



**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**DESIGN AND CONSTRUCTION SERVICES**  
**NEW FIRE STATION #4**  
**(STEP ONE)**

March 4, 2019

Bexar County Emergency Services District 10  
6658 East Houston Street  
San Antonio, Texas 78220  
(210) 661-3144

## REQUEST FOR QUALIFICATIONS

### FOR

#### DESIGN AND CONSTRUCTION SERVICES FOR NEW FIRE STATION #4

The Bexar County Emergency Services District No. 10 (“District”) is seeking a Design-Build team on the basis of qualifications and other established criteria set out in this solicitation for the design and construction of a new fire station to be located in east Bexar County, Texas. This procurement will comply with applicable policies and State of Texas law, including Texas Government Code Title 10, Subtitle F, Chapter 2269, Subchapter G: Building Using Design-Build Method. The District will select the successful Design Build team that offers the best value based on the published Evaluation Criteria and ranking.

The Design-Build contract will be awarded to a single entity following a two-step process using qualifications statements and responses to additional information and optional interviews. Step 1, Request for Qualifications (RFQ), will result in the District qualifying up to a maximum of five (5) teams who will be invited to participate in Step 2. Step 2 will consist of a Request for Proposals for additional information as determined by the District. Resulting from evaluations of written responses, interviews, and final ranking, the District will begin contract negotiations with the top ranked firm.

The project budget is approximately \$1.4M, which will be confirmed during negotiations with the selected Design-Build team.

The Design Criteria will be provided to all Shortlisted Finalists in Step 2, which shall consist of Identification of all Authorities Having Jurisdiction and required approvals, applicable Codes, narratives of desired design criteria and finishes, Program of Spaces, a Conceptual Floor Plan and Conceptual Site Plan, and a Preliminary Project Schedule.

The District is looking for a Design Build team who is a highly skilled and experienced project team comprised of seasoned, well-rounded team members with related design-build experience with fire stations and other similar emergency services facilities.

It is the express intent to the District that each Response submitted be: comprehensive, prepared in good faith, present a reasonable likelihood to be developed, built, and become fully operational in a reasonable length of time, and its development, design, and construction to be in full compliance with applicable laws, rules, regulations, court orders, standards, and ordinances. Acceptance of any Response is expressly conditioned upon funding of the Project after approval of all documents by the District or the District’s Designee. Acceptance of any Response is not acquiescence of an agreement with any term or condition set forth in the Response or any proposed documents included in, or referenced by, the Response.

## Project Site

All work associated with this RFQ is located on a single 2.74 acre property owned by the Bexar County Emergency Services District No. 10. The property is located near the intersection of State Highway 181 and Loop 1604 and is situated within the jurisdictional authority of the City of Elmendorf in east Bexar County, Texas.



## Project Scope

The project consists of the design and construction of a new fire station. The conceptual plan for the facility consists of approximately 6,900 net square feet of programmed spaces and approximately 8,400 gross square feet of foundation area. The successful respondent shall provide all professional design and construction services related to the project, including architectural, civil engineering, structural engineering, mechanical engineering, electrical engineering, landscape design, interior furnishings and equipment procurement, and construction of all project elements.

The design shall include all systems necessary to provide a functioning fire station, including but not limited to extension of site utilities to the project site, paving design, landscape and site element design, foundation and structural framing design, interior and exterior finish selections, building envelope design, mechanical and plumbing systems design, electrical power and lighting design, special systems and telecommunication design, and design of other elements necessary to provide a functioning fire station.

A Geotechnical Report with foundation and paving recommendations, as well as a complete Land Survey with boundaries, grades, and location of existing trees is being completed by the Owner under separate contract and will be provided to respondents selected to participate in the second

It is anticipated that the Design of the new fire station will take approximately 3 months, and Construction will take approximately 8 months.

## **Pre-Proposal Meeting and Site Visit**

A Pre-Proposal Meeting and Site Visit is not scheduled for Step 1; however a Pre-Proposal Meeting and Site Visit will be conducted for respondents invited to participate in the Step 2 RFP process at a time and date to be provided with the Step 2 RFP documents. Respondent's participating in the Step 1 process may visit the site location; however access into the site is strictly prohibited without exception.

## **Instructions and Requirements for Responses**

Each respondent must submit a full and complete response to each of the items stated in the Evaluation Criteria and fully comply with all applicable requirements of this Solicitation. **No price or cost information is to be included.** Such information will be solicited from firms qualified by the District to participate in step two of the selection process.

Interested respondents are invited to submit one (1) original and (4) copies, and one (1) USB flash drive or CD-Rom disc containing their Step 1 submission in a single, searchable PDF documents.

To the extent permitted by law, all documents pertaining to this Solicitation will be kept confidential until the contract is awarded. No information about any submission shall be released to the public until the process is complete and a contract has been awarded. The District is under no obligation to return submissions. If documents are submitted that are confidential they will need to be clearly identified as confidential.

It is the sole responsibility of the Design-Build team to ensure that its submission reaches the identified location for receipt of submissions no later than the submittal deadline. The respondent is cautioned that it is responsible for delivery to the indicated address; therefore, if a submission is delivered by an express mail carrier or other similar means, it is the respondent's responsibility to ensure delivery to the indicated address. The District is not responsible for deliveries made to any place other than the indicated address.

Responses to this RFQ must be signed by a person authorized to bind the entity responding to this Solicitation, and proof of this authority must be included in the response. Responses must contain a letter or other clear evidence of such authority, and all other information requested or required by this Solicitation, or as determined by the District. All responses must be delivered in sealed wrappings.

All costs incurred in preparation of the submission shall be wholly born by the interested consultant.

Sealed Responses shall be mailed or delivered to:

Robert Hogan, Fire Chief  
Bexar County Emergency Services District 10  
6658 East Houston  
San Antonio, Texas 78220

All submissions must be received by email prior to 2:00pm local time on **Monday, March 18, 2019** and shall be labeled with the title of this RFQ, the due date and time, and the name and address of the respondent. Any submission received after the deadline will not be considered.

## Evaluation Criteria - Step 1 Qualification Submissions

This Request for Qualifications is available by contacting:

Robert Hogan  
 Fire Chief  
 Bexar County Emergency Services District 10  
 6658 East Houston  
 San Antonio, Texas 78220  
[rhogan@bcesd10.org](mailto:rhogan@bcesd10.org)

The Qualifications Submissions received will be reviewed, evaluated, and ranked by the District, and/or its designees, based upon the following evaluation criteria and weighting factors. If a Respondent is unable to provide qualifications responsive to each of the criteria listed below, the District reserves the right to deem the response incomplete and disqualify the submission from consideration. No other criteria or factors will be considered in Step 1.

Only the information included in the Responses to this Solicitation will be used to rank and select a shortlist of Finalists who will then be offered the opportunity to submit additional information and potentially to interview. The District will select no more than five (5) qualified Respondents (the "Finalists") to submit responses to additional information in Step 2. The District, at its option, may request an interview with the Finalists.

1	PRIOR DESIGN-BUILD EXPERIENCE WITH PROJECTS OF SIMILAR SIZE, SCOPE, AND SCALE Demonstrates adequate prior experience on projects of similar size, scope, and scale using the Design-Build delivery method.	15 Points
2	ORGANIZATIONAL PLAN AND PROJECT APPROACH Provide evidence of the technical competence in scheduling, reporting, project controls, and quality control, including the team's safety record and policies for similar projects. Provides evidence of the capabilities and methodology in planning, staging, and delivery of recent Design-Build projects.	25 Points
3	CAPABILITY/CAPACITY OF PERSONNEL TO PERFORM A DESIGN-BUILD PROJECT OF THIS SCOPE AND SCALE Provides evidence of the team's proposed personnel directly assigned to this project, and their ability to work to the District's mission and goals.	20 Points
4	CAPABILITY/CAPACITY OF SUBCONSULTANTS TO PERFORM A DESIGN-BUILD PROJECT OF THIS SCOPE AND SCALE Provides evidence of the team's subconsultant's ability to work to the District's mission and goals.	10 Points
5	REFERENCES References provide positive feedback regarding past performance on projects listed.	5 Points
6	VENDOR QUESTIONNAIRE/TEAM PROFILE Provides proof of insurance, financial and legal stability, and letter of surety from bonding company for projects of similar scope and scale	Yes/No
7	FINANCIAL CAPACITY	Yes/No
	TOTAL	100 Points

## **Statement of Qualifications (SOQ) Contents**

In order to expedite the evaluation of qualifications, SOQ Responses will be organized in the sequence provided below. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of the proposal.

### **1) Vendor Information Questionnaire and Certification Sheet**

Complete and submit the Vendor Information Questionnaire and Certification Sheet, Attachment "A."

Provide sufficient documentation of Respondent's legal name and entity status signed by an authorized representative of the Respondent which clearly indicates not only the legal name and entity status, but also the capacity and authority of the person signing on behalf of the Respondent. Accordingly, a partnership/joint venture must file its partnership/joint venture agreement; a corporation must file its articles and bylaws; a limited liability company must file its certificate of organization and article of organization and regulations; and, a limited partnership must file not only a limited partnership agreement and the certificate of limited partnership, but also the documentation for its general partner. Respondent must file a copy of any assumed name certificate, or such limited portion of such documents reasonably establishing signature authority, as applicable.

### **2) Prime Firm/Team Profile**

- Firm/Team name, address for local and home offices, telephone and fax numbers, and website URL's.
- Year the Firm/Team was established under the current name and type of organization. List all former names under which the Firm/Team has operated.
- List the Firm/Team's owners, principals, and officers. Identify the principal-in-charge for the project and provide his/her contact information.
- Indicate the total number of full-time staff to be assigned to this engagement. List by discipline and indicate how many are licensed (architects, engineers, construction administrators, etc.)
- List professional services provided by the Firm/Team.
- Outline any judgments, claims, mediation/arbitration proceedings, and/or lawsuits against the Firm/Team or its officers pertaining to similar services, in the past five (5) years and/or outstanding.
- Describe the Firm/Team's special qualifications, achievements, expertise, or any other relevant information applicable to the scope of services.
- Provide a summary of Experience Modification Rate (EMR) for the last three (3) years, as well as a summary of your company's safety policies and procedures.
- Provide proof of insurance as required by this RFQ.

### **3) Prime Firm/Team's Design-Build Experience**

- Provide five (5) design-build project examples performed by the Firm/Team for public/municipal clients in the past ten (10) years.
- Show one (1) design-build project per page, including the following information: project name, location, client name, Firm/Team's role, year design started, initial project construction budget, final project construction cost, initial substantial completion date, final completion date, main consultants and staff members, and name of any subcontractors being considered for this project.
- Describe any experience designing/building emergency services facilities, especially fire stations.

- Highlight relevant project features and indicate if the project won any design, planning, or construction awards and/or sustainable certifications. Include graphics and/or images, at the Firm/Team's discretion, limiting one project per page.

#### **4) Organizational Plan and Project Approach**

- Provide a proposed Team Organizational Chart. Identify prime and consultant's resources. Identify key personnel.
- Describe the firm's philosophy, strategy, and approach to the design and construction of municipal projects.
- Address how the proposed organization will accomplish quality and timely deliverables, design and construct scope within budget, project team collaboration, safety, use of sustainable materials and principles, estimating, scheduling, cost controls, construction, post-construction, and other critical components of a successful project.
- Include graphics and/or images, at the Firm/Team's discretion.
- State if sole firms, joint ventures/partnerships, or prime and subconsultant teams. Clearly indicate past experience working together in any capacity.
- This section should also address the following:
  - Cost Control:
    - Describe Firm/Team's typical cost estimating methods during pre-construction and construction phases.
    - Describe Firm/Team's methodology for working with the Owner and their Architect to deliver the project within budget.
    - Describe typical cost control methods during construction.
    - Describe the means of procuring subcontracts, scope confirmation, amounts, and ensuring proper payment.
    - Provide a sample cost estimate used to establish a contact amount from any project utilized in this response. Respondent must redact any visible costs associated with this document.
  - Schedule Control
    - Describe Firm/Team's typical scheduling methods during pre-construction and construction phases.
    - Describe typical schedule control methods during construction.
    - Give examples of how the Firm/Team assured timely completion of other projects, including methods for schedule recovery, if necessary. From the projects included with this response, provide examples of how these techniques were used including specific scheduling challenges or requirements and actual solutions.
    - Describe the Firm/Team's experience with using CPM scheduling. From the projects included with this response, provide one (1) sample of the monthly schedule reports, including identified milestones and schedule recovery plans.

#### **5) Personnel**

- Provide qualifications/resumes of all Firm/Team's personnel identified in the Team Organization Chart and to be assigned to the project, including overall experience, municipal experience, and

prior experience in proposed role, registrations, certifications, and years with the Firm. Indicate experience of the proposed personnel working as a team on previous municipal projects.

- Provide a statement at the end of this section delineating the Firm's commitment to maintaining the proposed team, per the Organizational Chart, for the duration of the project.
- At a minimum, provide a full resume including the educational, professional, and work related history of the following personnel:
  1. Firm/Team's highest ranking officer, or highest ranking officer with direct oversight of this project, whichever is more relevant.
  2. The highest ranking officer of each Respondent's key team members (if any).
  3. Proposed Design lead for each discipline.
  4. Proposed Project Manager for each discipline and the Contractor.
  5. Proposed Project Superintendent.
  6. Provide a very brief summary of any appropriate factors about the qualification of Firm/Team or Firm/Team's members that you believe are relevant to the consideration of you and your team members qualification for the Project, that has not been disclosed in answer to the questions or requests listed above.

## **6) Consultant Services**

Describe any prior experience working with your proposed consultants and delineate their own municipal project specific experience. Provide relevant qualifications for each key personnel for each consultant identified in the Team Organizational Chart and to be assigned to the Project, including overall experience, municipal experience, and prior experience in their proposed role, registrations, certifications, and years with the firm. This applies to major engineering disciplines as well as any proposed specialized consultants.

## **7) References**

List one reference for each project included under Prime Firm/Team's Design-Build Experience. The reference must have been employed by the Owner. Indicate the person's name, client's name, title at the time the project was ongoing, current telephone number, and email address.

## **8) Financial Capacity - Provide in a Separately Sealed Envelope**

- Include the Firm's three most recent audited financial statements including the organization's latest balance sheet and income statement. If audited financial statements are not available, include a letter from the Firm's certified public accountant verifying how the financial statements were prepared.
- Indicate whether the Firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution.

This constitutes the completion of all information requested in Step 1 of this process. Information to be requested and a schedule of events for Step 2 will be provided to all selected Finalists by the District at a later date.



**SPECIAL PROVISIONS AND REQUIREMENTS:**

**“Waiver by Responding Design-Build Firms (“Respondent” or “Respondents”): BY SUMITTING A STATEMENT OF QUALIFICATIONS AND/OR A PROPOSAL (INDIVIDUALLY AND COLLECTIVELY REFERRED TO AS “RESPONSE”), THE RESPONDENT AGREES TO AND HEREBY WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE BEXAR COUNTY EMERGENCY SERVICES DISTRICT 10, AND ITS TRUSTEES, EMPLOYEES, COMMISSIONERS, COMMITTEE MEMBERS, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY RESPONSE; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, THE RFQ, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY RESPONSE OR ANY PART OF ANY RESPONSE; (4) WAIVER BY THE BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 10 OF ANY TECHNICALITIES IN THE RFQ PACKAGE OR ANY RESPONSE; (5) WAIVER OR CHANGE IN ANY NON-MATERIAL PROVISION OF THE RFQ SOLICITATION PACKAGE OR MATERIALS THAT DO NOT ADVERSLEY AND SPECIFICALLY AFFECT THE PERVIOUSLY SUBMITTED RESPONSE; AND/OR (6) THE AWARD OF A CONTRACT, IF ANY.”**

The District reserves the right to reject any or all responses, to waive any irregularities and/or technicalities in response received, or award a part but not all of the work involved on the Project(s). The District, in its sole discretion, will determine whether any or all of the responses are responsive and reserves the right to make a determination as to whether any one or more Respondents are qualified.

The submission of a response to this RFQ is an offer by the Respondent to participate in further processes of response, evaluation, and selection only and does not constitute a contract. There will be no contractual obligations on the part of the District to any Respondent, nor will any Respondent have any property interest or other right in the contract unless and until all terms of the contract have been agreed upon by the District, including, without limitation, the cost of the services; all provisions of the contract have been negotiated to the satisfaction of the District; the contract is unconditionally signed by the District and the selected Respondent; the contract is delivered by all parties; and all conditions to be fulfilled by the Respondent prior to contracting have either been fulfilled by the Respondent or waived in the writing by the District.

**Restricted and Prohibited Communications:**

During the period between the date the District issues this RFQ and the selection of the Design-Build Firm who is awarded a contract by the District, if any, respondents shall restrict all contact with the District and direct all questions regarding this RFQ, the Respondent’s response, the interviews, the solicitation process, or any other matter regarding the solicitation, including questions regarding terms and conditions, only to the District’s Representative specified above or to McCall & Associates-AIA-Architects. **Do not contact members of the Board of Commissioners or other employees of the Bexar County Emergency Services District 10. Contact with any of these individuals after issuance of the RFQ and before selection of a Design-Build Firm is made, may result in disqualification of your response.**

The communications prohibition shall terminate when the contract is recommended by the administration, considered by the Board of Commissioners at a noticed public meeting, and a contract has been awarded. In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed. Additionally, during the time period between the award by the Board of Commissioners and the execution of the contract, the Respondent shall not engage in any prohibited communications as described in this section.

Prohibited communications include direct contract, discussion, or promotion of the Respondent's response with any member of the District's Board of Commissioners or employees other than communications with the District's designated representative as set forth in this RFQ and only in the course of inquiries, briefing, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Respondents, assure that decisions are made in public, and to protect the integrity of the solicitation process. Except as provided in the above stated exceptions, the following communications regarding a particular solicitation are prohibited:

- Communications between a potential Respondent, vendor, service provider, bidder, Offeror, lobbyist or consultant and any member of the District's Board of Commissioners;
- Communications between any Commissioner and any member of a selection or evaluation committee; and
- Communications between any Commissioner and administrator or employee.

The communications prohibition shall not apply to the following:

- Communications with the District's Representative and/or Architect specifically named and authorized to conduct and receive such communications under this RFQ, or upon the request of the District, with the District's legal counsel.

Nothing contained herein shall prohibit any person or entity from publicly addressing the District's Board of Commissioners during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFQ or in connection with a presentation requested by the District's Representatives.

**Note: Texas Public Information Act:** During the course of the selection process, the responses submitted by Respondents are exempt from disclosure to the public under the Texas Public Information Act. However, upon the award of the contract, if any, or the rejection of the responses, the responses and all information submitted to the District will become a public record; and therefore, subject to disclosure to any person who makes a proper request for review of the documents. Some of the information you may provide in your response may contain commercial or financial information which is privileged or confidential by statute, or which you feel may cause substantial competitive harm to your business if disclosed by the District to a third-party even after the award. You may be entitled to protect this information at the time the request is made for disclosure; however, you will need to consult your legal counsel to assure that this kind of information, if included in your response, is properly marked as confidential prior to submission. Wholesale marking of your entire proposal "Confidential" or "Proprietary" will not be effective.

#### Addenda:

Any changes resulting from questions submitted affecting the scope of work, or which may require an extension of the solicitation due date will be reduced to writing in the form of an addendum to this solicitation. Addenda will be issued via email to all Respondent's who have requested a copy of this solicitation from the District's identified representative and provided sufficient contact information.

#### Taxpayer Identification Form:

Prior to the execution of a contract for these services, the selected Firm will complete a Request for Taxpayer Identification Number and Certification Form (IRS Form W-9). The District will not make payment against the contract until it has received the properly completed form.

The Design-Build Firm will invoice the District for services rendered accompanied by the District's required documentation. This District's representative and appropriate staff and/or Board of Commissioners must approve payments.

#### Certificate of Interested Parties:

A contract greater than \$50,000 requires the vendor to electronically create a Certificate of Interested Parties Form 1295 through the Texas Ethics Commission (TEC) website ([https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)) and submit a signed copy of the form to the District prior to award of the contract. A contract, including District-issued purchase order, will not be enforceable or legally binding until the District receives and acknowledges receipt of the properly completed Form 1295 from the vendor.

#### Prohibition on Contracts with Companies Boycotting Israel:

Pursuant to Chapter 2270 and 808, Texas Government Code, the Firm certifies that it is not ineligible to receive the award of or payments under the Agreement and acknowledges that the Agreement may be terminated and payment withheld if this certification is inaccurate. Failure to meet or maintain the requirements under this provision will be considered a material breach.

#### 2252 Compliance:

Section 2252 of the Texas Government Code restricts the District from contracting with companies that do business with Iran, Sudan, or a foreign terrorist organization. The firm hereby certifies that it is not ineligible to receive the award of or payments under this Agreement. Failure to meet or maintain the requirements under this provision will be considered a material breach.

Payment and Performance Bonds:

Payment and performance bonds as required by Texas law will be required from the selected Design Builder in the amount of the Guaranteed Maximum Price, less the portion of the Guaranteed Maximum Price attributable to the design services only. The successful Design Builder must deliver the performance and payment bonds to the District not later than the 5<sup>th</sup> day after the contract is awarded, or by the date specified by the District, but prior to construction.

Insurance:

The successful respondent must provide liability insurance covering its activities in the coverage amount of not less than \$2,000,000 per occurrence and \$10,000,000 aggregate, with the aggregate applying to this Project only. The District must be named as an additional insured. The successful respondent must provide builder's risk / property insurance for the Project in the amount of the full contract sum. The District must be named as an additional loss payee on the insurance. The successful respondent must provide workers compensation insurance for its employees. Automobile liability insurance must be provided for all motor vehicles involved in the Project in the amount of \$1,000,000 per single limit for bodily injury and property damage, with an umbrella coverage in an amount not less than \$3,000,000.

Professional Liability Insurance:

The Design Builder must be covered by professional liability insurance in a coverage amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

For services performed on Owner's premises, Design Builder shall furnish to the Owner Certificates of Insurance as set forth below prior to the commencement of any work hereunder and shall maintain such coverage during the full term of the Agreement.	
Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Comprehensive General Liability	\$1,000,000 each occurrence \$2,000,000 aggregate
Comprehensive Auto Liability	\$1,000,000 each person
Bodily Injury	\$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
Professional Liability	\$2,000,000 aggregate
Builders' Risk Insurance	Design Builder shall maintain Builder's Risk Insurance or Installation Insurance on all risk physical loss form in the Contract Amount. Coverage shall continue until the Work is accepted by the Owner. Owner shall be a loss payee on the policy. If off-site storage is utilized, coverage shall include transit and storage in an amount sufficient to protect property being transported or stored.

Design Criteria Package:

The Design Criteria Package will be provided to all Shortlisted/Finalists in the Step 2 RFP documentation. Respondents must not include detailed engineering or architectural designs as part of its response. Respondents are encouraged to include conceptual drawings and illustrations in their Step 2 proposals, to assist the District, and its designees, in evaluating the Proposal.

Conflict of Interest:

The District may not accept a proposal or award a contract with a firm who is currently under contract or who has received compensation to participate in preparing the specifications or any other work for which this Design-Build Solicitation is based. The District will be conducting a thorough review of the participants of each proposed team, and their potential conflicts as part of the evaluation process. Participants found to be in conflict must be replaced upon the request of the District.

Prevailing Wage Rates:

Workers on the Project shall be paid not less than wage rates, including fringe benefits, as published by the Department of Labor (DOL) for Building Construction and Heavy and Highway Trades "As Applicable."

Exceptions of Exclusions:

Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of your response. If exceptions are taken to any information contained in this Solicitation, this must be clearly indicated and a full explanation given for each exception. It is required that the Response enumerate the specific items the Firm wishes to amend or delete and suggest alternative means of providing the information requested for consideration by the District and their legal counsel.

Exhibits and Attachments:

All exhibits and attachments are included in this Solicitation are incorporated herein for all purposes.

Inquiries and Other Information:

All questions and other communication from Firms will be permissible until 5:00PM, seven calendar days from the indicated deadline for submission of Responses. All questions, clarifications, or requests for general information are to be directed to the following point of contact:

Robert Hogan  
Fire Chief  
Bexar County Emergency Services District 10  
6658 East Houston  
San Antonio, Texas 78220  
[rhogan@bcesd10.org](mailto:rhogan@bcesd10.org)

Anticipated Solicitation Schedule:

- March 4, 2019: Advertise, mail, or email Request for Qualifications (RFQ)
- March 11, 2019: Deadline for receipt of questions, clarifications, or requests for general information (5:00PM)
- March 18, 2019: Deadline for receipt of Responses to the Request for Qualifications (2:00PM)
- March 22, 2019: Complete evaluation of received RFQ Responses
- March 25, 2019: Notify not more than five (5) respondents they have been selected to participate in the Step 2 RFP process

**VENDOR INFORMATION QUESTIONNAIRE AND CERTIFICATION SHEET  
ATTACHMENT "A"**

In order for a bid to be considered, the following information must be provided.

**FAILURE TO COMPLETE MAY RESULT IN DISQUALIFICATION**

Company Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_  
 In business under present name \_\_\_\_\_ years and \_\_\_\_\_ months

**COMPLETE THE APPROPRIATE SECTION BELOW:**

<b><u>RESIDENT BIDDER</u></b>
<p><b><u>"Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.</u></b></p> <p><b>I CERTIFY THAT MY COMPANY IS A "RESIDENT BIDDER":</b></p> <p>MR. MRS. MS. _____</p> <p>(Circle One) <span style="margin-left: 150px;">NAME (PLEASE PRINT)</span></p> <p>POSITION _____</p> <p>SIGNATURE _____ DATE _____</p>

OR

<b><u>NONRESIDENT BIDDER</u></b>
<p>"Nonresident bidder" refers to a person who is not a resident.</p> <p>IF YOU QUALIFY AS A "nonresident bidder", you must furnish the following information:</p> <p>What is your resident state? (The state your principal place of business is located.) _____</p> <p>Does your "residence state" require bidders whose principal place of business is in Texas to underbid vendors whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence state" means the state in which the principal place of business is located.</p> <p>YES _____ NO _____ If "YES", What is that amount or percentage? _____ %</p> <p><b>I CERTIFY THAT MY COMPANY IS A "NONRESIDENT BIDDER" AND THE ABOVE INFORMATION IS TRUE AND CORRECT:</b></p> <p>MR. MRS. MS. _____</p> <p>(Circle One) <span style="margin-left: 150px;">NAME (PLEASE PRINT)</span></p> <p>POSITION _____</p> <p>SIGNATURE _____ DATE _____</p>

Name of Company:	
Primary/Principal Office Address:	
Telephone Number:	
Email Address:	
DUNS Number (if applicable):	

Form of Ownership (check one):

- Corporation, State incorporated/Registered \_\_\_\_\_ / Date Incorporated/Registered \_\_\_\_\_
- LLC
- Joint Venture
- Partnership: If Partnership, select one of the following ( ) Limited or ( ) General
- Individual

Company has been in business since \_\_\_\_\_

List of Partners, Principals, Corporate Officers, or Owners:

Name	Title

List of Corporate Directors

Name	Title

- Have you had any contracts terminated for default or other performance reasons?  Yes  No  
If yes, explain: \_\_\_\_\_
- Has your company been convicted of a criminal offense involving fraud, theft, bribery, kickbacks, or unlawful gifts to a public official?  Yes  No
- If yes, has the conviction occurred within three (3) years immediately preceding either the date of submission of a bid/proposal, or the date of award of the contract?  Yes  No  
If yes, explain: \_\_\_\_\_



4. Is your company involved in pending investigation or criminal prosecution of a criminal offense involving fraud, theft, bribery, kickbacks, or unlawful gifts to a public official?  Yes  No  
If yes, explain: \_\_\_\_\_
5. Does your company have pending claims, investigations, or civil litigation involving allegations of fraud, misrepresentation, or conversion?  Yes  No  
If yes, explain: \_\_\_\_\_
6. Does your company have previous final judgments against the District for breach of contract, fraud misrepresentation, or conversion?  Yes  No  
If yes, explain: \_\_\_\_\_
7. Has your company failed to timely pay/remit sales tax, property tax, or other payments to the City of San Antonio, City of Elmdorf, or Bexar County?  Yes  No  
If yes, explain: \_\_\_\_\_
8. Has your company refused to execute a contract following an award by the District?  Yes  No  
If yes, explain: \_\_\_\_\_
9. Has your company violated the anti-lobbying provisions in a current or previous District procurement process by making contact with a member of the District or their designees prior to the award of contract?  Yes  No  
If yes, explain: \_\_\_\_\_
10. Has your company furnished unauthorized substitutions of materials not meeting contract specifications in a current or previous contract with any municipal entity?  Yes  No  
If yes, explain: \_\_\_\_\_

I, \_\_\_\_\_, as \_\_\_\_\_  
 Name of Individual Title & Authority

of \_\_\_\_\_, declare under oath that the  
 Company Name

above Statements, including any supplemental responses attached hereto, are true and correct, and that the representations made herein are accurate to the best of my knowledge and are based upon a diligent search of records. I further acknowledge that any failure to conduct a diligent search or to make a full and complete disclosure may result in cancellation of my contract by the Bexar County Emergency Services District No. 10, and possible debarment.

\_\_\_\_\_  
 Signature

THIS FORM MUST BE SUBMITTED WITH YOUR BID/PROPOSAL