.

2.0 Selection Process

2.1 A committee composed of City of Houston employees, each of whom is familiar with the subject matter, shall review and rank all submissions timely received based on the criteria listed in Part II, Section 4.0.

2.2 Upon completion of the evaluation, the committee shall rank the respondents based on their qualifications.

2.3 If an interview with short listed respondents is necessary, the committee will conduct an interview with the required respondents.

2.4 Pricing proposals will be requested from the selected firm and a contract will be awarded thereafter.

2.5 The City of Houston reserves the right to award, all, a portion or none of the scope of services.

PART IV – STATEMENT OF QUALIFICATION REQUIREMENTS

1.0 Executive Summary: The executive summary should introduce the firm/team and shall be signed by an authorized representative of the Consultant.

2.0 Project Concept and Approach: The project concept and approach shall include the following:

2.1. Key personnel and their responsibilities; other staff positions required; and, key resources to be utilized.

2.2. Relevant recent experience of key personnel on similar projects.

2.3. Responsibilities of and services provided by each firm on the team and the corresponding estimated percentage of the total dollar value of the sub-contracts.

This must be stated as a percentage, not a dollar amount.

- 2.4. Firm's description and understanding of the general restrictions that will be placed upon the construction.
- 2.5. Firm's understanding of the project and identification of key issues.

3.0 Client References: Provide the name and reference contact information of three (3) clients for whom you have provided the services anticipated under this Scope of Work.

4.0 Required Forms with Submission:

- 4.1. References (Exhibit I)
- 4.2. Fair Campaign Ordinance (Exhibit II)
- 4.3. Contractor Ownership Disclosure Ordinance and Affidavit of Ownership Control (Exhibit III)
- 4.4. Anti-Collusion Statement (Exhibit IV)
- 4.5. Conflict of Interest Questionnaire (Exhibit V)

PART V – RESPONDENT SUBMISSION INSTRUCTIONS

1.0 General Information

- 1.1 Number of Copies. Submit **one (1)** original hard copy of statement of qualifications package, including a cover letter signed in BLUE ink, and **five (5)** electronic thumb drives containing a copy of the original qualifications package sealed in separated envelope bearing the assigned solicitation number located on the first page of this RFQ solicitation document to:
 - 1.1.1 Office of the City Secretary
City Hall Annex, Public Level
900 Bagby Street
Houston, Texas 77002
 - 1.1.2 The City shall bear no responsibility for submitting responses on behalf of any Respondent.
- 1.2 Time for Submission. Submissions shall be submitted no later than the date and time indicated for submission within this RFQ. Late submittals shall not be considered and shall be returned, unopened.
- 1.3 Format. Submission shall be left-bound with information presented on double-sided pages. Material shall be organized to mirror the sequential order of the submission requirements and separated by labeled tabs. Expensive paper and binders are discouraged since submitted materials shall not be returned.
- 1.4 Complete Submission. Respondents shall carefully review all requirements and submit all documents and information as instructed within this RFQ. Incomplete

submissions may result in submissions being deemed non-responsive, and may not be considered for further evaluation.

- 1.5 Packaging and Labeling. Respondent's package shall clearly indicate name of Respondent, title and number of RFQ, and a due date and time for submission deadline. All listed submission requirements shall be included within the submitted response.

PART VI – SPECIAL CONDITIONS

1.0 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, 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. 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 bidder'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, 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 bidder. However, nothing in this paragraph shall prevent a bidder 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.

2.0 Equal Opportunity Employment

The City of Houston Code of Ordinances, Section 15-17 establishes Equal Employment Opportunity Contract Compliance requirements for all City contracts involving the expenditure of Fifty Thousand Dollars (\$50,000) or more. Any contract for professional services that results from this RFQ will provide that the failure to carry out the requirements set forth in the City's Equal Employment Opportunity Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.

3.0 Protests

Protests should be filed in accordance with the City of Houston Administrative Policy (A.P. No. 5-12) http://www.houstontx.gov/policies/administrative_policies.html

4.0 Cancellation

The City has sole discretion and reserves the right to cancel this RFQ, or to reject any or all qualifications packages received prior to contract award.

5.0 Anti-Boycott of Israel:

Vendor certifies that Vendor is not currently engaged in, and agrees or the duration of the contract not to engage in, the boycott of Israel as defined by Section 808.001 of the

Texas Government Code.

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

The City 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 – INSTRUCTIONS TO RESPONDENTS

1.0 Pre-Submission Conference

1.1 Pre-Submission Conference shall 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.

2.0 Additional Information and Specification Changes

2.1 Requests for additional information and questions shall be addressed to the Finance Department, Strategic Procurement Division, Senior Procurement Specialist, BJ Hubbard by telephone: (281) 230-8014; or by the preferred e-mail method to benard.hubbard@houstontx.gov no later than 12:00 P.M., CST by Thursday, August 6, 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.

3.0 Letter(s) of Clarification

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

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

4.0 Examination of Documents and Requirements

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

4.2 Before submitting a Submission, each Respondent shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFQ. Failure to make such investigations and

examinations shall not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the RFQ.

5.0. Exceptions to Terms and Conditions

- 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 or designee, 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.
- 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.

6.0. Post-Submission Discussions with Respondent(s)

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

PART VIII – REQUIRED FORMS TO BE SUBMITTED WITH SOQ

EXHIBIT I-A – OFFER AND SUBMITTAL

EXHIBIT I-B – REFERENCES

EXHIBIT I-C – LIST OF SUBCONTRACTOR(S)

EXHIBIT II – OBO FORMS (ATTACHMENTS A – D)

EXHIBIT III – CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE

EXHIBIT IV – CITY OF HOUSTON OWNERSHIP INFORMATION FORM

EXHIBIT V – ANTI-COLLUSION STATEMENT

EXHIBIT VI – BIDDER'S STATEMENT OF RESIDENCY

EXHIBIT VII – CONFLICT OF INTEREST QUESTIONNAIRE

**EXHIBIT I
OFFER AND SUBMITTAL, REFERENCES, PROPOSED SUBCONTRACTORS**

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**EXHIBIT I-A
OFFER AND SUBMITTAL**

NOTE: SUBMISSION MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE RESPONDENT, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

Respectfully Submitted:

(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City):

Federal Identification Number:

By: _____
(Signature of Authorized Officer or Agent)

Printed Name: _____

Title: _____

Date: _____

Address of Contractor: _____
Street Address or P.O. Box

City – State – Zip Code

Telephone No. of Contractor: (_____) _____

Signature, Name and title of Affiant: _____

(Notary Public in and for)

_____ County, Texas

My Commission Expires: _____ day of _____ 20_____

**EXHIBIT I-B
REFERENCES
LIST OF PREVIOUS CUSTOMERS**

1. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

2. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

3. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

4. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

**EXHIBIT II
ATTACHMENT "A"
SCHEDULE OF M/WBE PARTICIPATION**

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	AGREED PRICE
TOTAL.....					\$_____
M/WBE PARTICIPATION AMOUNT.....					\$_____%
TOTAL BID AMOUNT.....					\$_____

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 II
ATTACHMENT "B"
OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT**

NOTICE OF INTENT

THIS AGREEMENT IS SUBJECT TO MEDIATION AND CAN BE INITIATED BY THE COMPANIES SIGNED BELOW OR THE OFFICE OF BUSINESS OPPORTUNITY.

To: City of Houston
Administering Department

Date: _____

Project Name and Number _____

Bid Amount: _____ M/W/BE Goal: _____

_____, agrees to enter into a contractual agreement with
Prime Contractor

_____, who will provide the following goods/services in connection
MWBE Subcontractor

with the above-referenced contract:

_____ for an estimated amount of \$ _____ or _____ % of the total contract value.

_____ is currently certified with the City of Houston's Office of Business Opportunity to function in the aforementioned capacity.
(M/W/BE Subcontractor)

_____ Intend to
Prime Contractor M/W/BE Subcontractor

work on the above-named contract in accordance with the M/W/DBE Participation Section of the City of Houston Bid Provisions, contingent upon award of the contract to the aforementioned Prime Contractor.

Signed (Prime Contractor)

Signed (M/W/BE Subcontractor)

Printed Signature

Printed Signature

Title Date

Title Date

**EXHIBIT II
ATTACHMENT “C”
CERTIFIED M/WBE SUBCONTRACT TERMS**

CITY OF HOUSTON CERTIFIED MWBE SUBCONTRACT TERMS

Contractor shall ensure that all subcontracts with M/WBE subcontractors and suppliers are clearly labeled “**THIS CONTRACT IS SUBJECT TO MEDIATION**” 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 Director (“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 or 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.

These provisions apply to goal-oriented contracts. A goal-oriented contract means any contract for the supply of goods or non-professional services in excess of \$100,000.00 for which competitive submissions are required by law; not within the scope of the MBE/WBE/SBE program of the United States Environmental Protection Agency or the United States Department of Transportation; and which the City Chief Procurement Officer or designee has determined to have significant MWBE subcontracting potential in fields which there are an adequate number of known MBEs , WBE’s, and or SBE’s (if applicable) to compete for City contracts.

The MWBE policy of the City of Houston will be discussed during the pre-submission conference. 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 Division at 832.393.0600, 611 Walker Street, 7th Floor, Houston, Texas 77002.

**EXHIBIT II
ATTACHMENT "D"
OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT**

Report Period: _____

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

<p>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.</p>	<p>Office of Business Opportunity ATTN: Carlecia Wright 713-837-9000 611 Walker, 7th Floor Houston, Texas 77002</p>
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DECLARATION OF HIRE HOUSTON FIRST DESIGNATION

DIRECTIONS: Execute the declaration below regarding your company's status as a Hire Houston First (HHF) designated company. **Fill out the appropriate box below and leave the other blank.**

If your company does not have a HHF designation and would like to apply for designation go to: www.houstontx.gov/obo/hirehoustonfirst.html at least 10 working days prior to submitting a bid or proposal.

1. This certifies that Bidder/Proposer, _____, is a Hire Houston First designated **City Business (CB)**. A valid certificate of designation is attached.

_____ / _____
Print Name Signature Date

2. This certifies that Bidder/Proposer, _____, is a Hire Houston First designated **Local Business (LB)**. A valid certificate of designation is attached.

_____ / _____
Print Name Signature Date

**EXHIBIT III
FAIR CAMPAIGN ORDINANCE**

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers and officers-elect). All respondents to this invitation to bid must comply with Houston Code of Ordinances Chapter 18 as amended relating to the contribution and solicitation of funds for election campaigns. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Candidates for city office may neither solicit nor receive contributions except during a period commencing 270 calendar days prior to an election date for which a person is a candidate for such office and ending 90 calendar days after the election date, including run-off elections if such candidate is on the ballot.

Further, it shall be unlawful either for any person who submits a Bid or Proposal to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person 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.

For the purposes of this Ordinance, a **Contract** is defined as each Contract having a value in excess of \$30,000 that is let by the City for professional services, personal services, or other goods or services of any other nature whether the Contract is awarded on a negotiated basis, request for Proposal basis, competitive Proposal basis or formal sealed competitive Bids. The term **Contractor** includes proprietors of proprietorships, partners having an equity interest of 10% or more of partnerships, (including limited liability partnerships and companies), all officers and directors of corporations (including limited liability corporations), and all holders of 10% or more of the outstanding shares of corporations.

A STATEMENT DISCLOSING THE NAMES AND BUSINESS ADDRESSES EACH OF THOSE PERSONS WILL BE REQUIRED TO BE SUBMITTED WITH EACH BID OR PROPOSAL FOR A CITY CONTRACT.

Completion of the attached form entitled "**Contractor Submission List**" will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

**EXHIBIT III
FORM "A": FAIR CAMPAIGN**

**CONTRACTOR SUBMISSION LIST
CITY OF HOUSTON FAIR CAMPAIGN 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

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

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.

12/15/2016

**EXHIBIT IV:
CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE**

City Council requires knowledge of the identities of the owners of entities seeking to Contract with the City in order to review their indebtedness to the City prior to entering Contracts. Therefore, all respondents to this Invitation to Bid must comply with Houston Code of Ordinances Chapter 15, as amended (Sections 15-122 through 15-126) relating to the disclosure of owners of entities bidding on, proposing for or receiving City contracts. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Contracting entity means a sole proprietorship, corporation, non-profit corporation, partnership, joint venture, limited liability company, or other entity that seeks to enter into a contract requiring approval by the Council but excluding governmental entities.

A contracting entity must submit at the time of its Bid or Proposal, an affidavit listing the full names and the business and residence addresses of all persons owning five percent or more of a contracting entity or, where a contracting entity is a non-profit corporation, the full names and the business and residence addresses of all officers of the non-profit corporation.

Completion of the "**Affidavit of Ownership or Control**," included herein, and submitted with the Official Bid or Proposal Form will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

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]** _____

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.

**EXHIBIT V
ANTI-COLLUSION STATEMENT**

Anti-Collusion Statement

The undersigned, as **Respondent**, certifies that the only person or parties interested in this Response as principals are those named herein; that the Respondent 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

Respondent Signature

**EXHIBIT VI
BIDDER'S STATEMENT OF RESIDENCY**

The City may not award a contract for general construction, services, or purchases to a Nonresident Bidder unless Nonresident's Bid is lower than the lowest Bid submitted by a responsible Texas Resident Bidder by the same amount that a Texas Resident bidder would be required to underbid the Nonresident Bidder to obtain a comparable contract in the state in which Nonresident's principle place of business is located.

1. This certifies that the Bidder, _____, is a State of Texas Resident Bidder as defined in TEX. GOVT. CODE ANN. § 2252.001(4) (Vernon 2016).

Signature Title

"Texas Resident Bidder" means a bidder whose principal place of business is in this State, and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in this State. *When bidder cannot sign 1, above, proceed to 2.*

2. a. _____ is a resident of _____ and is a Nonresident Bidder as defined in TEX. GOVT. CODE ANN. § 2252.001(3) (Vernon 2016).

Signature Title

"Nonresident Bidder" means a bidder whose principal place of business is not in this State, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this State.

b. The State of _____ [does/does not] _____ have a state statute giving preference to resident bidders.

Signature Title

If the answer to 2.b is that your state does have a statute giving preference to resident bidders, then you must provide a copy and proceed to 3.

3. A copy of the State of _____ statute is attached.

Signature Title

Date

Note to Specifier - Do not include this form if the Project will receive federal funding in whole or in part. If used, include reference in Document 00210 - Supplementary Instructions to Bidders.
States that currently penalize out-of-state bidders include, but may not be limited to, Colorado, Illinois, Iowa, Minnesota, Montana, North Dakota, Pennsylvania, and Wyoming. If Low Bidder is a resident of one of these states, consult the City of Houston Legal Department in adjusting the Bid Amount.

EXHIBIT VII CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE:

Chapter 176.006 of the Local Government Code (“the code”) requires a Vendor/Contractor to file a Conflict of Interest Questionnaire (CIQ) with the City.

NOTE: Vendors/Contractors or Agents should **not** complete the CIQ if a conflict, as described below, **does not exist. Only Vendors/Contractors or Agents that actually have a conflict, as described below, must file a CIQ.**

Who must file a CIQ?

A Vendor/Contractor or Agent of a Vendor/Contractor does not have to file a CIQ unless they intend to enter or is considering entering into a contract with the City or:

1. has an employment or other business relationship with the Local Government Officer/Family Member; or
2. has given the Local Government Officer/Family Member one or more gifts with the aggregate value exceeding \$250.00.

When must the Vendor/Contractor or Agent file a CIQ?

The completed CIQ must be filed with the City Chief Procurement Officer not later than the 7th business day after the date the Vendor/Contractor or Agent:

1. begins discussions or negotiations to enter into a contract with the City;
2. submits an application to the City in response to a request for Request for Qualifications, correspondence, or any other writing related to a potential contract with the City;
3. becomes aware of an employment or other business relations with the Local Government Officer/Family Member;
4. becomes aware that he/she has given one or more gifts to the Local Government Officer/Family Member that exceeds \$250.00; or
5. an event that would make the CIQ incomplete or inaccurate.

What is a business relationship?

Under Chapter 176, business relationship means a connection between two or more parties based on the commercial activity of one of the parties. The term does not include:

1. a transaction that is subject to a rate or fee regulation by a governmental entity;
2. a transaction conducted at a price and subject to terms available to the public; or
3. a purchase or lease of goods or services from a person who is chartered by a state or federal agency and is subject to regular examination and reporting to that agency.

The Conflict of Interest Questionnaire is available for downloading from the Texas Ethics Commission’s website at <http://www.ethics.state.tx.us/forms/CIQ.pdf> .

The Original Conflict of Interest Questionnaire shall be filed with the Administration and Regulatory Affairs Department’s Record Administration (City Chief Procurement Officer, 901 Bagby, Concourse Level, Houston, Texas 77002). Vendors and Contractors required to file shall include a copy of the form as part of the Request for Qualifications package. **Any questions about filling out this form should be directed to your attorney.**

**EXHIBIT VII
CONFLICT OF INTEREST QUESTIONNAIRE**

<p>CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity</p>	<p>FORM CIQ</p>
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<p>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.</p>	<p>OFFICE USE ONLY</p>
	<p>Date Received</p>

1	<p>Name of person who has a business relationship with local governmental entity.</p>
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2	<p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(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.)</p>
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3	<p>Name of local government officer with whom filer has employment or business relationship.</p> <p align="center">_____</p> <p align="center">Name of Officer</p> <p>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.</p> <p>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?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>
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4	<p align="center">_____</p> <p align="center">Signature of person doing business with the governmental entity</p> <p align="center">_____</p> <p align="center">Date</p>
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