



## CITY OF SAN ANTONIO

### REQUEST FOR QUALIFICATIONS (RFQ)

### DESIGN-BUILD SERVICES FOR NEW PARKING STRUCTURE AND GROUND TRANSPORTATION CENTER (GTC) RFQ: 2025-012 | WBS: 33-03350-01

**Release Date: November 08, 2024**

**Proposals Due: January 7, 2025, at 10:00 AM Central Time (CT)**

**This solicitation has been identified as High-Profile.**

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#### **PROHIBITED CAMPAIGN CONTRIBUTIONS**

**Prohibition against Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts.** Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections beginning on the \*10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council ("blackout" period):

1. Any individual seeking a high-profile contract;
2. Any owner, officer, officer of board, executive committee member, and general board member of an entity seeking a high-profile contract;
3. The legal signatory of the high-profile contract;
4. Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
5. Sub-consultants hired or retained to provide services under the high-profile contract;
6. Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection; and
7. Any corporate political action committee (PAC) established or formed by the entity seeking a high-profile contract.

**A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution was made by any of these individuals during the "blackout" period.**

***\*For this solicitation, the first day contributions are prohibited is November 25, 2024.  
The first day contributions may be made is the 31st day after the contract is approved at a City Council "A" Session.***

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## **RESTRICTIONS ON COMMUNICATIONS**

In accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFQ or proposal from the time the RFQ has been released until the contract is posted for consideration as an agenda item during a meeting designated as an “A” session; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council “A” session.

Restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

For additional information, see the section of this RFQ entitled “Restrictions on Communication”.

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# NEW PARKING STRUCTURE AND GROUND TRANSPORTATION CENTER (GTC) RFQ: 2025-012

## I. BACKGROUND

The San Antonio International Airport has seen substantial growth in traveler numbers over the past five years, with 2023 achieving the highest passenger traffic on record—an increase of 3% compared to 2019. In response to this growth and the construction of a new terminal, the airport plans to develop an upgraded Parking Garage and Ground Transportation Center (GTC).

This project aims to accommodate approximately 2,500 vehicles and enhance services for taxis, rideshares, hotel shuttles, and public transportation. The GTC will also help reduce curbside congestion by redirecting traffic away from the loop roadway, improving the overall efficiency of ground transportation at the airport.

## II. SCOPE OF WORK AND GENERAL REQUIREMENTS

The purpose of this project is for the construction of a New Parking Structure and GTC facility. The GTC will provide for centralized, airport passenger access to taxis, rideshares, hotel shuttles and public transportation on the ground level. Additionally, the GTC will provide support spaces for personnel that maintain/operate the facility and climate-controlled elevators. The Parking Structure is estimated to accommodate parking for 2,500 vehicles with 450-500 parking spots on each level. The top floor of the facility shall be designed for vehicle parking and to structurally support future development of an Electric Vertical Take-Off & Landing (eVTOL) operations area. A Project Development Manual (PDM) is included in the solicitation package to provide additional details on the proposed scope of the project.

The **proposed** site elements included in the new GTC are as follows, but not limited to:

### **Architectural and Structural Design**

- New entry plaza (dedicated short-term and long-term parking) with commercial vehicle bypass
- Access to existing or future exit toll plaza
- Concrete post-tension structure and/or pre-cast concrete structure
- Conditioned lobby at grade with provisions for future pathway to terminal
- Approximately 5-6 elevated levels - to be developed by Design-Build (D-B) Team
- Vertical circulation core (elevator/stairs) to serve parking and GTC
- Vertical circulation ramping to meet entry/exit requirements - to be developed by D-B
- Parking Geometrics and pavement markings
- Signage / wayfinding
- Other elements to be considered to ensure project success

### **Mechanical, Electrical and Plumbing Design**

- Utility connections/Improvement
- HVAC – chilled water system and/or other HVAC system, as required
- Building Automation/Energy Management
- Air Filtration & Distribution
- Future eVTOL provisions
- Electrical service, meters and submetering

- Emergency Generator
- EV Chargers & future provisions
- Lighting and Controls
- Fire Alarm, Sprinkler Systems and Emergency Responder Radio coverage
- Domestic Water
- Passenger Restrooms
- Ground Transportation Operator Restrooms
- Other elements to be considered to ensure project success

### **Technology**

- Security and Technologies
- Parking Access and Revenue Control System (PARCS)
- Advanced Parking Guidance System (APGS)
- Digital Signage
- IT Communications Requirements
- Main Distribution Frame
- IDF Room Distribution
- Other elements to be considered to ensure project success

Proposed early work packages will be developed as follows:

- Package 1 – Civil Demolition and Utility Relocations
- Package 2 – Early Foundation
- Package 3 – Early Procurement for Switchgear and other long lead items

These packages will be negotiated as fixed price proposals that will be included in the Guaranteed Maximum Price (GMP). The D-B will develop and complete these design packages to the 100% construction documents level as the Architect/Engineer of Record.

The total estimated contract amount is not to exceed \$110,000,000 (not to exceed \$125,000,000 total program cost). Optional project components will be considered to meet budget requirements. The GMP may be negotiated based on construction documents developed by the D-B at the 95% design stage, after which construction can begin.

### **Project Objectives:**

- Establish and sustain an integrated and cohesive Project team relationship between the City, the City's stakeholders, the D-B, and the D-B's entire team to deliver an optimized high-quality design and construction that is on time and within the City's budget.
- Design and construct a Project that will further the City's vision and functional requirements with solutions that are high performance, sustainable, and possess a holistic awareness of local site.
- Maintain a safe, injury free work site.
- Minimize impacts to the Airport through close coordination with City.
- Minimize impacts to parking and traffic for work site and material storage.

### **D-B shall provide, but not limited to:**

- Complete, permissible, and constructable construction documents developed from the preliminary RFQ bridging documents.
- All project management, architectural, engineering, cost management, permitting (including costs), project design and construction schedule, and other such pre-construction services required for the successful completion of the Project.

- Identify a fair process to facilitate and expedite design review to enhance schedule with City and stakeholders.
- Identify project specific risks, clearly identify how such risks are mitigated, and maintain a risk register hosted within City's Project Management Information System (PMIS) platform. D-B shall allocate the risk to each party best suited to address the risk.
- Identify sustainable design opportunities.
- All quality management controls, and monitoring needed for a successful project, including quality assurance and quality control of both design and construction phases of the project.
- All construction management and supervision, general conditions for construction, construction services for all required trades, including all labor, materials and equipment required for a complete and workable Project.
- Maintain compliance with all applicable prevailing wage laws/Davis Bacon Laws.
- Systems commissioning, operational readiness, performance requirements validation, Project Substantial Completion, Final Completion, close-out, and warranty follow-up services.

### III. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this project:

<b>Pre-Submittal Conference and Site Visit</b>	<b>November 22, 2024, 9:00 am, CT</b>
<b>Deadline for Submission of Written Questions</b>	<b>December 2, 2024, 4:00 pm, CT</b>
<b>RFQ Responses Due</b>	<b>January 7, 2025, 10:00 am, CT</b>
<b>Evaluation of RFQ Submittals</b>	<b>February 7, 2025</b>
<b>Notification of Shortlist and RFP Issuance</b>	<b>February 11, 2025</b>
<b>Proposal Due Date</b>	<b>March 11, 2025, 2:00 pm, CT</b>
<b>Shortlisted Respondent Interviews</b>	<b>March 18, 2025</b>
<b>Notification of Selection and Negotiation</b>	<b>April 2025</b>
<b>Anticipated City Council Consideration</b>	<b>May/June 2025</b>

### IV. PRE-SUBMITTAL CONFERENCE & SITE VISIT

A non-mandatory Pre-Submittal Conference is scheduled, for **November 22, 2024, at 9:00 a.m. CT**. The Pre-Submittal Conference will be held in person and virtually via WebEx meeting. Prospective Respondents may join the WebEx using the following instructions:

**Join by phone:** 1-415-655-0001

**Meeting number (access code):** 2634 857 9348

**Meeting password:** COSA2024

**Join meeting:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m7d02128642e6c46318869c7b815b1f79>

Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents who join the WebEx Pre-Submittal Conference are required to sign into the meeting using a QR code provided only during the meeting. This will confirm Respondent's attendance and participation for the Pre-Submittal meeting through WebEx.

The Pre-Submittal Conference will be held at the City of San Antonio Airport Center, **10100 Reunion Place, Boeing Conference Room 3<sup>rd</sup> Floor, San Antonio, Texas 78216**. **The event is not in the Airport Terminals.** The meeting is located adjacent to the San Antonio Airport in the Airport Center

office building. City of San Antonio Airport Center guest access and security procedures are provided hereto as **Exhibit L - Ground Transportation Center Pre-Submittal Parking**.

Respondent is encouraged to submit written questions concerning this RFQ through the CivCast website at least five (5) calendar days in advance of the Pre-Submittal Conference, in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference, as well as being posted on the CivCast website at <https://www.CivCastusa.com/bids>.

City's responses to questions received by this due date may be discussed at the Pre-Submittal Conference, as well as being posted on the CivCast website at <https://www.CivCastusa.com/bids>.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain City's official responses to issues raised during the Pre-Submittal Conference and posted on the CivCast website at <https://www.CivCastusa.com/bids>. Any oral response given at the Pre-Submittal Conference that is not confirmed in the posted written summary from the Pre-Submittal Conference or in a subsequent addendum shall not be official or binding on City. Only written responses shall be official. All other forms of communication with any officer, employee or agent of City shall not be binding on City.

### **Site Visit**

A non-mandatory site visit is scheduled on November 22, 2024, following the non-mandatory Pre-Submittal Conference. Shuttle transportation will be provided from the Pre-Submittal Conference to the site visit location.

### **Parking Instructions:**

The parking garage guard will direct you to park on the top floor of the parking garage (3rd floor). Take the garage elevator to 2nd floor (P2 level) and walk through the sliding door. Take the building elevator to the 3rd floor. The pre-Submittal will be on the third floor – you will see the meeting room as soon as you step off the elevator. Signage will be provided to direct you to the meeting room.

Kindly do not park in the visitor spaces out front of the building; use the parking garage instead.

## **V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA**

City will conduct a comprehensive, fair, and impartial evaluation of all submittals received in response to this RFQ. City will appoint a selection committee to perform the evaluation of the received submittals. Each submittal received by City will be analyzed to determine overall responsiveness and qualifications to the RFQ. The selection committee may select Respondents who are judged to be reasonably qualified for interviews, depending on whether further information is needed. Interviews are not an opportunity to change a submission. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. City may also request information from Respondents at any time prior to final approval of a selected Respondent deemed reasonably qualified for award. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

Respondent's submittal shall include the following items included in the Submittal Checklist & Table of Contents (**Form #1**) in the following sequence combined in PDF format:



1. **SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #1) (Indexed and labeled as “Tab 1”)** – Respondent shall complete this form, which shall be used as the Table of Contents and as a checklist for Respondent’s submittal.
2. **EXECUTIVE SUMMARY (Indexed and labeled as “Tab 2”)** – Respondent shall include a one (1) page Executive Summary at the beginning of the Statement of Qualifications. Respondent’s Executive Summary shall state the number of years Respondent’s team has been in business, Respondent’s number of years in business in its local office, Respondent’s local office address and the number of employees employed in Respondent’s local office.
3. **CONTRACT TEMPLATE AND GENERAL CONDITIONS REVIEW (Indexed and labeled as “Tab 3”)** – Respondent shall review the Design-Build Contract Template and General Conditions, provided hereto and made a part hereof and labeled as **Exhibit A & Exhibit B** and provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City’s Design-Build Contract and General Conditions as it relates to the duties of Respondent, in submittal under “Tab 3”. **(Note: Both documents may be updated via Amendment to this RFQ or may be provided to the recommended Respondent during the negotiation phase.)**
4. **STATEMENT OF QUALIFICATIONS** – Respondent shall provide a narrative document, as outlined in the **Statement of Qualifications** below, addressing all evaluation criteria in **Section V** of this RFQ considering the project defined in this solicitation. Sufficient information regarding Respondent’s past projects and key personnel’s experience shall be provided in Respondent’s submittal to indicate its team has met or exceeded the required qualifications provided in **Section V** of this RFQ in submittal.

The following Evaluation Criteria shall be used, in recommending the award of this Contract:

**A. Experience, Background & Qualifications including Key Sub-Consultants – (45 points)**

Respondent shall respond to the following items, as related to Scope of Work:

1. **Qualifications (Indexed and Labeled as “Tab 4”)** – Summarize D-B Qualifications to perform the work stated in RFQ Section II. The preferred qualification summary shall be limited to two (2) pages.
2. **Team Profile (Indexed and Labeled as “Tab 5”)** – Provide a description of the Respondent team, their qualifications and experience, including D-B Firm, Joint Venture Parties or Partners and Sub-Consultants and identify which services they are proposed to provide (limited to ten [10] pages). Include teaming rationale and objectives.
3. **Proposed Key Personnel/Organizational Chart (Indexed and Labeled as “Tab 6”)** – Provide a detailed organizational chart or graphic representation of your team, identifying key personnel who would be assigned to work on the various tasks assigned through this professional service agreement. For each of the key personnel, identify the firm with which they are employed. Describe, in graphic and written form, in the style of your choosing, the proposed assignments and lines of authority and communication for each team member to be directly involved in the project(s). The organizational chart or graphic representation may be an 11” x 17” sized page and has a page limit of one (1). The following is a list of key personnel that is expected to be included: Project Manager, Design Architect, Structural



Engineer, Mechanical Engineer, Electrical Engineer, Project Estimator, Superintendent, Inspector, and Quality Control Manager. Lead Project Manager is expected to work on site at the Planning Infrastructure and Development (PID) offices, Monday through Friday.

4. **Project Sheets (Indexed and Labeled as “Tab 7”)** Identify four (4) programs or projects completed by the D-B and up to five (5) programs or projects completed by and representing the experience of the Team’s Sub-Consultants in the last ten (10) years. Each project sheet should be no more than (2) pages with a maximum of 18 pages for this section to include the following:
- a. Project name and description which highlights how Respondent meets qualifications for the ideal team, as stated RFQ Sections I and II.
  - b. List of team member firms (D-B Firm, Joint Venture Parties or Partners and major Sub-Consultants) and their key personnel who were assigned to or who were under contract for the project and who are also proposed on this Design-Build project. Provide details regarding the firms’ and key personnel’s respective roles on the past project, and if proposed for this Design-Build project, note what role they will play.
  - c. Names of key personnel including: Project Manager, Design Architect, Structural Engineer, Mechanical Engineer, Electrical Engineer, Project Estimator, Inspector, Quality Control Manager and Superintendent.
  - d. Relevant Project Dates: Contract Award, Contract Completion, and Construction Dates (start/completion).
  - e. Project’s original design and construction contract amount(s) and final design and construction contract amount(s) to date if project is ongoing.
  - f. The owner’s name and the name of the Owner’s Representative (if different) who served as the owner’s day-to-day liaison during the design/construction phase of the project in the following format:
    - i. Name of Owner:
    - ii. Name of Owner’s Representative:
    - iii. Representative’s Phone Number:
    - iv. Representative’s E-mail:
  - g. Description of the project including sustainability elements and any LEED certification obtained.
  - h. Knowledge or experience gained that would benefit and be applied to this Program.
  - i. Photograph or graphic rendering of the facility and other pertinent graphics.
5. **Resumes (Indexed and Labeled as “Tab 8”)** Respondent shall provide a one-page resume for each key team member identified in the Organizational Chart. Resumes should link back to Project Sheets, if applicable. If person did not work on the Project Sheet projects, then the resume should show projects where the person performed similar roles proposed for this project. Resumes shall include:
- License type (if applicable) and number of years licensed.
  - Certification or other role specific recognitions, and number of years, including LEED Accreditation, if any.
  - Number of years employed with the Respondent or sub-consultant firm.
  - Number of years of experience in proposed role identified on the Organizational Chart.

- Number of years of experience working on aviation programs / projects.
- City/State of residence and City/State of office from which person is officially based, if different

**B. Understanding of the Project and Proposed Management Plan - (25 points)** Respondent shall submit information in a brief narrative plan which clearly and concisely describes the organizational structure, resource availability and approach to project management and execution. This section shall be limited to ten (10) pages (**Indexed and labeled as Tab “9”**) in the submittal.

- Describe Respondent’s approach to management and coordination of their team members over distances and various offices.
- Describe how the Respondent’s team will communicate with City’s aviation project team.
- Detail the current capacity of key personnel and their availability, and the Respondent’s capabilities to respond to assigned projects to complete the services outlined herein. Specifically, for each of the key personnel, provide the following:
  - List of active projects and projects anticipated to begin by Summer 2025 along with the estimated completion date (month/year) of each.
  - For each of those projects, identify the key staff’s responsibility and percent of time committed to or contractually obligated to the project.
  - Explain how Respondent intends to distribute assigned work amongst itself and its sub-consultants.
- Include, in the narrative, the Respondent’s approach to:
  - Airport Parking Structure design.
  - Project management.
  - Collaborative work in large program teams.
  - Early Design Packages / Fast-track design.
  - Design flexibility to respond to technology and regulatory changes.
  - Opportunities for sustainable development with increased energy efficiency.
  - Owner representation in Design-Build and other alternative delivery methods.
  - Quality assurance/quality control management and processes.
  - Design for equitable access.
  - Production and management of simultaneous, multi-year projects.
- Describe how the Respondents Team will proactively identify a process for change management and dispute resolution. The process shall include potential change to contract value and schedule.
- Describe Respondent’s understanding of the City and Department’s unique issues, constraints, nuances, or other factors that may affect the successful completion of assignments. Provide the approach of your Respondent Team to meet and manage those factors and comprehensively address all the issues, standards and requirements needed.
- Describe the Respondent’s communications with SAAS, City, and stakeholders to ensure seamless, successful delivery of the services outlined in this RFQ.
- Provide information related to Respondents or any of its proposed team members’ failure

to complete any contract awarded and an explanation. If Respondent and its proposed team members have never failed to complete a contract awarded, please include a statement affirming this.

**C. Design-Build Team's Past Experience Working Together as a Team – (10 Points)**

**(Indexed and labeled as “Tab 10”)** List the projects and timeframe for which respondents proposed D-B team has worked together on similar airport parking garage projects.

In narrative form, using a maximum of two (2) pages, briefly describe relevant projects on which Respondents proposed D-B team has worked together. (Note: you may reference projects included in the project sheets under Criteria A below or include other projects, but no additional project sheets shall be provided for this criteria).

Please include the following:

- A. Name and Description of the project
- B. Project Owner
- C. Year of project
- D. Project's original construction budget
- E. D-B team structure and project approach

**D. Small Business Economic Development Advocacy – (20 Points)**

Respondents that qualify as Joint Venture entity(s) and which include M/WBE entity(s) at the Prime Contractor level will receive up to 20 (twenty) Evaluation Preference points. The allocation of points for M/WBE Joint Venture entity(s) will be based on the performance and contribution of the SBEDA eligible M/WBE Joint Venture entity(s) on the **contract value that is not subcontracted**:

<b><i>Percent Performance by M/WBE Joint Venture Entity(s)</i></b>	<b><i>Evaluation Criteria Points</i></b>
50% or Greater	20 points
40%- 49%	15 points
25% - 39%	10 points
10%-24%	5 points
0%-10%	0 points

A response submitted by a Joint Venture entity(s) that does not include a signed and completed **Prime Contractor/Joint Venture and Subcontractor/Supplier Commitment Form and a Joint Venture Agreement** in accordance with the requirements of this section shall not receive any Evaluation Preference points. In addition, discrepancies between the Prime Contractor/Joint Venture and Subcontractor/Supplier Commitment Form and the written Joint Venture agreement may result in no SBEDA Evaluation Preference points being awarded for this category.

Below is the Evaluation Criteria Summary:

Evaluation Criteria Summary	Maximum Points
A. Experience, Background & Qualifications including Key Sub-Consultants	45
B. Understanding of the Project and Proposed Management Plan	25
C. Design-Build Team's Past Experience Working Together as a Team	10
D. Small Business Economic Development Advocacy	20
Total Maximum	100 Points

Required Forms (to be uploaded individually in CivCast):

City shall conduct due diligence and analysis of the following required forms:

1. **SUBMITTAL COVER/SIGNATURE SHEET (Form #2)** – Respondent and Co-Respondents must include the completed Submittal Cover/Signature Sheet with the other required forms. The Submittal Cover/Signature Sheet must be signed by a person (or persons) authorized to bind Respondent and the entity/entities submitting the response. Signature pages signed by a person other than an officer of the company or partner of the firm must be accompanied by evidence of authority. Joint ventures submittals require signatures from all firms participating in the joint venture. Submitting joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement.
2. **CONTRACTS DISCLOSURE FORM (Form #3)** – Complete and submit a Contracts Disclosure Form with the proposal. The Contracts Disclosure Form may be downloaded and completed electronically at: <https://webapp1.sanantonio.gov/ContractsDisclosure/>

Click on the "Print" button at the bottom of the page and place a copy in proposal response as indicated in the Proposal Checklist.

3. **LITIGATION DISCLOSURE FORM (Form #4)** – Respondent, Co-Respondent and all sub-consultants on this project must complete a Litigation Disclosure Form, utilizing additional pages for explanation, if necessary, and submit the completed form. If Respondent is proposing as a team or joint venture, each party to that team or joint venture shall complete and submit a separate Litigation Disclosure Form.
4. **SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM PRIME CONTRACTOR/JOINT VENTURE AND SUBCONTRACTOR/SUPPLIER UTILIZATION COMMITMENT FORM (Form #5)** – Respondent must submit a completed and signed Prime Contractor/Joint Venture and Subcontractor/Supplier Utilization Commitment Form Indicating Respondent's firm commitment to satisfy the established **(20%)** subcontracting goal to a Small Business Enterprise (SBE), **(17%)** Minority/Women Business Enterprise (W/WBE) and **(3%)** subcontracting goal to a African American Business Enterprise (AABE) for this Project. If

Respondent believes they cannot meet the subcontracting goal, Respondent must also submit a Waiver Request Form as part of the required forms. The Waiver Request Form may be download at <https://www.sanantonio.gov/SBO/Form>.

5. **VETERAN-OWNED SMALL BUSINESS PROGRAM TRACKING FORM (VOSB) (Form #6)** – Respondent must submit a completed and signed VOSB Tracking form with this solicitation. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels. San Antonio City Code Chapter 2, Article XI describes the City’s veteran-owned small business preference program.
6. **LOCAL PREFERENCE PROGRAM (LPP) IDENTIFICATION FORM (Form #7)** – Respondent must submit a completed and signed LPP Identification form with this solicitation. The City of San Antonio Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII, establishes a local preference for specific contracting categories. Each time a bidder or respondent submits a bid for a solicitation, this Local Preference Program Identification Form must be completed and turned in with the solicitation response in order to be identified as a City Business and receive the preference described below. The City will not rely on Local Preference Program Identification Forms submitted with prior or contemporaneous bids or proposals.
7. **HEAT ILLNESS PREVENTION ACKNOWLEDGMENT FORM (Form #8)** – Respondent and Co-Respondents must include the complete the Heat Illness Prevention Acknowledgment form with this solicitation. Effective August 31, 2023, the Heat Illness Prevention Ordinance implemented requirements to certain City-funded contracts involving activities in outdoor and unconditioned spaces. For more detailed information on the Heat Illness Ordinance, see Ordinance No. 2023-08-31-0585 and General Conditions for Construction Contract, Article X.1.5 and Art.X.2.3(a).
8. **LETTER OF INSURABILITY** – Submit a letter from insurance provider stating provider’s commitment to insure the Respondent for the types of coverages and at the levels specified in this RFQ if awarded a contract in response to this RFQ. Respondent shall also submit a copy of their current insurance certificate.
9. **CERTIFICATE OF INTERESTED PARTIES TEC FORM 1295** – The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Chapter 46 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity:

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm).

**Print your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert “City of San Antonio”. Where requested to provide the contract number, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFQ 6100001234).**

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the “Business entity”.)

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

“Intermediary,” for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person’s participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

City shall review Form 1295 as part of the Minimum Requirements Review performed upon all proposals received. Deficiencies in or missing Form 1295 shall not be a disqualifying error. Instead, City shall notify a Respondent of any requirements to cure the deficiency and/or to submit/re-submit Form 1295 within two (2) days of notice to remain eligible to be considered for a contract award. If applicable, City shall include the selected Respondent’s Form 1295 in its package prepared for the San Antonio City Council’s consideration for contract award.

## **VI. STEP II EVALUATION CRITERIA (INTERVIEWS), IF SELECTED**

Based on the evaluation process of Step I, the selection committee shall qualify up to a maximum of five (5) Respondents to participate in Step II of the solicitation process. Step II of the solicitation process shall include requests for additional information from the short-listed firms and shall include an invitation for an interview. Additional information requested may include more detailed information from Respondent regarding demonstrated competence and qualifications, the ability of Respondent to meet the Project schedule and other information, as appropriate. During the Step II of the solicitation process, the selection committee will evaluate and rank the short-listed firms based on the published evaluation criteria set forth below:



Evaluation Criteria for Step II		Maximum Points
A.	Proposed Design Plan	25 Points
B.	Proposed Construction Plan	25 Points
C.	Proposed Fees for General Conditions/Overhead & Profit	20 Points
D.	Design-Build Team & Its Ability to Provide Required Services	10 Points
E.	Small Business Economic Development Advocacy	20 Points
TOTAL		100 Points

## VII. SUBMISSION INSTRUCTIONS

Online submission will be via CivCast at <https://www.CivCastusa.com/bids>. Online submission services will open for submitting Statement of Qualifications on **November 08, 2024**, and close on **January 7, 2025, at 10:00 a.m. CT**. Follow submittal instructions on <https://www.CivCastusa.com/>. **Hard copies of submittals sent by facsimile or email will not be accepted.**

Please adhere to the following criteria:

- Pages equal front only
- No smaller than 11-point font.
- Be succinct and clear.
- Keep your submittal relevant to the target project.
- Each submittal shall include the sections and attachments in the sequence listed in the **Section V**, Submittal Document Requirements & Evaluation Criteria, with each section divided by tabs and indexed, as indicated in this RFQ.
- All pages shall be numbered, and all sections shall adhere to page limits. If a section does not have a page limit specified, there are no page limits for that section.

To correctly submit a response to this RFQ, Respondent shall reveal, disclose and state the true and correct name of the individual, proprietorship, corporation and/or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any) submitting the response. The true and correct name shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal.

Co-Respondents are two (2) or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If you are conducting business in Texas, it is likely you will have to register your business with the State Comptroller. Depending on the type of business you conduct, you may also be required to obtain a permit, collect and or pay tax, and file tax returns.)

(If Respondent/Co-Respondents are not registered with the Texas Secretary of State, please note the City of San Antonio requires Respondents selected for award of a contract register with the Texas Secretary of State. Changes to the registered agent or registered office information must always be

filed with the Texas Secretary of State and comply with applicable statutory requirements. A sole proprietor, conducting business under an assumed name (a name other than the surname of the individual), shall file an assumed name certificate with the Office of the Bexar County Clerk. Any associated costs, fees or expenses should be considered in Respondent's price proposal.)

Respondent must comply with the Restrictions on Communication section of this RFQ and shall not provide full or partial copies of its submission to City officials or City employees, as defined by that section. Failure to submit a submittal in accordance with the prescribed process will result in Respondent's submittal being disqualified from consideration.

## **VIII. AMENDMENTS TO RFQ**

Changes, amendments or written responses to questions received in compliance with **Section VIII**, Restrictions on Communication herein, will be posted on the CivCast website at <https://www.CivCastusa.com/bids>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of its proposal. If Respondent does not have access to the Internet, Respondent shall notify City, in accordance with **Section VIII**, Restrictions on Communication, that it wishes to receive copies of changes, amendments or written responses to questions by mail or facsimile.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in this RFQ and all changes to this RFQ – if any – shall be made by City only in writing.

## **IX. RESTRICTION ON COMMUNICATIONS**

Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFQ or proposal from the time the RFQ has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council "A" session.

Restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

As used herein, City Official is defined as the Mayor; members of City Council; Municipal Court Judges and Magistrates; City Manager; Deputy City Manager; City Clerk; Deputy City Clerk; Assistant City Clerk; Assistant City Managers; Assistants to City Manager; all City department heads and assistant department heads; Internal Auditor and Assistant Internal Auditors; Compliance Auditor; Assistant to City Council; Assistants to City Council, including contract personnel; Assistant to Mayor; Assistants to the Mayor, including contract personnel; Executive Secretaries; Public Utilities Supervisor; members of bid committees; members of the Historic and Design Review Commission; Zoning Commission; and members of any board or commission that is more than advisory in nature.

Exceptions to the restrictions on communication with City employees include:

1. Respondent may ask verbal questions concerning this RFQ at the Project's Pre-Submittal Conference.

2. Respondent may ask verbal questions concerning this RFQ at the Project's Site-Visit Meeting if one is scheduled.
3. Respondent must submit questions concerning this RFQ through the CivCast website at <https://www.CivCastusa.com/bids> until **December 02, 2024, at 4:00 p.m. CT**. Questions received after the stated deadline will not be answered.
4. Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact may be reached by telephone at (210) 207-3932 or by e-mail at [SBEDAdocs@sanantonio.gov](mailto:SBEDAdocs@sanantonio.gov). After the solicitation closing date, there is no contact permitted to the Small Business Office regarding this solicitation. Respondent must provide responses to any questions asked of it by City's Staff Contact Person and/or his/her designee about City's SBEDA Program both before and after responses are received and opened.
5. During interviews, if any, verbal questions and explanations will be permitted. If Respondent is invited for an interview and/or demonstration, the City requests Respondents limit the size of their team to no more than four (4) people of Respondent's choosing and subject to City's approval. Attorneys and/or lobbyists are strictly prohibited from attendance. If you are utilizing a subcontractor, a subcontractor representative should be included. The City reserves the right to exclude any persons from interviews as it deems in its best interest.
6. Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact may be reached by telephone at (210) 207-3922 or by e-mail at [SBEDAdocs@sanantonio.gov](mailto:SBEDAdocs@sanantonio.gov). This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council agenda date, and a review of the solicitation process.

City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations, initiated by City staff persons, shall not be considered a violation by Respondent of this section.

## **X. AWARD OF CONTRACT AND RESERVATION OF RIGHTS**

City reserves the right to award one, more than one or no contract(s) in response to this RFQ.

- A.** A Contract, if awarded, shall be awarded to a Respondent whose proposal is deemed most advantageous to City, as determined by the selection committee and upon the approval by the San Antonio City Council.
- B.** City may accept any proposal in whole or in part. If subsequent contract negotiations are conducted, such negotiations shall not constitute a rejection or alternate RFQ on the part of City. However, final selection of a Respondent is subject to San Antonio City Council approval.
- C.** City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFQ and to waive informalities and irregularities in any proposal received. City also reserves the right to terminate this RFQ, reissue a subsequent solicitation and/or remedy technical

errors in the RFQ process.

- D.** By executing the Submittal Cover/Signature Sheet, Respondent agrees to be bound by the terms therein. Respondent acknowledges it has received all Addenda and agrees to be bound by the terms, conditions and requirements of this submitted submittal, all documents listed in the RFQ Submittal Checklist and Table of Contents, the enabling City Ordinance and all of the associated documentation that form the entire Contract to which Respondent shall be bound, upon the approval of the San Antonio City Council. All Contract documents are not binding on City until approved by the San Antonio City Attorney's office and the San Antonio City Council. No work shall commence on the subject Project until Respondent provides the necessary evidence of insurance required in City's General Conditions for City of San Antonio Construction Contracts and until City signs the Notice to Proceed. In the event the parties cannot negotiate within the time specified by City, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- E.** This RFQ does not commit City to enter to an agreement or award any services related to this RFQ, nor does it obligate City to pay any costs incurred by Respondent in the preparation or submission of a response or in anticipation of a contract.
- F.** City administers its design and construction management through an Internet-based management system. All vendors shall be required to use City's system and submit Project schedules as City dictates.

**G. Prohibited Financial Interest**

The Charter of the City of San Antonio and the City of San Antonio Code of Ethics prohibit a City officer or employee, as those terms are defined in §§ 2-42 and 2-52 of the Code of Ethics, from having a direct or indirect financial interest in any contract with City. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- A City officer or employee; their spouse, sibling, parent, child, or other family member within the first degree of consanguinity or affinity;
- An entity in which the officer or employee, or their parent, child or spouse directly or indirectly owns 10% or more of the voting stock or shares of the entity, or 10% or more of the fair market value of the entity; or
- An entity in which any individual or entity listed above is (i) a subcontractor on a City contract, (ii) a partner or (iii) a parent or subsidiary entity.

By submitting a proposal, Respondent warrants and certifies, and a contract awarded pursuant to this RFQ is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City.

- H.** Respondent is required to complete and submit a Contracts Disclosure Form with the proposal. The Contracts Disclosure Form may be completed electronically:

<https://webapp1.sanantonio.gov/ContractsDisclosure/>

Click on the "Print" button at the bottom of the page and place a copy in your proposal response as indicated in the Proposal Checklist.

For more information on Ethics Code and Disclosures, please visit:

<https://www.sa.gov/Directory/Departments/OCC/Ethics>.

For more information on updates to the Ethics Code and Municipal Campaign Finance Code, approved by City Council on May 2, 2024, and were effective on October 1, 2024, please visit: <https://www.sa.gov/Directory/Departments/OCC/Ethics/Revisions>. Resources are available to include a Vendor Frequently Asked Questions (FAQs) with key changes and compliance requirements for vendors working with the City, including non-profit organizations. Instructions and web-link to electronic form are included in **Form 3** of RFQ.

- I. Independent Contractor:** Respondent understands, accepts and agrees, if selected, it and all persons designated by it to provide services in connection with a contract, is/are and shall be deemed to be an Independent Contractor(s), responsible for its/their respective acts or omissions, that City shall in no way be responsible for Respondent's actions and that none of the parties to this award shall have authority to bind the other or to hold out to third parties that it has such authority.
- J. State of Texas Conflict of Interest Questionnaire (Form CIQ).** Chapter 176 of the Texas Local Government Code requires that persons or their agents who seek to contract for the sale or purchase of property, goods or services with City shall file a Form CIQ with the City Clerk if those persons meet the requirements under §176.006(a) of the statute.

By law this questionnaire must be filed with the City Clerk 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), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address: <https://www.ethics.state.tx.us/forms/conflict/>

In addition, please complete the City's Addendum to Form CIQ (Form CIQ-A) and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at: <http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together by mail to the Office of the City Clerk.

Please mail to:

**Office of the City Clerk,  
P.O. Box 839966,  
San Antonio, TX 78283-3966**

Do not include these forms with your sealed bid. The procurement staff will not deliver the forms to the City Clerk for you. Respondent shall consult its own legal advisor if it has any questions regarding the statute, Form CIQ or CIQ Addendum.

- K.** All submittals become the property of City upon receipt and shall not be returned. Any information deemed to be confidential by Respondent clearly should be noted on the page(s) where confidential information is contained; however, City cannot guarantee that it shall not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law or pursuant to a Court order.
- L.** Any cost or expense incurred by the Respondent associated with the preparation of its submittal,



the Pre-Submittal Conference or during any phase of the selection process, if any, shall be borne solely by Respondent.

- M. City reserves the right to verify any and all information submitted by Respondents at any time during the solicitation/evaluation process.
- N. Final approval of a selected firm(s) is subject to the action of the San Antonio City Council.
- O. City reserves the right to contact any Respondent to negotiate a contract if such action is deemed desirable by City.

**P. TEXAS GOVERNMENT CODE §2270.002:**

State Prohibitions on Contracts:

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly

owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

**Prohibition on Contracts with Companies Boycotting Israel.**

Texas Government Code §2271.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

**Prohibition on Contracts with Companies Boycotting Certain Energy Companies.**

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

"Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages



in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described in (A).

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott energy companies and will not boycott energy companies during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

**Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.**

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

**Q. Texas Government Code § 2252.152:**

Contracts with companies engaged in business with Iran, Sudan, or foreign terrorist organization prohibited.

**Texas Government Code §2252.152** provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §2270.0201 or §2252.153 "Listed Companies". Consultant/Contractor hereby certifies that it is not identified on such a list and that it will notify City should it be placed on such a list while under contract with City. City hereby relies on Consultant's/Contractor's certification. If found to be false, or if Consultant/Contractor is identified on such list during the course of its contract with City, City may terminate this Agreement for material breach.

**R. S.B. 943 – Disclosure Requirements for Certain Government Contracts.**

S.B. 943 – Disclosure Requirements for Certain Government Contracts. For contracts (1) with a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City, or (2) that result in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a given fiscal year, Respondent acknowledges that the requirements of the Texas Public Information Act, Government Code, Chapter 552, Subchapter J, pertaining to

the preservation and disclosure of Contracting Information maintained by the City or sent between the City and a vendor, contractor, potential vendor, or potential contractor, may apply to this RFQ and any resulting contract. Respondent agrees that the contract can be terminated if Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.

By submitting a proposal, Respondent warrants and certifies, and a contract awarded pursuant to this RFQ is made in reliance thereon, that it, has not knowingly or intentionally failed to comply with this subchapter in a previous RFQ or contract. City hereby relies on Respondent's certification, and if found to be false, City may reject the proposal or terminate the Contract for material breach.

#### **S. Title VI Solicitation Notice.**

The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, Respondents will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

#### **T. Federal Fair Labor Standards Act (Federal Minimum Wage).**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The selected Respondent has full responsibility to monitor compliance to the referenced statute or regulation. The Respondent must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.