CITY OF HOUSTON
HOUSTON AIRPORT SYSTEM
REQUEST FOR QUALIFICATIONS (RFQ)
SOLICITATION NO.: H37-IDES-2020-007

INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES
AT GEORGE BUSH INTERCONTINENTAL AIRPORT (IAH),
WILLIAM P. HOBBY AIRPORT (HOU) AND ELLINGTON AIRPORT (EFD)

Date Issued: March 13, 2020

Pre-Submittal Conference:
March 24, 2020, 10:00 A.M.
Infrastructure Division Office (IDO) Building
111 Standifer Rd., Conf. Room # A
Humble, TX 77338

Questions Deadline: March 27, 2020 @ 12:00 P.M. (Noon)

Solicitation Due Date: Wednesday, April 29, 2020 @ 2:00 P.M.

Solicitation Contact Person:
Andre’ Morrow, C.P.M., CPPB
Sr. Procurement Specialist
Supply Chain Management, Houston Airport System
andre.morrow@houston.gov

Project Summary: The Houston Airport System is seeking multiple highly qualified firms through this RFQ to provide support as an extension of existing HAS staff in managing and executing the existing and future HAS Infrastructure capital programs, projects and other initiatives related to the effective management of capital renewal and operations & maintenance services at George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD).

MWBE Goal: 30%

Jerry Adams
Chief Procurement Officer
City of Houston

Date

Mar 13, 2020
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PART I – GENERAL INFORMATION

1.0 BACKGROUND

1.1 The Houston Airport System (HAS) has a continuing capital renewal and redevelopment program to maintain the diverse array of infrastructure systems associated with George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU) and Ellington Airport (EFD). HAS is currently seeking a firm(s) through this RFQ to provide Infrastructure Division Extension of Staff Services (IDES) and other systems and services which may be requested.

The overarching purpose of the IDES is to provide support as an extension of existing HAS staff, the Infrastructure Division, in managing and executing its’ ongoing capital renewal and operations and maintenance infrastructure responsibilities (programs, projects and other related initiatives). The capital renewal includes several proposed and ongoing projects. For example, the Domestic Redevelopment Plan (DRP) is a component of the capital renewal plan that will include constructing new domestic gates, modernization of the existing Terminal A, Terminal A baggage handling system, curbside/roadway improvements to support planned growth and address other existing Terminal A deficiencies.

2.0 INTRODUCTION

2.1 The IDES firm(s) will report to and take direction from the HAS Infrastructure Staff. It is anticipated that more than one Infrastructure Division Extension of Staff (IDES) team may be selected and utilized to provide the extension of staff services. Each IDES team shall be capable of providing the systems, services and full time or on-demand (part time) staff to support each of these infrastructure management-related functional services. HAS anticipates a maximum total proposed staffing count of 25, which may be provided from multiple firms. However, this count may be adjusted from time to time in support of existing and proposed projects.

The IDES scope of services will include the responsibility for providing the systems, services and staff to ensure the successful completion and commissioning of assigned projects in compliance with the approved scope, schedule, and budget and with the level of quality expected.

Each IDES will be responsible for providing the systems, services and staff for a broad spectrum of Program Management, Design Management, Construction Management, Controls and other infrastructure management-related activities expected from an infrastructure capital improvement program of this magnitude and complexity. The IDES will be required to perform assignments and tasks as directed by HAS Infrastructure staff for the duration of a given assignment. It is not the intent of HAS to create a stand-alone, full service, duplicative organization.

IDES and other designated supporting staff will collocate and operate from an HAS-provided centralized Infrastructure Division Office building (IDO) or other location as necessary.

The IDES firm(s) will be engaged under a five (5) year contract with one three-year extension option.

3.0 SCHEDULE

3.1 The City may hold interviews for the benefit of clarifying Statement of Qualifications (SOQ). 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.
4.0 SOLICITATION SCHEDULE

4.1 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Scheduled Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of RFQ (Advertised &amp; Posted on HAS Website)</td>
<td>03/13/2020</td>
</tr>
<tr>
<td>Pre-Submittal Conference</td>
<td>03/24/2020</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>03/27/2020</td>
</tr>
<tr>
<td>Letter of Clarification(s) Posted on HAS Website</td>
<td>04/09/2020</td>
</tr>
<tr>
<td>Submissions Due from Respondents</td>
<td>04/29/2020</td>
</tr>
<tr>
<td>Notification of Shortlisted Firms (Estimated)</td>
<td>05/22/2020</td>
</tr>
<tr>
<td>Oral Presentations/Interviews (Estimated)</td>
<td>06/03/2020</td>
</tr>
<tr>
<td>Council Agenda Date (Estimated)</td>
<td>07/01/2020</td>
</tr>
<tr>
<td>Contract Start Date (Estimated)</td>
<td>07/22/2020</td>
</tr>
</tbody>
</table>

5.0 MINIMUM QUALIFICATIONS OR REQUIREMENTS

5.1 The selected firm(s) or team(s) and its key personnel must have at least three (3) years minimum experience in industry equivalent contracts and in providing the level of infrastructure management-related services and/or the execution of similar major integrated capital improvement programs that involve design, construction and/or rehabilitation. Further, the selected firm must self-perform at least 20% of the contract. It is not necessary that the experience be aviation specific.

5.2 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 sub-consultant firms on a team.

This experience must also be validated in a letter by the project owner.

5.3 Respondent 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

6.0 SCOPE OF SERVICES

6.1 The extension of staff services will perform and provide Project Management (PM), Design Management (DM), and Construction Management (CM) systems, services, and staffing in support of the DRP and other assigned HAS projects and as further defined in Scope of Services (Attachment A) and the Sample Contract (Attachment B). Extensions of staff may include, but not be limited to, the following infrastructure-related roles:

- Aviation Planning
- Project Controls
- Estimating
- Scheduling
- Engineering Management
- Design and Design Management
- Project/Construction Management
- Asset Management
- Project Design Review and Approval
- Project Inspection
- Environmental Management and Services
- Financial Controls and Fiscal Management
The IDES teams will work under the direction of the HAS Infrastructure staff.

The IDES team(s) are expected to provide services for all phases of the assigned projects including the following:

- Program Initiation Phase
- Program Definition Phase
- Design Phase Review and Approval
- Procurement Phase
- Construction Phase
- Commissioning and Activation Phase
- Contract Closeout Phase

Over the course of the contract, a wide variety of skills and capabilities in project management will be required. Assignments of work to be carried out by the IDES teams will be determined by the HAS Infrastructure staff. Detailed scopes of work and cost estimates will be prepared on an individual basis for each assignment, and task orders (Letters of Authorization (LOA) will be executed prior to the issuance of a Notice to Proceed (NTP) on any given specific assignment.

In general, the IDES is intended to provide the systems, services and staffing in support of the HAS Infrastructure Staff to ensure overall successful completion of assigned infrastructure projects. Please find the detailed Scope of Services as Attachment’s A and A-1 “Management Responsibility and Assignment” (which describes the distinction between the HAS Infrastructure Staff and the IDES roles).

PART III - EVALUATION and SELECTION PROCESS

The provision of inclusive PM/DM/CM services by the IDES will require a multi-discipline firm that is capable of providing a wide variety of systems, services and staffing tasks and managing specialized sub-consultant firms where necessary to properly complete the task(s) assigned.

7.0 EVALUATION AND SELECTION PROCESS

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

7.2 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 and will be appointed by the HAS Airport Director. Evaluation will be based on the evaluation criteria contained herein.

7.3 The award of the contract(s) will be made to the Respondent(s) whose SOQ submittal 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.

7.4 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.

7.5 The procedure to be used in the IDES selection process is described in the following steps:

7.5.1 Step ONE of the selection process:

7.5.1.1 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 7.7 and as further described throughout this RFQ.
7.5.2 **Step TWO of the selection process:**

7.5.2.1 With reference to the selection committee’s ranking, at the discretion of HAS, a short-list of Respondents may be called on to participate in an Oral Presentation/Interview with the project selection committee. If this step is used, the firm’s Key Personnel, inclusive of the designated project manager and on-site staff member, will be expected to play a significant role(s) in the Oral Presentation/Interview(s). Candidate firms will be limited to six (6) participants in the interview and will be permitted to present a maximum of a 20-page handout to the Evaluation Committee.

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

7.5.2.3 After the oral presentations/interviews are completed, the Evaluation Committee will rank the short-listed Respondents separately based on the results of the interview and recommend the firms with which negotiations should begin.

7.5.3 **Step THREE of the selection process:**

7.5.3.1 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. The selected firms will enter into negotiations with HAS to develop a detailed scope of work, cost schedule, and Agreement contract terms and conditions. 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, HAS will seek City Council action for approval of the proposed contract.

7.5.3.2 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.

7.5.3.3 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.

7.6 **Evaluation Summary**

7.6.1 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.
### Evaluation Criteria and Scores

The following criteria will be used in the evaluation and selection of the IDES Team(s) to assess and document the degree to which the Statements of Qualifications submitted meets that criterion and the requirements contained in the IDES Scope.

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

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Max Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Qualifications or Requirements</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>M/WBE Compliance</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Financial Capabilities</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Firm and Individual Professional Experience and Knowledge</td>
<td>40</td>
</tr>
<tr>
<td>Project Management Approach and Understanding of IDES Requirements</td>
<td>35</td>
</tr>
<tr>
<td>Respondent’s Track Record and Experience</td>
<td>25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

### 7.8 FIRM AND INDIVIDUAL PROFESSIONAL EXPERIENCE AND KNOWLEDGE (40 POINTS)

#### 7.8.1

The successful completion of the capital project portfolio will require committed professional and technical team members engaged in the project management, construction management, planning, design and construction.

#### 7.8.2

Respondents should include any examples of creative solutions or innovative approaches to problems in their Statement of Qualifications.

#### 7.8.3

Statement of Qualifications submitted must demonstrate the availability and degree of commitment of the firm and its candidates proposed for the IDES Team. In addition to demonstrating candidate compliance with the minimum qualifications, the candidates will be evaluated based on information provided in response to Section 10.10 (Firm Project Experience), as well as references provided in response to Section 10.11 (Individual Project Experience).

#### 7.8.4

Resumes, Candidate Data Sheets, references, and interviews will be incorporated into the score for these criteria.

#### 7.8.5

Provide a summary of past projects that demonstrate three (3) years’ experience and ability to provide similar systems, services and staffing, including:

**Project Management**
- a. Design Management
- b. Construction Management
- c. Facility Transition
- d. Project Management, Scheduling And Other Systems
- e. Special Inspections, testing
- f. Other Services As Defined By Program Organization Structure
7.8.6 All projects listed in this section must have been completed by the Respondent or sub-consulting team using current employees. List the names of key employees for each project. Do not include projects for which key project personnel are no longer employed by the firm. Projects where requisite experience was gained by individuals during previous employment should be indicated in Section 7 (Individual Project Experience).

Include after each qualifying project the following in “tabular” format:

a. Project name
b. Location
c. Client, address, telephone number
d. Description of systems, services and/or staffing solutions provided by firm in support of project
e. Total contract gross amount (firm’s amount, if different)
f. Proposed schedule vs Actual

g. Proposed budget vs Actual
h. Principal-in-charge
i. Day-to-Day technical project manager
j. Key design staff
k. Date completed
l. Client reference (name, position, phone, email address)
m. Coordination between multiple consultant firms
n. Relevant experience with other interfacing projects and associated scheduling consideration
o. Brief narrative description of project

7.8.7 The tabular summary and narrative of each project description shall not exceed one-half of an 8.5” x 11” page.

7.8.8 It is expected that the prime IDES 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 HAS during the selection process.

7.9 PROJECT MANAGEMENT APPROACH AND UNDERSTANDING OF IDES REQUIREMENTS (35 points)

7.9.1 Respondents should highlight the role that the project manager will take in the composition of the team and general allocation of responsibilities throughout the team.

7.9.2 The SOQ will be evaluated on the adequacy and effectiveness of the described management approach to requirements. The Respondent should specify their approach to the General Scope (Attachment A) for IDES (Section 1.2) and provide evidence of a clear and concise understanding of the Specific Scope (Section 1.3) and how the management approach supports HAS requirements.

7.9.3 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.

7.9.4 The SOQ should also outline the Respondent’s management approach to the Project and how key issues related to the requested services will be addressed. It should include major tasks to be completed as well as 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.
7.9.5 The SOQ should, at a minimum:
   a. Describe Respondent’s overall approach to the Project.
   b. Provide a general work plan that describes how the Respondent will organize and conduct the Project. This plan shall include all major phases of the 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 the Project utilizing the fixed price design-build contract method.
   e. Describe how the Respondent’s project team will achieve project objectives.
   f. Respondents must provide documentation to support professional examples of success in utilizing the proposed management approach.

7.9.6 Prepare a description of the Respondent’s management and organizational approach and methods for performing and providing the scope of services-required systems, services and staffing.

7.9.7 Provide the proposed process for the timely completion of the work, along with the methods the Respondent would use to coordinate the work with HAS staff that must interface or connect with work performed by the Respondent.

7.9.8 Describe the Respondent’s approach and program for ensuring quality control and communication within its own team structure, in consideration of the merging teams.

7.9.9 Submitted Scope Approach must clearly address and demonstrate in sufficient detail by appropriate reference to the Program Management Responsibility and Assignment matrix (Attachment A), the Program Definition Manual (PDM), Utilities Master Plan and the FIS Plan, your team’s approach to successfully completing the capital project portfolio using the above documents, the aforementioned scope of services, and all remaining items in Section. (Associated Web Link to PDM, Utilities Master Plan, and FIS Plan: https://www.fly2houston.com/biz/opportunities/project-resources/)

7.9.10 Verify that the Respondent understands that it will be required to use HAS approved, as proposed by the IDES, project/program control and reporting systems. Respondent shall provide a summary of project/program control and reporting systems it has recently utilized in support of similar sized projects.

7.10 RESPONDENT’S TRACK RECORD AND EXPERIENCE (25 points)

7.10.1 The successful completion of the capital project portfolio will require a leadership team that can demonstrate a proven track record of successfully accomplishing major capital programs from planning and design through construction and activation. The proposing team should highlight examples of representative projects where the Respondent successfully deliver a major project or program as described in Section 6.0 (Scope of Service) and Sections 7.8 and 10.10 (Firm Project Experience).

7.10.1.1 The Respondent shall provide, at a minimum, a narrative that describes:
   a. Team’s track record of meeting deadlines and working within a budget;
   b. Team’s systems and processes for ensuring quality and timely performance on similar projects, specifically major construction;
   c. Team’s understanding of the City’s needs and team’s approach to this project;
   d. Team’s working relationship.

7.10.2 Success will be driven by establishing an effective team environment where all team members and organization units understand the strategy and their proper role in achieving a collaborative, well-coordinated program, meeting scope, quality, budget, safety and schedule objectives. Demonstrated experience on the part of the Respondent in achieving program objectives in an integrated, collaborative environment is most desirable.
7.11 Minimum Qualifications or Requirements (Pass/Fail)
As referenced in PART I, Section 5.0 MINIMUM QUALIFICATIONS OR REQUIREMENTS.

7.12 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.

7.13 Financial Capabilities (Pass/Fail)
7.13.1 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.

7.13.2 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.

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 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: Cathy Vander Plaats
Procurement Officer
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. Pages shall be no larger than letter-size (8 ½" by 11") or folded to that dimension, twice letter size (11" by 17"). Each section (defined above) shall be separated by a tabbed divider. Document text should be in ARIAL 10 point or New Times Roman 12, but must be consistent throughout the document. 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-IDES-2020-007 INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES”, 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**

9.3.1 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 Cathy Vander Plaats, Procurement Officer, Houston Airport System. The transmittal letter shall state: “The Submittal is valid for 270 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 of the Team was 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 to perform the work.
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, but not limited to systems, services, and staffing offered, number of employees, office locations, and the number of years in business.

9.5.2 Respondent is required to submit and demonstrate their eligibility satisfying the Minimum Qualifications or Requirements as referenced in PART I, Section 5.0, Minimum Qualifications or Requirements.

9.5.3 Respondent is required to submit and demonstrate their current ability to effectively and conveniently perform the Scope of Services and to coordinate its efforts with the City and its other consultants. For the Respondents and each sub-consultant on a team, list office address, total number of employees, number of both professional and support employees located at those offices.

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:

9.6.2 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.

9.6.3 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".

9.6.4 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.

9.6.5 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 – PROJECT MANAGEMENT APPROACH AND UNDERSTANDING OF IDES REQUIREMENTS, Refer to Section 7.9

9.8 SECTION 5 – PROJECT SCHEDULE

9.8.1 Prepare a description of the Respondent’s method and systems for controlling, responding to, and completing the Scope of Services in a timely manner.
9.9 **SECTION 6 – ORGANIZATION AND MANAGEMENT**

9.9.1 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.

9.9.2 Identify the overall project manager, and other key staff members.

9.9.3 Provide brief resumes not to exceed two pages in total should be attached. Include the title and a description of the work that each person is capable of performing. Resumes of firm principals are not required except for those persons that are active and integral members of the IDES Team. Principals should, however, be listed on the organizational diagram in relation to the team.

9.10 **SECTION 7 – FIRM PROJECT EXPERIENCE, Refer to Section 7.8**

9.11 **SECTION 8 – INDIVIDUAL PROJECT EXPERIENCE, Refer to Section 7.8**

This section must follow the same general format as for the firm’s project experience. This section is intended for projects where experience was obtained while the individuals were employed elsewhere. For each qualifying project, include a brief narrative and the following information in tabular form:

a. Project Name
b. Location
c. Client
d. Current Employees with Key Management/Staff Roles
e. Employer during the Project
f. Client Reference (name, position, phone, email address)

9.12 **SECTION 9 – KEY PERSONNEL**

9.12.1 Submit detailed resumes for the proposed project manager and key staff personnel including key personnel of sub-consultants. Key personnel are those likely to be assigned to various tasks as described in the potential Scope of Services.

9.12.2 Include a description of their qualifications, experience, position description, and the 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 and remain on their specific assignment.

9.12.3 The “Candidate Biographical Data Sheet” for each key personnel identified must be completed and included as part of this section.

9.13 **SECTION 10 – SUB-CONSULTANTS**

9.13.1 Describe the qualifications of each sub-consultant that the Respondent plans to retain to provide systems, services or staffing in support of the IDES. Describe the type of work that will be assigned to each sub-consultant, and the estimated percentage of the total Agreement Value that each sub-consultant will perform.

9.13.2 Describe sub-consultant selection and collaborative management strategy.

9.13.3 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.

9.13.4 Describe any prior working relationship with each selected sub-consultant and identify the strength they bring to the team.
9.13.5 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.

9.14 **SECTION 11 – RESPONDENT'S TRACK RECORD AND EXPERIENCE**, Refer to Section 7.10

9.15 **SECTION 12 – OTHER CITY ORDINANCES, POLICIES AND EXECUTIVE ORDERS**

9.15.1 Respondents should familiarize themselves with pertinent ordinances, policies and executive orders that relate to contracting with the City. Reference PART VII – City Required Documents for listing. The Respondent shall not delete, modify, or supplement the printed matter on the City required forms, or make substitutions thereon.

9.16 **SECTION 13 – FINANCIAL CAPABILITIES**, Refer to Section 7.13

9.17 **SECTION 14 – COMPUTER AIDED DESIGN AND DRAFTING (CADD) AND BUILDING INFORMATION MODEL (BIM) REQUIREMENTS**

9.17.1 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.

9.18 **SECTION 15 – ADDITIONAL INFORMATION**

9.18.1 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.

9.18.2 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 the services contemplated as specified.

**PART V – SPECIAL CONDITIONS**

10.0 **ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION**

10.1 A cost proposal is expressly excluded from this submittal.

10.2 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.

10.3 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.

10.4 **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.

10.5 **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.
10.6 **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.

10.7 **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.

10.8 **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.

10.9 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.

10.10 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.

10.11 No debriefings by City staff to unsuccessful Respondent(s) will occur until after the award of a contract by the Houston City Council to the recommended team(s).

10.12 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.

10.13 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 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 30% 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 https://www.houstontx.gov/adminpolicies/5-12.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/filinginfo/1295/.

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), March 27, 2020. Emailed questions should include the solicitation name and title in the subject line. 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

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

17.3.2 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

17.4.1 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.

17.4.2 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.

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.

17.9 SB 943 - Public Information and Disclosure of Certain Contracting Information

"The requirements of Subchapter J, Chapter 552, Government Code (https://statutes.capitol.texas.gov/Docs/GV/htm/GV.552.htm#552), may apply to this (include "bid" or "contract" as applicable) and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter."
PART VII – CITY REQUIRED DOCUMENTS AND ATTACHMENTS

18.0 FORMS TO BE SUBMITTED WITH STATEMENT OF QUALIFICATION

Exhibit A – 00455 Ownership Information Form
Exhibit B – 00457 Conflict of Interest Questionnaire
Exhibit C – 00460 Pay or Play Acknowledgement Form
Exhibit D – 00480 Reference Verification Form
Exhibit E – 00481 Anti-Collusion Statement
Exhibit F – Attachment “A”: Schedule of M/WBE Participation
Exhibit F – Attachment “B”: M/WBE Letter Of Intent
Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms
Exhibit F – Attachment “D”: Mayor’s Office of Business Opportunity M/WBE Utilization Report
Exhibit Q – Contact Directory Form
Attachment C – Required Submittal Checklist

19.0 FORMS TO BE SUBMITTED BY THE SUCCESSFUL FIRM

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

NOTE: Exhibits are available at the Houston Airport System website,  
https://www.fly2houston.com/biz/opportunities/solicitations/

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
The City of Houston Ownership Information Form is used to gather information to comply with:

a. The City of Houston Contractor Ownership Disclosure Ordinance (Chapter 15 of the Code of Ordinances, Article VIII. City Contracts; Indebtedness to City);
b. The City of Houston Fair Campaign Ordinance (Chapter 18 of the Code of Ordinances); and,

Please complete the form, in its entirety, and submit it with the Official Bid or Proposal Form. Except as noted below regarding the Statement of Residency, failure to provide this information may be just cause for rejection of your bid or proposal.

NOTICE OF AFFIRMATIVE ACCEPTANCE OF THE 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 the Chapter 18 of the Code of Ordinances.

Further, pursuant to Section 18-36 of the Code of Ordinances, 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.

INSTRUCTIONS

1. Please type or legibly print in dark ink responses. Individuals and entities should disclose their full, legal names (not initials) and all required corporate letters (“Inc”, “LLP”, etc.).
   a. If a firm is operating under an assumed name, the following format is recommended: Corporate/Legal Name DBA Assumed Name.
2. Full addresses are required, including street types (“St”, “Rd”, etc.) and unit number.
3. Individuals or entities with 10% or more ownership of the corporation, partnership, or joint venture (including persons who own 100%) are required to be disclosed with their full name and full address. All officers and directors are also required to be disclosed with their full name and full address.
PROJECT AND BID/PROPOSAL PREPARER INFORMATION

Project or Matter Being Bid: ____________

Bidder’s complete firm/company business information
Name: __________________________________________________________________________________
Business Address [No./Street] __________________________________________________________________________________
City / State / Zip Code __________________________________________________________________________________
Telephone Number __________________________________________________________________________________

Bidder’s email address
Email Address: __________________________________________________________________________________

STATEMENT OF RESIDENCY
(THE STATEMENT OF RESIDENCY PORTION OF THIS DOCUMENT IS NOT APPLICABLE IF THE SOLICITATION INDICATES FEDERAL FUNDS WILL BE USED)

TEX. GOV’T CODE §2252.001, §(4) defines a "Resident bidder" as 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.

TEX. GOV’T CODE §2252.001§ (3) defines a "Nonresident bidder" as a bidder who is not a resident in this state.

* Principal Place of Business in Texas means that the business entity:
  • has at least one permanent office located within the State of Texas, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted; and
  • has at least one employee who works in the Texas office.

Based on the definitions above, your business is a:

☐ TEXAS RESIDENT BIDDER
☐ NONRESIDENT BIDDER

If you are a Nonresident Bidder, does your home state have a statute giving preference to resident bidders? If so, you must attach a copy of the statute to this Document.

A copy of the State of ___________ statute is attached.

NOTE: The State of residency of a bidder is not used in the decision-making criteria for the award of contracts for projects receiving federal funding, whether in whole or in part.
OWNERSHIP INFORMATION FORM

FOR PROFIT ENTITY:

☐ SOLE PROPRIETORSHIP
☐ CORPORATION
☐ PARTNERSHIP
☐ LIMITED PARTNERSHIP
☐ JOINT VENTURE
☐ LIMITED LIABILITY COMPANY
☐ OTHER (specify in space below)

NON-PROFIT ENTITY:

☐ NON-PROFIT CORPORATION
☐ UNINCORPORATED ASSOCIATION

LISTING OF ADDRESSES

List all current and prior addresses where the bidder does/has done business or owns property (real estate and/or business personal property) in the city of Houston ("Houston") in the past 3 years from the date of submittal of this form. If within the past 3 years from the date of submitting this form, the bidder does not and has not done business and has not or does not own property (real estate and/or business personal property) in Houston, please state "None" on the first line below.

Address

Address

Address

ATTACH ADDITIONAL SHEETS AS NEEDED.
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<th>Name</th>
<th>Officer</th>
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**LISTING OF DIRECTORS OR MEMBERS**

LIST ALL DIRECTORS OF THE ENTITY, REGARDLESS OF THE AMOUNT OF OWNERSHIP (IF NONE STATE “NONE”)

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<th>Name</th>
<th>Director or Member</th>
<th>Address</th>
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OWNERSHIP INFORMATION FORM

DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS)

Bidders are required to disclose all owners of 10% or more of the Contracting Entity. For non-profit entities, please provide the complete information for the President, Vice-President, Secretary, and Treasurer.

**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: ________________________

**DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS) continued.**

**Owner(s) of 10% or More (IF NONE, STATE “NONE.”):**

Name: ________________________________

Business Address [No./Street] ____________________________________________________

City / State / Zip Code ____________________________________________________________

Telephone Number ________________________

Email Address: ________________________

Residence Address [No./Street] ____________________________________________________

City / State / Zip Code ____________________________________________________________

**Owner(s) of 10% or More (IF NONE, STATE “NONE.”):**

Name: ________________________________

Business Address [No./Street] ____________________________________________________

City / State / Zip Code ____________________________________________________________

Telephone Number ________________________

Email Address: ________________________

Residence Address [No./Street] ____________________________________________________

City / State / Zip Code ____________________________________________________________

**ATTACH ADDITIONAL SHEETS AS NEEDED.**
EXHIBIT A - Document 00455
OWNERSHIP INFORMATION FORM
RFQ # H37-IDES-2020-007  Project No. 209
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

OPTIONAL: TAX APPEAL INFORMATION

If the firm/company or an owner/officer is actively protesting, challenging, or appealing the accuracy and/or amount of taxes levied with a tax appraisal district, please provide the following information:

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<tr>
<th>Debtor (Firm or Owner Name):</th>
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<td>Tax Account Nos.:</td>
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<td>Case or File Nos.:</td>
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<td>Attorney/Agent Name:</td>
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<td>Attorney/Agent Phone No.:</td>
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<td>Tax Years:</td>
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If an appeal of taxes has been filed on behalf of your company, please include a copy of the official form receipted by the appropriate agency.

REQUIRED: UNSWORN DECLARATION

I certify that I am duly authorized to submit this form on behalf of the firm, that I am associated with the firm in the capacity noted below, and that I have personal knowledge of the accuracy of the information provided herein. I affirm that all the information contained herein is true and correct to the best of my knowledge. I understand that failure to submit accurate information with my submission may result in my submission being considered non-responsive and non-responsible.

Preparer's Signature ___________________________ Date __________

Printed name ___________________________

Title ___________________________

NOTE: This form constitutes a governmental record, as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record and falsification of a governmental record are crimes, punishable as provided in Section 37.10 of the Texas Penal Code.

00455-6
12/23/2019
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.
CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-e) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

1. Name of vendor 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Name of local government officer about whom the information is being disclosed.

   Name of Officer

4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

      [ ] Yes [ ] No

   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

      [ ] Yes [ ] No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6. [ ] Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7. Signature of vendor doing business with the governmental entity

   Date

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 11/30/2015
EXHIBIT B – 00457 CONFLICT OF INTEREST QUESTIONNAIRE
RFQ # H37-IDES-2020-007
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/html/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:
(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
(B) a transaction conducted at a price and subject to terms available to the public; or
(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:
(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that
(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor;
(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:
(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)
(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:
(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
(2) the date the vendor becomes aware:
(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
(B) that the vendor has given one or more gifts described by Subsection (a); or
(C) of a family relationship with a local government officer.
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.
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: ____________________________
**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 F– ATTACHMENT “A”: SCHEDULE OF M/WBE PARTICIPATION  
RFQ # H37-IDES-2020-007  
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

DATE OF REPORT: ________________________

BID NO.: ______________________________

FORMAL BID TITLE: ______________________

<table>
<thead>
<tr>
<th>NAME OF MINORITY/WOMEN SUBCONTRACTOR</th>
<th>OFFICE OF BUSINESS OPPORTUNITY CERTIFICATION NO.</th>
<th>STREET ADDRESS AND CITY, STATE, ZIP CODE</th>
<th>TELEPHONE NO.</th>
<th>SCOPE OF WORK</th>
<th>AGREE PRICE</th>
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TOTAL: ........................................... $__________

MWBE PARTICIPATION AMOUNT: ...................... $_______ %

TOTAL BID AMOUNT: ................................... $________
EXHIBIT F--ATTACHMENT “A” (CONTINUED): SCHEDULE OF M/WBE PARTICIPATION
RFQ # H37-IDES-2020-007
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

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).

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<th>Efforts</th>
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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.

Project No. 901
ECM SUMMARY SCO

BIDDER COMPANY NAME

SIGNATURE OF AUTHORIZED OFFICER OR AGENT OF BIDDER

NAME (TYPE OR PRINT)

TITLE
EXHIBIT F – Attachment “B”: M/WBE Letter Of Intent
RFQ # H37-IDES-2020-007
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

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)
Contractor shall insure that all subcontractors 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 form 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 be 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 F – Attachment “D”: Mayor’s Office of Business Opportunity M/WBE Utilization Report
RFQ # H37-IDES-2020-007
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

PROJECT NAME & NUMBER: ________________________________  AWARD DATE: ________________________________
PRIME CONTRACTOR: ________________________________  CONTRACT NO.: ________________________________
ADDRESS: ________________________________  CONTRACT AMOUNT: ________________________________
LIAISON/PHONE NO.: ________________________________  M/WBE GOAL: ________________________________

<table>
<thead>
<tr>
<th>M/WBE SUB/VENDOR NAME</th>
<th>DATE OF OBO CERTIFICATION</th>
<th>DATE OF SUBCONTRACT</th>
<th>SUBCONTRACT AMOUNT</th>
<th>% OF TOTAL CONTRACT</th>
<th>AMOUNT PAID TO DATE</th>
<th>% OF CONTRACT TO DATE</th>
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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: Marsha Murray 832.393.0600
611 Walker, 7th Floor
Houston, Texas 77002
EXHIBIT G – RESOLUTION OF CONTRACTOR
RFQ # H37-IDES-2020-007
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

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
LIST OF PROPOSED SUBCONTRACTORS AND SUPPLIERS

<table>
<thead>
<tr>
<th>NAICS (6 digits)</th>
<th>SUBCONTRACTOR OR SUPPLIER (INCLUDE “MWSBE”, “PDBE”, “DBE”, OR “HUB” DESIGNATION)²</th>
<th>ADDRESS</th>
<th>SCOPE OF WORK²</th>
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NOTES:
1. RETURN FOR ALL PROJECTS AS REQUIRED IN DOCUMENT 00800 – SUPPLEMENTARY CONDITIONS. RETURN WITHIN THE SPECIFIED NUMBER OF DAYS AFTER RECEIPT OF NOTICE OF INTENT TO AWARD
2. DESIGNATE FIRMS CERTIFIED BY THE CITY OFFICE OF BUSINESS OPPORTUNITY ON THIS FORM.
3. DESCRIBE THE WORK TO BE PERFORMED, FOR WHICH THE FIRM IS CERTIFIED, SUCH AS “PAVING”, “ELECTRICAL”, ETC.
4. CONTRACTOR SHALL EXECUTE CONTRACTS WITH APPROVED SUBCONTRACTORS AND SUPPLIERS WITHIN 30 DAYS AFTER THE DATE OF THE NOTICE TO PROCEED. COPIES OF CONTRACTS WITH DESIGNNATED FIRMS MUST BE SENT TO THE OFFICE OF BUSINESS OPPORTUNITY.

SIGNATURE: __________________________  COMPANY NAME: __________________________

NAME: __________________________  TITLE: __________________________

(Type or Print)

00600-1
07-01-2013
## EXHIBIT H – 00600 LIST OF PROPOSED SUBS
RFQ # H37-IDES-2020-007
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

Document 00600

Continuation Page

**PROJECT NAME:** [Legal Project Name]

**DATE OF REPORT:**

**PROJECT NO.:** [WBS No.]

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<th>NAICS (6 digits)</th>
<th>SUBCONTRACTOR OR SUPPLIER (INCLUDE “MWSBE”, “PDBE”, “DBE”, OR “HUB” DESIGNATION)²</th>
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**SIGNATURE:** __________________________  **COMPANY NAME:** __________________________

**NAME:** __________________________

(Type or Print)  **TITLE:** __________________________

END OF DOCUMENT

00600-1
07-01-2013
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.


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
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
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
CERTIFICATE OF LIABILITY INSURANCE

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(s) 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).

**COVERAGES**

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.

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>EXCEPTED LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
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<tr>
<td>Employers Liability (Comprehensive)</td>
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<td></td>
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<tr>
<td>Workers' Compensation and Employers' Liability</td>
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<td></td>
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<tr>
<td>Automobile Liability</td>
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</tbody>
</table>

**CERTIFICATE HOLDER**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Authorized Representative

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ACORD 25 (2010)05

The ACORD name and logo are registered marks of ACORD
City of Houston
Certification of Compliance with
Pay or Play Program

Contractor Name: ____________________________ (Contractor/Subcontractor) ____________________________ (Amount of Contract)

Contractor Address: ____________________________

Project No.: [GFS/IP/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 contractor labor is utilized the Contractor/Subcontractor agrees to report hours worked by the independent contractor 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.
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, or Both:

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.

<table>
<thead>
<tr>
<th>*Estimated Number of:</th>
<th>Prime Contractor</th>
<th>Sub-Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Employees on City Job</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered Employees</td>
<td></td>
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<tr>
<td>Non-Covered Employees</td>
<td></td>
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<tr>
<td>Exempt Employees</td>
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</tbody>
</table>

*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
# City of Houston Pay or Play Program List of Subcontractors

<table>
<thead>
<tr>
<th>Prime Contractor:</th>
<th>POP Contact Person:</th>
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</table>

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

<table>
<thead>
<tr>
<th>Subcontractor Name</th>
<th>Supplier Y/N?</th>
<th>Amount of Subcontract</th>
<th>Pay</th>
<th>Both (Pay and Play)</th>
<th>N/A</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email Address</th>
<th>Mailing Address</th>
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</table>

*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 subcontractors 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 costs 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
Name & Signature

Document 00631 OBO 7/3/2012
EXHIBIT O - 00632 CERTIFICATION BY PROFESSIONAL SERVICE PROVIDER
RFQ # H37-IDES-2020-007
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

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
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
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

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION/TITLE</th>
<th>MAILING ADDRESS</th>
<th>PHONE NUMBER</th>
<th>FAX NUMBER</th>
<th>EMAIL ADDRESS</th>
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</table>

EXHIBIT Q - CONTACT DIRECTORY FORM
RFQ # H37-IDES-2020-007
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES
ATTACHMENT A
SCOPE OF SERVICES
RFQ # H37-IDES-2020-007
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

SCOPE OF SERVICES
INFRASTRUCTURE DIVISION EXTENSION OF STAFF (IDES) SERVICES

Attached Separately
SAMPLE CONTRACT – SUBJECT TO CHANGE

Attached Separately
The following must be completed and submitted with each Submittal

<table>
<thead>
<tr>
<th>Item #</th>
<th>REQUIRED SUBMITTAL</th>
<th>Check (√)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Table of Contents</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Team Introduction Letter</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SECTION 1 – Transmittal Letter</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SECTION 2 – Description of Firm</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>SECTION 3 – Executive Summary</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>SECTION 4 – Project Management Approach And Understanding Of Ides Requirements</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>SECTION 5 – Project Schedule</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>SECTION 6 – Organization And Management</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>SECTION 7 – Firm Project Experience</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>SECTION 8 – Individual Project Experience</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>SECTION 9 – Key Personnel</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>SECTION 10 – Sub-Consultants</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>SECTION 11 – Respondent’s Track Record And Experience</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>SECTION 12 – Other City Ordinances, Policies and Executive Orders (Items 16-27)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>PART VII – City Required Documents (EXHIBITS A – J, and X)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>EXHIBIT A – 00455 Ownership Information Form</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>EXHIBIT B – 00457 Conflict of Interest Questionnaire</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>EXHIBIT C – 00460 Pay or Play Acknowledgement Form</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>EXHIBIT D – 00480 Reference Verification Form</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>EXHIBIT E – 00481 Anti-Collusion Statement</td>
<td></td>
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<tr>
<td>21</td>
<td>EXHIBIT F – Attachment “A”: Schedule of M/WBE Participation</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>EXHIBIT F – Attachment “B”: M/WBE Letter Of Intent</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>EXHIBIT F – Attachment “C”: Certified M/WBE Subcontract Terms</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>EXHIBIT F – Attachment “D”: Mayor’s Office of Business Opportunity M/WBE Utilization Report</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>EXHIBIT Q – Contact Directory Form</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>SECTION 13 – Financials (To be submitted in separate sealed envelope)</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>SECTION 14 – Computer Aided Design and Drafting (CADD) and Building Information Model (BIM) Requirements</td>
<td></td>
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<tr>
<td>28</td>
<td>SECTION 15 – Additional Information (If any)</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>ATTACHMENT C - Required Submittal Checklist</td>
<td></td>
</tr>
</tbody>
</table>