



CITY OF SAN ANTONIO

REQUEST FOR QUALIFICATIONS (RFQ)

CONSTRUCTION MANAGER AT RISK FOR THE TERMINAL A/B RECONFIGURATION AND REHABILITATION AT SAN ANTONIO INTERNATIONAL AIRPORT RFQ: 2025-055 | WBS: 33-03351

Release Date: September 3, 2025

Proposals Due: November 3, 2025, at 10:00 AM Central Time (CT)

This solicitation has been identified as High-Profile.

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. Subcontractors 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 September 17, 2025.***

The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session.

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 Communications”.

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Form #	Required Forms	
Respondent's RFQ Submittal must contain the following documents. Required Forms must be uploaded individually in CivCast.		
	Statement of Qualifications (Criteria A, B, C)	-
Form 1	Submittal Checklist and Table of Contents	-
Form 2	Submittal Cover/Signature Sheet	-
Form 3	Contracts Disclosure Instructions Form	-
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Form 6	Veteran-Owned Small Business (VOSB) Tracking Form	-
Form 7	Heat Illness Prevention Acknowledgment Form	-
Form 8	Key Personnel Commitment Form	-
	Proof of Insurability (Current Certificate of Insurance)	-
	Certificate of Interested Parties – TEC Form 1295	-

CONSTRUCTION MANAGER AT RISK FOR THE TERMINAL A/B RECONFIGURATION AND REHABILITATION AT SAN ANTONIO INTERNATIONAL AIRPORT

RFQ: 2025-055 | WBS: 33-03351-01-02

I. BACKGROUND

To effectively support the growth of the San Antonio Metropolitan Area and Airport, the City of San Antonio is undertaking the Terminal A/B Reconfiguration and Rehabilitation (TABRR) project to upgrade existing Terminals A and B. To successfully execute this effort, the City seeks a qualified Construction Manager at Risk (CMAR) firm with demonstrated technical capability and extensive experience in aviation construction to provide preconstruction and construction services for the reconfiguration and rehabilitation of Terminals A and B at San Antonio International Airport (SAT). The TABRR project aligns with the Terminal Development Program (TDP) and published design standards and is intended to enhance the passenger experience, improve operational efficiency, and provide a cohesive and modernized terminal environment. The construction scope will include restroom upgrades, expanded hold room areas, and enhancements to terminal functionality, with the goal of creating continuity with the new terminal development. The scope will also include preconstruction and construction services required to coordinate with other adjacent projects, including those related to passenger airside circulation, and the airside connector between Terminals A and B.

Terminal A, commissioned in 1984, spans 378,524 square feet across three levels: Arrivals, Departures, and Mezzanine. Serving as a vital hub for passenger operations, it features 16 gates that facilitate efficient airline services. The Arrivals Level includes airline support spaces, three baggage claim devices totaling 405 linear feet of claim frontage, and three L3 6600 Explosive Detection System (EDS) units for baggage screening. The Departures Level houses a check-in hall with 55 counter positions, of which 10 are currently vacant, along with 25 kiosks, an eight-lane Security Screening Checkpoint (SSCP) featuring four full-body scanners, hold rooms, concessions, and restrooms. The Mezzanine Level houses administrative offices for the City of San Antonio and additional support spaces like conference rooms and restrooms to ensure smooth airport operations.

Terminal B, constructed in 2010, consists of 231,753 square feet and is three levels: Arrivals, Departures, and Mezzanine. The Arrivals Level includes checked baggage screening with two L3 6600 EDS units interconnected with Terminal A, along with three baggage carousels providing 360 linear feet of claim frontage. This level also accommodates airlines' baggage services offices and operational spaces. The Departures Level features 25 check-in counter positions, three of which are currently unused, 13 kiosks, a four-lane Transportation Security Administration (TSA) SSCP equipped with two full-body scanners, and designated queuing areas for general passengers, premium travelers, and TSA PreCheck. The Mezzanine Level includes a conference room and mechanical equipment areas that are essential to the terminal's operations, and it also provides access to the pedestrian bridge connecting to the Rental Car Facilities (RACs) across Terminal Drive.

A comprehensive assessment of Terminals A and B is currently being conducted to evaluate existing conditions and identify necessary improvements. A draft copy of the assessment will be provided to the CMAR for review as soon as it becomes available, fall 2025. The assessment may provide additional context and detail regarding the scope of potential rehabilitation efforts. The selected CMAR will be expected to participate in constructability reviews, value engineering, phasing and logistics planning, and cost estimating during preconstruction. The CMAR will support the City and design team to align the scope with budget and schedule constraints. Ultimately, the CMAR will prepare a Guaranteed Maximum Price (GMP) proposal for the City's approval based on the completed design documents.

The CMAR will address the program's diverse scope, scale, and operational complexity. The concurrent construction projects within TABRR demand airport-specific expertise and specialized construction services to ensure success. The CMAR will be responsible for supporting design implementation, managing all construction-related activities, and coordinating the resources to successfully reconfigure and rehabilitate Terminals A and B. Key members of the CMAR's team will be colocated with the Aviation Department staff. The successful CMAR will be a firm with extensive experience in complex airport terminal construction and renovation, including alternative project delivery methods, and managing multidisciplinary teams across planning, design, and construction.

Personnel provided by the selected CMAR must be able to obtain all required TSA security clearances, including background checks for airfield access. The selected CMAR will be responsible for ensuring that all subcontractors are properly badged or escorted to ensure adequate staffing for each project. Driving within the secured areas of the airfield will be required and will necessitate an airfield driver's license. For more details, refer to the Request for Qualifications (RFQ) **Exhibit C - Procedures for Obtaining Airport Personnel Identification Badge and Airfield Driver's License**.

The selected CMAR shall adhere to all terms and conditions outlined in the contract documents, as well as Federal Contract Provisions (**Exhibit E**). The selected CMAR must comply with the applicable provisions of the Federal Aviation Administration (FAA) Advisory Circular (AC) #150/5100-14E, "Architectural, Engineering, and Planning Consultant Services", AC 150/5370-10G - Standards for Specifying Construction of Airports &/or their most current versions for Airport Grants Projects. These circulars provide guidance on selecting contractors and consultants and apply to the procurement of services like the CMAR. This AC can be accessed online at <http://www.faa.gov>.

PURPOSE AND INTENT

The CMAR will provide management and construction oversight of the TABRR program throughout its duration beginning in the design phase and continuing through construction. The CMAR will provide program-level leadership to ensure the overall success of the TABRR, as well as project-level coordination, scheduling, cost estimating, constructability reviews, and construction management. The CMAR's early involvement during design is essential to support scope alignment, schedule development, phasing, and budgeting efforts.

The CMAR should have significant experience in leading and managing similar terminal reconfiguration & rehabilitation projects. This expertise must include the ability to provide effective construction oversight, advise the City and Airport's executive teams, in discussing the program at outreach events within the community. The CMAR shall ensure that project scopes, schedules, and budgets are met through collaboration with the City.

The City will award one Construction-Manager-At-Risk (CMAR) as a result of the solicitation for a total contract not to exceed amount of \$260,000,000 over the life of the agreement. Contract award and amendment funding will be based on phasing of projects, requirements to maintain FAA grant eligibility, and availability of funds.

II. SCOPE OF WORK AND GENERAL REQUIREMENTS

Following the facility assessment conducted by Garver LLC, Terminal A will undergo a strategic reconfiguration & rehabilitation to upgrade aging infrastructure and modernize spaces to meet current airport standards. This includes improvements to hold rooms, restrooms, terminal finishes, and other key areas as well as a new passenger airside circulation corridor to connect Terminals A and B.

Terminal B will receive targeted upgrades focused on Furniture, Fixtures, and Equipment (FF&E), terminal finishes, curtain wall repairs, and Americans with Disabilities (ADA) upgrades. The designs will align with the aesthetic and functional characteristics of SAT's TDP and SAT's published design standards and will enhance the passenger experience, improve connectivity between terminals, and maximize passenger circulation, and improve operational efficiency.

The CMAR's scope of services shall include, but is not limited to, the following tasks for both Terminal A and Terminal B:

1. Project Initiation and Programming

1. Review Assessment, Architectural, and Engineering Deliverables

Analyze the Terminal A and Terminal B Reconfiguration & Rehabilitation Assessment, including summaries of prior studies and new assessments for Terminal A, along with all architectural and engineering deliverables. A draft copy of the assessment may be provided to the CMAR for review as soon as it becomes available, fall 2025.

- 2. Stakeholder Coordination:** Collaborate with SAT staff, airlines, and other stakeholders to refine programmatic requirements, considering the extensive strategic renovation of Terminal A, limited scope for Terminal B, and the ability to enhance passenger connectivity.
- 3. Design Standards Integration:** Incorporate SAT's published design standards and ensure that construction quality is in alignment with the new Terminal C.
- 4. Provide Program Progress Monitoring, Tracking, and Reporting:** Track program preconstruction and construction milestones and provide regular progress updates to SAT stakeholders, including schedule, cost, and scope alignment.
- 5. Collaborate with the TDP** to reconfigure shared landside and airside components at Terminals A and B, including, but not limited to screening checkpoints, ticketing areas, the closure of the easternmost curbside door in TA departure and arrival levels, as well as potential façade enhancements. This includes technical coordination with the TDP to support the relocation of Federal Inspection Services (FIS) to the new terminal, ensuring functional and aesthetic integration across all terminal development initiatives.

2. Pre-Construction Services

- 1. Design Review:** Provide constructability and phasing input on Terminal A's strategic renovation, Terminal B's FF&E and window curtainwall sealant improvements, and the new passenger airside circulation corridor to connect Terminal A and Terminal B.
- 2. Cost Estimation:** Develop progressive cost estimates and a GMP based on design documents, addressing the varying scope across both terminals and connectivity elements.
- 3. Scheduling:** Create and maintain a master schedule, including detailed phasing plans to ensure minimal uninterrupted airport operations during construction.
- 4. Subcontractor Procurement:** Solicit and recommend subcontractors for Terminal A (Rehabilitation and Reconfiguration), Terminal B (FF&E, sealant, glazing), and Terminal A/B Connector (structural, architectural, mechanical, electrical, and plumbing [MEP], roofing).
- 5. Permitting Coordination:** Secure permits (as applicable) with the design team and SAT.
- 6. Provide Program Progress Monitoring, Tracking, and Reporting:** Monitor and report on the program's progress to SAT stakeholders.

3. Construction Management – Terminal A (Targeted Reconfiguration & Rehabilitation)

Reconfiguration:

- 1. Manage the demolition** and rebuild of baggage handling system (405 LF).

2. **Manage the complete overhaul (Arrivals, Departures, Mezzanine)**, including new baggage claim infrastructure (previously 3 devices, 405 LF), check-in hall (55 counters, 10 vacant), and an eight-lane Security Screening Checkpoint (SSCP) (8 lanes, 4 scanners) to support 8-12 gates.
3. **Improve the efficiency of baggage handling system (BHS) screening machines** at Terminal A induction points to optimize baggage handling operations.
4. **Add queue belts** to the alarm line to alleviate congestion and streamline baggage screening.
5. **Optimize manual encode induction and exit lanes** to improve baggage processing efficiency.
6. **Reduce the number of gates** to accommodate 3,000 SF hold room expansions, to improve passenger seating and circulation.
7. **Manage the procurement and installation of Passenger Boarding Bridges** as required for replacement, refurbishment, and/or relocation to accommodate a wider range of aircraft and provide greater flexibility in airport operations.
8. **Reconfigure the entry vestibules and improve the terminal façade** to align more closely with the architectural identity of the new Terminal C. Work could include removal and redesign of existing vestibules, installation of larger bi-parting entry doors, and construction of new vestibule canopies that borrow materials, proportions, and detailing from the TDP design vocabulary. Selective expansion of glazing areas along the façade will be evaluated and implemented to introduce more natural light and visual continuity with Terminal C enhancing the passenger experience and creating a cohesive airport identity.

Rehabilitation (Manage construction of the following):

1. **The full architectural rebuild** of the terminal based on the Garver, LLC assessment and working collaboratively with the Architect addressing outdated systems.
2. **The barrel roof rehabilitation.**
3. **Installation of new curtain wall systems** to comply with energy codes.
4. **Update elevators and escalators** to code compliance and include energy efficiency upgrades for all levels.
5. **Upgrade Building Systems** (mechanical, electrical, plumbing, fire suppression, AV, IT, Security)
6. **Renovate the bag drop area** on the secure side to enhance passenger flow and processing efficiency.
7. **Installation of Furniture, Fixtures, and Equipment (FF&E) replacement** to align with TDP standards, leaving structural systems intact.
8. **Expansion of restrooms** to meet modern accessibility standards, improve passenger comfort, and accommodate increased capacity demands.
9. **Reconfigure and enlarge hold rooms** to enhance seating availability, improve passenger flow, integrate charging stations, and provide a more comfortable waiting experience.
10. **Reduce Landside and expand Airside concession areas** to increase retail and dining options, improve revenue potential, and enhance the passenger experience while maintaining efficient circulation (2,100 SF Airside reduction and 3,000 SF Airside expansion).
11. **Improve overall passenger circulation** by optimizing wayfinding, improve corridors, addressing pinch points, and enhance connectivity between key terminal areas.
12. **Redevelopment of the Existing FIS Area.** Following the relocation of FIS to the new terminal under the TDP, the design team will support SAT in repurposing the vacated space within Terminal A. Potential uses may include Aviation staff offices, expanded

concessions, expanded baggage claim, or a combination of these functions. The architect will help develop the program create a design to maximize spatial efficiency, maintain operational flexibility, and ensure cohesive integration with the broader terminal improvements.

13. A new boiler system within Terminal A to replace the existing unit currently located in Terminal B. The design team shall identify an appropriate location in Terminal A and develop design documents and specifications for a new system that meets required capacity demands. Coordination with Airport Facilities and the TDP is required to support the decommissioning of the existing system while ensuring continuity of operations and minimizing disruptions to both Terminal B and the TDP.

14. Execute façade improvements to unify design across terminals. This includes surface treatments, replacement of outdated exterior materials, strategic addition of glazing, and color/material alignment with the TDP and airport design standards. Also included is the cleaning, repair, and replacement of curbside pavement as needed to present a more polished, durable public frontage. Upgraded illuminated wayfinding signage will be installed to support improved passenger orientation and visual consistency with the new terminal development.

Systems Integration:

- 1. Manage full installation of building systems** for nearly full replacement of HVAC ductwork, roof units, air handlers, electrical distribution, lighting, fire suppression, IT systems, audio/video, security, and Public Address Voice Evacuation (PAVE).
- 2. Optimize the existing BHS** serving Terminal A, Terminal B, and Terminal C to improve operational efficiency and adapt to reconfigured terminal layouts. The scope includes enabling efficient use of all screening machines by Terminal A ticket counter induction points; ensuring delivery capability to all Terminal A baggage make-up devices; incorporating queue belts along alarm lines to alleviate post-screening congestion; and optimizing manual encode induction and exit lanes.

3. Construction Management - Terminal B (FF&E, ADA Upgrades, and Window Resealing)

Reconfiguration:

- 1. Manage construction to improve accessibility** in accordance with the Americans with Disabilities Act, Texas Accessibility Standards (TAS), and local government requirements.
- 2. Manage the construction for the redesign of the check-in counter and queue area** to enhance operational efficiency and passenger flow.
- 3. Manage the construction for the redesign operational spaces** to optimize functionality and support airline operations more effectively.
- 4. Manage the construction for the redesign the baggage claim area** to improve accessibility and efficiency for Terminal B airlines.

Rehabilitation:

- 1. Manage installation of FF&E** replacement to align with TDP standards, leaving architectural, structural, MEP, and other systems intact.
- 2. Manage the upgrades to elevators and escalators** for code compliance and include energy efficiency upgrades for all levels.
- 3. Modernize and expand restrooms** to meet current accessibility standards, improve passenger comfort, and accommodate increased capacity demands.
- 4. Repair and restore the existing curtain walls** in accordance with the assessment recommendations, addressing window moisture remediation and resealing upgrades, as

well as any structural or thermal deficiencies to enhance energy efficiency, weather resistance, and overall durability.

5. **Manage the enhancements to the curbside check-in and ticket lobby** to better serve Terminal B airlines.
6. **Rehabilitate the Terminal B façade** to create architectural continuity with Terminal A and the new Terminal C. Work includes repairs, surface treatments, and the use of complementary materials and finishes from the TDP palette to modernize the exterior and visually tie the terminal into the broader campus design. The scope includes, aesthetic improvements, curbside pavement repair and cleaning, and the installation of upgraded illuminated wayfinding signage for a more consistent passenger experience and improved circulation clarity.

III. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this project:

Pre-Submittal Conference:	September 9, 2025, 10:00 am, CT
Deadline for Submission of Written Questions:	September 24, 2025, 4:00 pm, CT
Responses Due:	November 3, 2025, 10:00 am, CT
Evaluation of Submittals:	December 2025
Interviews:	Week of February 9, 2026
Anticipated City Council Consideration:	April/May 2026

IV. PRE-SUBMITTAL CONFERENCE

A non-mandatory Pre-Submittal Conference is scheduled, for **September 9, 2025, at 10:00 a.m. CT**. The Pre-Submittal Conference will be held via WebEx meeting. Prospective Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001

Meeting number (access code): 2331 882 3316

Meeting password: COSA2025

Join meeting:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m3ea8c44b662c6b83ca03a836b0cea6d1>

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 3rd 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 H - Terminal A/B Reconfiguration and Rehabilitation 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 **September 9, 2025, at 2:00 p.m. CT.**, following the non-mandatory Pre-Submittal Conference. Shuttle transportation will be provided from the Pre-Submittal lobby 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 proposals received in response to this RFQ. City will appoint a selection committee to perform the evaluation of the received Statement of Qualifications (SOQ). Each SOQ received by City shall 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 or seek best and final qualifications from Respondents deemed reasonably qualified for award. Final approval of a selected Respondent is subject to the action of the San Antonio City Council.

Respondent's SOQ 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 and respondents team members 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 Contract Template and General Conditions, provided hereto and made a part hereof and labeled as **Exhibit B** and provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City's Contract Template and General Conditions, in Respondent's submitted proposal under **"Tab 3"**.
4. **LETTERS OF REFERENCE (required) (Indexed and labeled as "Tab 4")** – Respondent and Co-Respondents must provide a maximum of five (5) letters of reference including contact information for projects completed within 5 years.
5. **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 proposal. to indicate its team has met or exceeded the minimum qualifications provided in **Section V** of this RFQ in proposal.

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

A. Experience, Background, and Qualifications of CMAR including Key Subcontractors (35 Points)

Respondent shall respond to the following items, as related to the scope of work outlined in this RFQ:

1. **Experience Narrative (Indexed and Labeled as "Tab 5"):** Provide a narrative in a maximum of five (5) pages that describes the Respondent's successful experience constructing facilities similar to this Project at airports through construction manager at risk or another collaborative delivery method. As part of this narrative, describe Respondent's experience providing:
 - a) Successful preconstruction services in partnership with airport teams.
 - b) Construction phase experience delivering airport terminal development programs on schedule, on budget, and with excellent quality and safety performance for projects with \$500M or more in construction cost.
 - c) Include a discussion of the experience of the team members working together on other comparable projects and the results of that experience, including the number of years working together.

In addition, Respondent's narrative must:

- a) Demonstrate a minimum of ten (10) years' experience in building airport terminal and concourse programs of similar size, complexity and type. Provide date(s) services were provided. If Respondent is proposing a joint venture for this Project, a minimum of ten (10) years' experience is required of each joint venture member.
- b) Demonstrate team's expertise, understanding and experience in working in landside and airside operational environments at airports.
- c) Demonstrate experience with multi-phased projects, and programs with

- multiple project components comprising the program.
- d) Include experience that demonstrates the Respondent's likelihood of success in packaging work to maximize the City's ability to obtain grant funding to support the program.
- e) Demonstrate success in utilizing comparable preconstruction phase services to establish a plan for execution that provides an executable program on schedule and on budget.
- f) Demonstrate success using BIM 360, Primavera P6 and other project management software tools.
- g) Demonstrate experience and success of key subcontractors on the team.

2. Project Sheets: (Indexed and Labeled as "Tab 6") – Include the following in support of the above:

Provide 2-page project sheets for three (3) successfully completed projects of similar size, scope and complexity utilizing the construction manager at risk delivery method or another collaborative delivery method. One of these projects must be at least \$500M in construction value. For each highlighted project, the project sheet shall include the following:

- a) Description of the project and scope of work, including level of LEED certification obtained, if any;
- b) Photograph of the project;
- c) Project's proposed substantial completion date and actual substantial completion date (explain inconsistencies);
- d) Project's original construction contract amount and final construction contract amount (explain inconsistencies);
- e) Name of design firm;
- f) Project Manager and note whether this person will work on the Project and his/her role planned for the Project;
- g) Project Superintendent and note whether this person will work on the Project and his/her role planned for the Project;
- h) Project Estimator and firm for which they were employed and note whether this person will work on the Project;
- i) The owner's name and the name of the representative who served as the day-to-day liaison for the construction phase of the project in the following format:
 - o Name of Owner: _____
 - o Name and title of Owner's representative: _____
 - o Owner representative's Phone Number: _____
 - o Owner representative's E-mail: _____

B. Qualifications of Key Personnel (35 Points)

Respondent shall respond to the following items, as related to the scope of work described in the RFQ:

1. **Organizational Chart (Indexed and Labeled as "Tab 7")** – Provide a one (1) page organizational chart that identifies Respondent's proposed team organization. Key personnel should be clearly identified. Team roles should be clearly identified. Only include personnel who would perform work under the CMAR Contract. The organizational chart can be formatted on an 11" x 17" page, if needed.

At a minimum, the following key personnel must be clearly labeled on the organizational chart and described in the following section:

- a) Senior Project Manager (on-site team leader)
- b) Project Manager(s)
- c) Pre-Construction Manager
- d) Sr. General Superintendent (construction phase onsite lead)
- e) General Superintendents (by building system area)
- f) Safety Manager
- g) Lead Scheduler
- h) Lead Estimator
- i) Quality Assurance/Quality Control Manager
- j) Subcontractor Procurement Coordinator/Diversity Coordinator

2. **Organizational Chart Narrative (Indexed and Labeled as “Tab 8”)** – Provide a narrative description (up to (2) two pages) of the organization chart describing the proposed assignments, roles and responsibilities, lines of authority, transition of responsibilities from preconstruction to construction phases, and communication for each team member to be directly involved with the Project. The proposed key personnel must have demonstrated experience with relevant airport terminal and concourse programs similar to the scope of the project (preferably over \$500M).
3. **Resumes (Indexed and Labeled as “Tab 9”)** – **Not included in the page count for Section B.** – Include the following in support of the above. Respondent shall provide a two (2) pages maximum resume for each of the key personnel listed above.

- a) Resumes should link back to project sheets submitted in accordance with Section 3.A.2 and may reference additional previously completed relevant projects not highlighted in the project sheets, where applicable. If a person did not work on any project included in the project sheets, then the resume should reference projects where the person performed roles similar to the role proposed for this Project.
- b) Resumes shall include: 1) license type (if applicable) and number of years licensed; 2) certification or other role specific recognitions, and number of years, including LEED Accreditation, if any; 3) number of years employed with the Respondent or subcontractor; 4) number of years of experience in proposed role identified on the Organizational Chart; 5) number of years of experience working on aviation projects; and 6) experience where applicable with use of BIM technology in delivery of previous construction projects.

- C. General Proposed Work Plan/Approach (30 Points)** – Submit a description of the Respondent team’s philosophy and proposed approach to the work and availability of labor resources (capacity to perform) in executing the team’s effort. Submit information in a brief narrative plan of up to three (3) pages (exclusive of the plans described below) that clearly and concisely describes the approach to the Project, as well as other information you feel is critical to the success of the Project. In addition, provide information on the items below:

1. **Subcontractor Selection Plan/Process (Indexed and Labeled as “Tab 10”)** – Provide a maximum three (3) page narrative that describes the selection process you will use to select qualified subcontractors for the Project.

- a) Provide an understanding of how you will determine best value in the subcontractor procurement process, as well as criteria used to evaluate the ability of subcontractors to successfully perform the work.
- b) If subcontractors are already identified as a part of Respondent's team, provide a teaming rationale narrative and proven past experience, if applicable.

2. Pre-Construction Phase Work Plan (Indexed and Labeled as "Tab 11") – Limit response to the following items to five (5) pages maximum:

- a) Describe Respondent's management approach and how the team organization/approach for the pre-construction scope of work outlined in this RFQ will facilitate an improved construction phase.
- b) Describe Respondent's approach to working with the design team to identify opportunities for cost and schedule assurance in the Project design.
- c) Describe Respondent's approach to providing timely design reviews and input to improve the constructability and biddability of the Project.

3. Construction Phase Work Plan (Indexed and Labeled as "Tab 12") – Limit response to the following items to five (5) pages maximum:

- a) Describe Respondent's construction management approach and plan for coordination with stakeholders.
- b) Describe Respondent's methodology to plan, oversee, coordinate and manage the implementation of the work, including site management, logistics, and subcontractor management.
- c) Describe Respondent's approach to managing project documentation and communications, such as requests for information, shop drawings, design bulletins/updates, potential changes and other coordination of construction progress meetings with the City, designer(s), and other contractors on site.

6. Disadvantaged Business Enterprise (DBE) Program Requirements (Form #5) (Indexed and Labeled as "Tab 13") – Respondent shall complete this form.

The City in accordance with Code of Regulations 49, Part 26 (or 49 CFR, Part 26) has established a Disadvantaged Business Enterprise (DBE) Program for Construction Management at Risk (CMAR) contracts. The aim of this program is to promote DBE participation in City procurements, through its prime contract awards and subcontracts, and to afford DBEs an opportunity to compete for City contracts. In particular, this program encourages contractors to provide opportunities to certified DBEs for subcontracts or related contracts.

Notification is hereby given that 11.22% DBE contract specific goal has been established for the preconstruction phase costs.

Additionally, the City has determined that subcontracting opportunities will arise during the construction phase of this Project; however, the specific scopes of work and the magnitude of the scopes of work cannot be determined until the design for the Project has been completed. When the design documents are sufficiently completed, the City will establish appropriate DBE goals, and the Construction Manager at Risk (CMAR) firm shall submit a DBE Compliance Plan meeting the goals or documentation detailing their Good Faith Efforts to meet the established DBE goals.

The selected Respondent will be required to meet the DBE CMAR Program and requirements. **A**

DBE Compliance Plan meeting such goals or documentation detailing Good Faith Efforts (GFE) to meet the established DBE goals will be required in the RFP phase. The DBE requirements will be outlined in the RFP. The selection process for the RFP will be based on the information submitted by Respondent as set forth in the Disadvantaged Business Enterprise (DBE) Program Requirements, DBE Construction Manager at Risk Contract Provisions, and DBE Forms. If these required DBE forms and documentations are not submitted, the proposal submittal will be deemed non-responsive. **Respondents are advised to prepare their DBE plan prior to the RFP Phase.**

Information on programs such as the City's Ready to Work Program and the City's Mentor-Protégé program will be included in the RFP Phase.

Below is the Evaluation Criteria Summary:

Evaluation Criteria Summary	Maximum Points
A. Experience, Background, & Qualifications of CMAR including Subcontractors	35
B. Qualifications of Key Personnel	35
C. General Proposed Work Plan/Approach	30
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 subcontractors 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. **STATEMENT OF DBE RESPONSIBILITY FORM (Form #5)** – Respondent shall submit the

completed DBE Statement of Responsibility Form with other required forms to confirm Respondent's commitment to comply with DBE program requirements.

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. **HEAT ILLNESS PREVENTION ACKNOWLEDGMENT FORM (Form #7)** – 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).
7. **KEY PERSONNEL COMMITMENT FORM (Form #8)** – Respondent shall include the completed Key Personnel Commitment Form with the other required forms to confirm Respondent's commitment to utilize the key personnel it identifies in the RFQ Submittal.
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.

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. 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 **September 3, 2025**, and close on **November 3, 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 Communications 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.

VII. RFP EVALUATION CRITERIA FOR SHORTLISTED FIRMS

Based on the evaluation process of Step 1, the selection committee will qualify up to five (5) Respondents to participate in Step 2 of the solicitation process. Step 2 of the solicitation process will include requests for additional information from the short-listed firms and a subsequent invitation for an interview. During Step 2 of the solicitation process, the selection committee will evaluate and rank the short-listed firms based on the published evaluation criteria set forth below:

Below is the Evaluation Criteria Summary:

Evaluation Criteria Summary	Maximum Points
A. Detailed Proposed Work Plan/Approach	60
B. Proposed Costing Methodology	30
C. Disadvantaged Business Enterprise Program	10
Total Maximum	100 Points

VIII. AMENDMENTS TO RFQ

Changes, amendments or written responses to questions received in compliance with **Section VIII, Restrictions on Communications** 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 Communications**, 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 Communications 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 **September 24, 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 Aviation Department's DBE Liaison Officer, Barbara Patton, for assistance or clarification with issues specifically related to the Disadvantaged Business Enterprise (DBE) Program policy and/or completion of the required DBE forms. The point of contact, Barbara Patton, may be reached by telephone at (210) 207-3592 or by e-mail at Barbara.Patton@sanantonio.gov. After the RFQ Submittal Due Date, there is no contact permitted to Ms. Patton or her Business Opportunity & Diversity

Development (BODD) staff regarding this solicitation. The City intends to provide the shortlisted Respondents instructions in the RFP regarding their ability to contact Ms. Patton and the BODD staff during the second step of this solicitation.

5. Respondent shall provide responses to any questions asked of it by City's Staff Contact Person and/or his/her designee about City's DBE Program both before and after responses are received and opened.
6. 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.

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 the City, shall file a completed 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 §176.006(a-1), Texas Local Government Code. Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

<https://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/Ethics/ForCompliance/Vendors-And-Conflict-of-Interest-Reports>

When completed, the CIQ Form and the CIQ-A Form should be submitted together and mailed to the Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If you prefer to deliver them by hand, please go to the Office of the City Clerk at City Tower, 100 W. Houston, Concourse Level (C), San Antonio, TX 78205.

Please do not include these forms with your proposal, as the Finance Department, Procurement Division will not deliver them to the Office of the City Clerk on your behalf.

- 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.