



CITY OF GLENN HEIGHTS, TEXAS

REQUEST FOR QUALIFICATIONS

(RFQ 19-03)

**FOR DESIGN AND CONSTRUCTION SERVICES
FOR NEW MUNICIPAL FACILITIES**

Issued: March 25, 2019

PUBLIC NOTICE

Issuance of Request for Qualifications for Design and Construction Services

The City of Glenn Heights, Texas will be soliciting Statement of Qualifications from qualified Design-Build teams interested in providing professional design and construction services for multiple new and re-adapted Municipal Facilities on multiple sites within the city limits.

Project Site I: (For buildings **la.**, **lb.**, and **lc.** listed below) **1942 South Hampton Road Glenn Heights, Texas 75154**



Description and Scope:

la. New City Hall: *To provide administrative offices and municipal court facilities for the city.*

lb. New Public Safety Facility: *To combine both the Glenn Heights Police Department and the Glenn Heights Fire Department under one roof.*

lc. New Community/ Recreational Center: *To provide recreational, social and educational opportunities to all members of the Glenn Heights community*

These three new Municipal Buildings will be located within the boundaries of the property shown above; and which is adjacent to the current city hall. The site is approximately 10.38 acres.

Project Site II: (For building Id. listed below) - 2118 South Uhl Road Glenn Heights, Texas 75154



Description and Scope:

Id. New Maintenance Facility: To provide additional repair, maintenance, parking and storage space for the City's Department of Public Works. These anticipated facilities are currently planned for this site shown in the photo above. This site is approximately 19.00 acres.

** The City reserves the right to modify the scope of the Project in the future with the selected Design-Builder for the possible inclusion of moderate interior/ exterior cosmetic alterations to selected buildings on the present campus at 1938 S. Hampton Rd.*

The Design-Builder's scope of work will include:

1. Pre-construction project planning including assistance in the preparation of a schedule, preliminary cost estimate and value engineering measures.
2. Preparing site, architectural, structural, mechanical, plumbing and electrical design plans based on District's criteria document and prototype information to include:
 - a. Site Design: demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, landscape and planting plans and details.
 - b. Building Design: building plan configuration and elevation elements including exterior building skin materials and colors, foundation, structural and roof systems, building fenestration and openings, overall dimensions, materials testing requirements, Mechanical/Electrical/Plumbing design including systems, equipment and calculations, energy and performance modeling, systems review and coordination and integration to include all utilities and controls. Development and refinement of cost estimates and project schedules.
3. Construction administration and observation including conferences, weekly site observations and meetings.
4. Project closeout, establishment of warranties and guarantees.

Anticipated Project Budget:

The City of Glenn Heights estimates an approximate construction budget of **\$12,000,000** for completion of this project including all costs and fees.

Anticipated Project Schedule:	Date
Issue/Advertise RFQ in official advertising publications	March 25, 2019
City conducts a pre-submittal conference for all interested firms. Location: Glenn Heights Council Chambers	April 1, 2019 at 11:00A.M.
Deadline for written questions and clarifications on RFQ	April 4, 2019 at 4:00 P.M.
Deadline for submission of Statement of Qualifications	April 9, 2019 at 12:00 P.M.
Meeting to open submissions at Glenn Heights City Council Chambers	April 9, 2019 at 1:00 P.M.
Selection Committee completes qualification evaluation to establish a short list of firms remaining. Committee notifies short-listed firms and schedules interviews (if required.)	April 15, 2019
Complete interviews of shortlisted firms-if required	April 22, 2019
Announce City Manager’s recommendation for Design-Builder with whom City to enter into contract negotiations.	April 23, 2019
City Manager to present Design-Builder contract for City Council approval.	May 7, 2019

Design Builder Evaluation / Selection Criteria and Scoring

Each submitter will be evaluated and may be short-listed based on their Statement of Qualifications score (100 points maximum) as determined through a qualification review process and scoring criteria as noted below:

- Area 1 (30%):** Experience of the Design-Build Firm utilizing Design-Build Methodology
- Area 2 (30%):** Past Performance in Construction of Public Facilities
- Area 3 (10%):** Proposed Personnel and Management Team
- Area 4 (30%):** Experience utilizing Design-Build Methodology in the Construction of Concurrent Public Facilities

Based on the number of submissions, there may be 3-5 qualified Firms/Teams shortlisted that may be asked to interview with an evaluation team made up of City representatives to help determine final ranking before final selection is made.

Explanation of Project Team by Submitting Design-Build Firms/Teams

Each applicant submitting qualifications for this RFQ shall include an explanation of its Project team which shall consist of either:

1. A list of the licensed design professionals, licensed contractors and licensed subcontractors whom the Design-Builder proposes to use for the Project’s design and construction; or
2. An outline of the strategy the Design-Builder plans to use for open contractor and sub-contractor selection.

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REQUEST FOR QUALIFICATIONS

Date of Issue: March 25, 2019

New Municipal Facilities City of Glenn Heights, Texas

The City of Glenn Heights is soliciting proposals from qualified design-build teams interested in providing professional design and construction services for new municipal facilities. This RFQ provides complete information on the services being sought, the submittal requirements and timeline.

The complete Request for Qualifications (RFQ) may be viewed at www.glennheightstx.gov and copies may be downloaded directly from this site which is the only official source for this document. Acquiring the RFQ from a different source could mean that this document has been superseded by a later version. Only those requesting this document from the advertised source will be included on a mailing list for updates.

A pre-submittal conference will be conducted on April 1, 2019 at 11:00 A.M. In the City Council Chamber located within the City Hall, located at 1938 S. Hampton Rd. Glenn Heights, TX 75154 Any questions, requests for information and responses to this RFQ shall be addressed and delivered to:

**Mr. Brian Lockley AICP, CPM
Deputy City Manager
City of Glenn Heights, Texas**

**972.223.1690 Ext. 450
Brian.Lockley@glennheightstx.gov**

Sealed proposals must be received by 12:00 P.M. on April 9, 2019. All proposals will be date and time stamped upon receipt. Late Qualifications, amendments and/or responses received after the time and date listed above shall not be considered for evaluation and will be returned to the Respondent unopened.

Accepted proposals will be opened at 1:00 P.M. on April 9, 2019 at the City Council Chamber located within the City Hall, located at 1938 S. Hampton Rd. Glenn Heights, TX 75154.

The City of Glenn Heights reserves the right to reject any and all submittals. This RFQ does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a response nor does it obligate the City to accept or contract for any expressed or implied services.

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SECTION ONE

DEFINITIONS

1.01 Definitions of Terms in RFQ

Unless the context suggests otherwise, the terms “Firm/Team”, “Contractor”, “Proposer”, “Bidder”, “Submitter”, “Consultant”, “Organization” or “Vendor” as used in this RFQ (whether capitalized or not) shall refer to the same legal entity that submits qualifications and is responsible for responding to this RFQ.

Whenever the term “City” is used, it means the City of Glenn Heights, Texas.

Similarly, unless the context suggests otherwise, the terms “Bid”, “Qualification”, or “Bid/Qualification” shall refer to the formal response given to this RFQ by the submitting entity incorporating all required elements of this RFQ necessary for the city to determine whether the submitting entity is a responsible, responsive Firm/Team.

Whenever the term “RFQ,” is used, the reference is to this Request for Qualifications or portions thereof, together with any exhibits, attachments, or addenda it may contain.

1.01.1. Whenever the terms “shall,” “will,” “must,” or “is required” are used in the RFQ, the referenced task is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement may be cause for rejection of a submittal or a reduction in the points given during the evaluation.

1.01.2 Whenever the terms “can,” “may,” or “should” are used in the RFQ, the referenced specification is discretionary. Therefore, though the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the quality of the submittal.

1.01.3 Whenever the terms “apparent successful” or “top-ranked” or “highest ranking” firm/company or offeror are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the City in accordance with the RFQ. The selection of an apparent successful firm/company does not necessarily mean the Selection Committee accepts all aspects of the firm’s submittal or proposal.

1.01.4 Whenever the term “submittal” is used in the RFQ, the reference is to the response offered by a firm, person or corporation in accordance with the RFQ. The submittal responds only to the RFQ.

1.01.5 Whenever the term “Selection Committee” or “Review Committee” is used in the RFQ, the reference is to the City’s representatives responsible for administering and conducting the evaluation and selection process of the RFQ.

1.01.6 “Design-Build” refers to the construction project delivery method in which, among other things, the city holds a single contract with a business entity that has responsibility both to design and to construct a project, and that holds the trade contracts.

1.01.7 “Lead Design-Builder” refers to the design-build team member that will contract with the City for all work and holds all responsibility of project success, performance, and completion.

1.01.8 “Design Professional” (an inclusive term for all licensed building professionals), “Architect of Record,” an/or “Engineer of Record” all refer to the project’s architect(s) and/or engineer(s), whose responsibilities generally include programming, design, code compliance, and detailing of the facility. Under the Design-Build delivery methodology, the Design Professional is an integral part of the Design-Builder entity under single contract with the City.

1.01.9 “Building Commissioning” refers to a formal and systematic process of documentation,

adjustment, testing, verification, and training, focused on quality assurance and performed specifically to ensure that the finished facility operates in accordance with the City's documented project requirements and the construction documents.

1.01.10 "Commissioning Provider" refers to the entity or person providing building commissioning services for a project.

1.01.11 "City's Criteria" is a written document that details the specific and functional requirements of a project, sustainable objectives and the expectations of how the project will be used and operated.

1.01.12 "Qualifications Submittal" and "Initial Written Submittal" both refer to a firm's response to the RFQ.

1.01.13 "Qualifications-Based Selection" and "QBS" both refer to a procurement process for the selection of professional construction services for public projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (City) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and price.

1.01.14 "Firm" shall be interpreted as referencing the design entity, the construction entity, or the combined (e.g., joint venture) entity, as is reasonable.

1.01.15 "Fixed Fee" or "Guaranteed Maximum Price" shall be proposed by the Design Builder and shall be defined as a specific dollar amount (stated as a lump sum) and agreed upon by all parties at the time of Contract Negotiation.

End of Section One

SECTION TWO

SCOPE OF WORK

2.01 Purpose of the RFQ and Lead Design-Builder Responsibilities

The selected Design-Builder will be expected to provide concurrent design and construction turnkey activities for this project resulting in a finished, fully usable facilities that satisfies all project requirements and contract terms. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural programming, design, and construction services) will hold all design professionals, testing services, trade contractors and trade supplier contracts.

2.02 Location of the Projects

The locations of the Work are:

2.02a: 1942 S. Hampton Rd. Glenn Heights, Texas:

- *New City Hall*
- *New Public Safety Building (Police and Fire)*
- *New Community/ Recreational Center*

2.02b: 2118 S. Uhl Rd. Glenn Heights, Texas:

- *New Public Works Maintenance Facility*

2.03 Scope of Work

The following is a preliminary Scope of Work that may be modified by the City during contract negotiations with the selected Design-Build Team.

I. Site Inventory and Evaluation of District's Criteria Confirmation

1. Site investigations, including survey, subsurface utility investigations, geotechnical investigations, environmental engineering, to verify existing conditions as necessary.
2. Preliminary evaluation of proposed site use, material selection, building systems and equipment and provide recommendations on constructability, time, labor and scheduling factors related to project cost.
3. Prepare written report that summarizes the City's criteria.
4. Review, modify, and finalize preliminary programming.
5. Develop preliminary project schedule
6. Develop preliminary cost estimates and proposed project budget

II. Schematic / Preliminary Design (SD)

1. Prepare site, architectural, structural, mechanical, plumbing and electrical schematic design plans based on program requirements for City Staff consideration.
2. SD Phase plans and Preliminary Design report will minimally include:
 - a. Site Development and Design criteria including site access, easements, circulation and vehicular access, setback requirements, area of safe refuge, parking areas, general landscape concept, tree protection measures, lighting areas, utility routing and connections and storm water measure locations.

- b. Building Design information including: design intent, space requirements and planning criteria, preliminary selection of building systems and materials, utility load review, code compliance, security plan expectations, building system integration with storm water plans and outline specification to integrate systems, products and procedures for architectural, civil and landscape.
- 7. Work in digital format: AutoCAD or Building Information Modeling (BIM) software, with production of Adobe Acrobat files.
- 8. Develop preliminary estimate of construction cost based on initial facilities programming requirements setting forth in detail quantities of materials, labor, profit, overhead, insurance etc. for the project including all site work.
- 9. Attend City and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
- 10. Prepare Preliminary Design Report (PDR) confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options and cost model.
- 11. Develop Design-Builder's Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
- 12. Conduct regular design meetings.
- 13. Update the design schedule as necessary.
- 14. Present to and receive final approval of all required departments/agencies for review; responsible for all State, County, and City permit applications.

III. Design Development (DD)

- 1. Based on the approved SD plans, satisfactorily resolve all review comments from prior design phases and further refine the design to include the following revised and additional information:
 - a. Site Design: demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, planting plans and details.
 - b. Building Design: review and confirm building plan configuration and elevation elements including exterior building skin materials and colors, foundation, roof and structural systems, building fenestration and openings, overall dimensions, materials testing requirements, review MEP design including systems, equipment and calculations, prepare energy and performance modeling and review and coordinate systems integration to include all utilities and controls.
- 2. Expand outline specification to Design Development level and integrate systems, controls, products and procedures for architectural, civil and landscape
- 3. Documents produced in digital format: AutoCAD or Building Information Modeling (BIM) software, with production of Adobe Acrobat files.
- 4. Conduct regular, biweekly, design meetings.
- 5. Review and confirm total original budget from Schematic Design phase review. Review any proposed V-E items, final strategy and reconcile variances.
- 6. Review and confirm sustainability goals and prepare life cycle cost analysis.
- 7. Review, update and confirm project schedule.
- 8. Attend City and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.

IV. Permitting, Reviews and Approvals

- 1. Review and/or present design concepts and obtain approval of the City of Glenn Heights Planning Department and any other regulatory agencies whose approval is necessary for the development of the site.
- 2. Submit plans and applications to regulatory agencies
- 3. Secure approvals from all other local and state agencies as required for the site development.
- 4. Coordinate the construction or relocation of privately-owned utilities if necessary.
- 5. Attend meetings as necessary for all approvals. Provide responses and modifications to

regulatory comments.

V. Construction Documents (CD)

1. Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize all construction drawings and specifications to minimally include: building systems, site utilities and components that will form the basis for the project's Construction Documents sufficiently complete to support the prepared budget, obtain necessary permits and construct the project.
2. Documents produced in digital format: AutoCAD or Building Information Modeling (BIM) software with production of Adobe Acrobat files.
3. Prepare a construction documents level cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
4. Incorporate bid alternates as necessitated by the project budget.
5. Conduct regular, monthly, design meetings.
6. Conduct a final City Council meeting to present final design.

VI. Construction Administration

1. Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
2. Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.

VII. Construction

1. All work will be consistent with the intent of the Construction Documents to be prepared by the Design-Builder and approved by the City of Glenn Heights
 - a. Site work to include (if not on Civil and/ or Site MEP or Landscape Documents) clearing and rough grading with excess dirt and material removed from the site. Tree protection, traffic and erosion control measures to be immediately put into place.
 - b. Site utilities including fire line and domestic water, sewer, natural gas and electrical service and site lighting.
 - c. Concrete paving, walkways, utilities, landscaping and storm water retention system.
 - d. Site amenities, site furniture, flagpoles, etc. indicated on the Construction Documents.

VIII. Post Construction Phase/Deliverables

1. Prepare as-built documents based on information received from the contractor in AutoCAD or BIM format or in such other format as the City requires.
2. Prepare a Facility Maintenance Plan in a format selected by the City.
3. Assist in project closeout and establishment of warranties and guarantees.
4. Present to required departments/agencies for review; responsible for all State, County, and City permit applications and approvals.

2.04a: CITY HALL

CITY HALL	Square Foot
Public Lobby	785
Council & Municipal Court	1,680
City Managers	820
City Secretary	825
Finance	375
Human Resources	375
Information Technology	200
Customer Services (Utility Billing, Permits, Municipal Court)	410
Planning & Economic Development	600
Parks & Community Engagement	225
Public Works & Infrastructure	525
City Hall Shared Space	825
City Hall Building Support Space	938
TOTAL GROSS SF & COST OF PROGRAMMED SPACES	8,583
TOTAL BUILDING GROSS SF & COST	8,583

04b: PUBLIC SAFETY BUILDING

PUBLIC SAFETY	Square Foot
Fire Administration	439
Emergency Management	150
Fire Operations	7,530
TOTAL FIRE DEPARTMENT GROSS SF & COST	8,119
Police Administration	425
Criminal Investigation	445
Patrol	620
Juvenile Procession	180
Police Support Space	1,320
TOTAL POLICE DEPARTMENT GROSS SF & COST	2,990
Public Safety Shared Space	2,875
Building Support Space	850
TOTAL GROSS SF & COST OF PROGRAMMED SPACES	14,834
TOTAL BUILDING GROSS SF & COST	14,834

2.04c: COMMUNITY/ RECREATION CENTER

COMMUNITY/RECREATION CENTER	Square Foot
Lobby & Reception Area	
Entry Vestibule	90
Lobby	500
Receptionist	100
Public Restrooms	120
Multipurpose Gymnasium	
Gym (50'x84' basketball court)	6200
Storage	50
Fitness Center	
Weight & Cardio Machines	1500
Storage	50
Aerobics/Fitness Studio	
Studio Space	800
Storage	50
Community Classroom	
Classroom	500
Storage	50
Administrative Offices	
Community Center Manager	120
Staff Office	180
Copy/Print Workroom	100
Supplies Storage	50
Locker Rooms	
Men's Locker/Showers/Toilets	500
Women's Locker/Showers/Toilets	500
Support Spaces	
Janitor's Closet	80
General Storage	200
Mechanical	150
Telecom Closet	80
Electrical Closet	80
Fire Riser Room	60
TOTAL GROSS SF & COST OF PROGRAMMED SPACES	12,110
TOTAL BUILDING GROSS SF & COST	12,110

2.04d: MAINTENANCE FACILITY

PUBLIC WORKS & INFRASTRUCTURE	Square Foot
Workshop Warehouse	2,529
Equipment Garage	2773
TOTAL GROSS SF & COST OF PROGRAMMED SPACES	5,302
TOTAL BUILDING GROSS SF & COST	5,302

Project Budget:

The City of Glenn Heights estimates an approximate Construction Budget of **\$12,000,000** for completion of these projects including all costs and fees. Total costs include construction related expenses; architectural programming, design and construction related services; testing services; public jurisdiction fees and charges; permits; and other building related professional service fees necessary to fully complete the project.

2.05 Anticipated Schedule

The City reserves the right to make adjustments to this schedule as necessary.

Anticipated Project Schedule:	Date
Issue/Advertise RFQ in official advertising publications	March 25, 2019
City conducts a pre-submittal conference for all interested firms. Location: Glenn Heights Council Chambers	April 1, 2019 at 11:00 A.M.
Deadline for written questions and clarifications on RFQ	April 4, 2019 at 4:00 P.M.
Deadline for submission of Statement of Qualifications	April 9, 2019 at 12:00 P.M.
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Selection Committee completes qualification evaluation to establish a short list of firms remaining. Committee notifies short-listed firms and schedules interviews (if required.)	April 15, 2019
Complete interviews of shortlisted firms-if required	April 22, 2019
Announce City Manager's recommendation for Design-Builder with whom City to enter into contract negotiations.	April 23, 2019
City Manager to present Design-Builder contract for City Council approval.	May 7, 2019

2.06 Pre-Construction Project Planning

The Design-Builder, as a part of its design and its preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures. At an appropriate point during the project and prior to contracting, the City will ask the Design-Builder to commit to a Lump Sum/ GMP price for all its design and construction services. We have already established the contract amount is this necessary? I recommend that we request regular submittals of project costs and percentage of project completion.

2.07 Project Delivery and Objectives

At all times and project stages the Design-Builder shall act in the best interests of the City and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the City's project requirements, time constraints and budget. The Design-Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling and coordination of all construction work in addition to miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

The City expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. **A spirit of cooperation, collaboration and a commitment among professional design and construction services providers to work in the best interests of the project is of utmost importance.**

End of Section Two

SECTION THREE
DESIGN-BUILDER EVALUATION AND SELECTION CRITERIA

3.01 Design-Build Team Experience Requirements and Capabilities

Responders should identify their Team's experience with public bid response design-build projects and specifically describe those projects that best characterize the proposers' capabilities, including work quality and cost control measures. These projects must have included the completion of construction drawings, technical specifications and construction estimates that led to a complete constructed project.. Completed public sector projects is required.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Responsively and successfully designing to a user program.
2. Demonstrated history of successful collaboration constructing facilities utilizing a Design-Build methodology.
3. Obtaining municipal permits.
4. Incorporating environmentally responsible building practices.
5. Effectively providing contract and construction administration services utilizing effective team communication and working methods.

3.02 Design-Build Team Minimum Qualifications

Firms must meet the following criteria. Firms that do not meet these criteria are automatically disqualified.

1. Firm's "Designer(s) of Record" MUST have a current Texas Architectural and Engineering license(s) as appropriate for their portion of the design work. **A copy of the license(s) is to be included in the appendix.**
2. Firm's "Builder" MUST have a current Texas Contractor's license with an unlimited building classification. **A copy of the license is to be included in the appendix.**
3. Lead Design-Build firm MUST have bonding capacity to provide a Labor and Material Payment and Performance bonds with coverage each equal to the total cost of the project.
4. Lead Design-Build firm MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
5. Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish the City with certificates of insurance for each type of insurance described herein. The City reserves the right to negotiate different limits and coverage in the final contract.

Commercial General Liability:	\$1,000,000 per occurrence
Commercial Auto Liability:	\$1,000,000 combined single limit
Excess (Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory
Employer's Liability:	\$1,000,000 each accident/total disease/employee disease

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. (The City reserves the right to negotiate different limits and coverage in the final contract.)

All insurance companies must be authorized to do business in Texas.

NOTE: In order to be deemed eligible for evaluation, the submitting lead Design-Build firm must include the Declaration Statement (signed) included in this RFQ attesting to the above requirements and coverages in its submittal.

“Bonding – Attach a letter of intent from a surety company indicating the respondent’s ability to bond for this project except for design services. The surety shall acknowledge that the firm may be bonded for each phase of the project, with a maximum construction cost of **\$12,000,000** to ensure sufficient bonding for this **\$12,000,000** design/build project. In accordance with Texas Government Code section 2269.311, the Bond shall be in a form acceptable to the City and shall be delivered not later than the 10th calendar day following execution of the design/build contract.”

3.03 Statement of Qualifications Evaluation Criteria and Scoring

RFQ submittals are to include the information requested in this questionnaire in the sequence and format prescribed. Selection criteria are associated with certain questions and will be evaluated based on this format. Failure to respond in this sequence and format will result in reduction of points or disqualification

Supplemental materials providing additional information may be attached if limited to three (3) pages.

Area 1: Experience of the Design-Build Firm utilizing Design-Build Methodology

- 1.1 Please describe no more than (5) public projects that your proposed design-build team has participated in that demonstrate your ability to successfully complete these projects for the City of Glenn Heights. Please list the project names, owners, addresses, general scope, size and overall budget. Describe the capacity(ies) in which your organization or individual team members participated in these projects. If not Design-Build contracts, please describe the project delivery method(s) used. Please describe based on your organization’s experience, the advantages and disadvantages of these alternate delivery systems compared to Design-Build.
- 1.2 Does your organization self- perform any of the anticipated work-elements of these projects? If so, please list them.
- 1.3 Describe what you feel is your most successful project utilizing Design-Build as the project delivery method. Why was this your most successful project?
- 1.4 Describe what you feel is your most challenging project utilizing Design-Build as the project delivery method. Why was this your most challenging project?

Area 2: Past Performance In Construction of Public Facilities

- 2.1 Please describe in general, your organization's experience in designing and constructing public projects. Please include:
- 2.2 Your approach to refining the Owner's programmatic requirements in relationship to the stated budget for these projects.
- 2.3 Your philosophy and procedures of working in collaboration with representatives of the city in order to meet the programmatic requirements from schematic design through construction documents
- 2.4 Describe your organization's methods for estimating costs, and for scheduling during the various phases of design and into construction. It is possible that the GMP may be requested prior to completion of construction documents. Is this acceptable to you?
- 2.5 Please describe your approach to value-engineering and give examples of past projects where this was successfully employed.
- 2.6 Shared Savings: Describe your organization's approach to savings that may be realized during construction. Does the owner typically share in these savings Please give an example of shared savings with past projects.
- 2.7 Contingencies: Describe your organization's concept for cost contingencies during design and during construction. What is your organization's approach for the disposition of contingency funds after the completion of the project?
- 2.8 Has your organization ever failed to complete a public project for which you were contracted for? If so, please explain.
- 2.9 Has your organization ever been a party to any legal action (arbitration and/ or mediation as well) based on a project for which you were contracted? If so, please explain.
- 2.10 Has your organization ever been denied sufficient bonding capacity in order to construct a project for which you have been contracted? If so, please explain.
- 2.11 Please describe your organization's general history with applicable projects in regard to Change Orders. Why in your experience and opinion, do some projects have excessive necessary Change Orders, while others have few or even none? What strategies would you employ on these projects to control or even eliminate the potential for unwanted Change Orders on these projects?

Area 3: Proposed Personnel and Management Team

Please answer the questions below:

- 3.1 Name of Firm:
- 3.2 Address of Principal Office: Telephone and Email
- 3.3 Form of Business Organization (corporation, partnership, individual, joint venture, other?): Year Founded:
- 3.4 Primary Individual to Contact:
 - 3.4.1.1 How many years has your organization been in business in its current capacity?
 - 3.4.1.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?
 - 3.4.1.3 If your organization is a corporation, answer the following: date of incorporation, State of incorporation, president's name, vice president's name(s), secretary's name, treasurer's name.
 - 3.4.1.4 Have the proposed personnel demonstrated the ability to achieve quality work?
 - 3.4.1.5 Given the scope and schedule of these projects, please identify the specific Job Superintendent, Assistant job Superintendent, Project Manager, Assistant Project manager, Estimator and Field Operations personnel who would work on the project(s). Provide a resume and references for each individual. Prior to contracting with a Design-Build firm, the City, should they choose, will interview the Project Manager/Job Superintendent who will be assigned to the project(s). The Project Manager/Project Superintendent will be required to remain on the project through final completion unless the City directs for any personnel to be removed. The Design-Builder may request that a Project Superintendent or a Project Manager be removed from the project only with the approval of the City.

Area 4: Experience utilizing Design-Build Methodology in the Construction of Concurrent Public Facilities

- 4.1 Has your organization ever been contracted to design and build multiple facilities for the same owner to be constructed concurrent with one another? If so, please detail the type, scope, location and owner of these projects.
- 4.2 If your organization does not have the experience referenced above, please describe your organization's ability to execute multiple projects at the same time for the same owner.
- 4.3 Please describe your organization's ability to contract the necessary resources and provide the required coordination to execute these projects.
- 4.4 Would your organization's present bonding capacity and/ or required insurance coverage prevent your organization from contracting for these projects?

End of Questionnaire

3.04 Clarifying Qualification During Evaluation

During the evaluation process, the City has the right to require any clarification it needs in order to understand the Firm/Team's view and approach to the project and scope of the work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/Team contract.

3.05 Short List Ranking

After evaluating the responses to this RFQ, the City will rank no more than 5 of the most highly qualified candidates for ranking and these Short-listed Teams may be asked to interview to help determine final ranking.

3.06 Interviews of Short-listed Firms/Teams

Prior to ranking the short-listed Firms/Teams for final selection, the City may elect to interview those Firms/Teams. The purpose of this interview will be to meet the proposed Project team (if applicable), become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Firm/Team's project approach and ability to meet stated objectives for the project. Short Listed Firms/Teams should be prepared to discuss with specificity their capacity to conduct this work in compliance with the project timeframe, budget and good-faith obligations. The City will notify each short-listed firm to schedule individual times for the interviews.

3.07 Design-Build Firm/Team Final Selection

After making final Team selection and taking into consideration quality, performance and the time specified in the Qualifications for performance of the contract the City will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and City will enter into a contract for the work.

All respondents are considered fully informed as to intentions of the City regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include scope of work, staffing plans, action plan, CPM Schedule and fee proposal to District during negotiations.

The City may withdraw this RFQ, reject qualifications or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous to the City.

3.08 Compliance

The awarded Design-Builder will be expected to execute the appropriate contracts. Please provide a copy of a standard **AIA-A141 Owner/ Design-Builder Agreement** that will be the contract used by the City of Glenn Heights for these projects.

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SECTION FOUR
QUALIFICATIONS SUBMITTAL REQUIREMENTS AND FORMAT

4.01 Physical Submittal: Department Contact, Deadline for Receipt of Qualifications, Format

Submitters must submit five (5) total copies of their written Qualification in a sealed package (including one in PDF digital format) to the City Contact by the submission deadline noted in this RFQ. The name and address of the submitter should appear on the outside of the submittals and the package should include the RFQ title and RFQ number and reference the project; i.e. "RFQ for Design-Build Services for Municipal Facilities" Each submittal copy shall be identical in content. Responses should be concise, clear, and relevant. Submitter's cost incurred in responding to this RFQ is the submitter's alone and the City does not accept liability for any such costs. The City will not and shall not be required to return any item submitted.

4.01.1 In order for the City to evaluate Qualifications fairly and completely, Firm/Teams should concisely follow the format set out herein and provide all of the information requested:

- a. SOQ's shall be bound, numbered consecutively, double-sided, on 8-1/2" x 11" sheets with a maximum of 30 pages {not including the coversheet, back cover, cover letter, Table of Contents, Resumes and other City- required attachments such as SBDE Forms, Form of Contract Notations/Exceptions, Insurance Certificates, Privilege License(s), Non-Collusion Form, Corporate Resolution Form and authorized signatures.}
- b. Up to a maximum of two (2) sheets may be 11" x 17" for schedules or other information necessary to depict the proposed Project Approach/Action Plan.

4.02 Statement of Qualifications Provisions

The City intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple firms are proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

Qualifications must confirm that the Firm/Team will comply with all of the provisions in this RFQ, and if applicable, provide notice that the Firm/Team qualifies as a certified business. **Qualifications must be signed by a company officer empowered to bind the company.** A Firm/Team's failure to include these items in their Qualifications may cause their Qualification to be determined to be non-responsive and the Qualification may be rejected.

End of Section Four

SECTION FIVE
PRE-SUBMITTAL CONFERENCE AND CLARIFICATIONS

5.01 Pre-Submittal Conference

A pre-submittal conference will be held on the date and time noted in this RFQ. It will be held in the City Council Chambers at the City of Glenn Heights' City Hall; located at 1938 S. Hampton Rd. Glenn Heights, TX 75154 The project will be described, and key City representatives will be introduced.

Questions concerning the Project may be asked at the pre-bid conference; however, oral answers are not authoritative. Pre-submittal conference questions should be submitted to the City in writing prior to the pre-submittal meeting. Questions that arise during the conference must also be submitted in writing per the schedule noted in this RFQ. Meeting minutes will not be taken. Only written questions submitted to the City will be answered in subsequent addenda posted on the City's website:

Questions received by the City after this date will not receive a response or be the subject of addenda. Any oral questions that are asked at the conference and not received in writing will not be recorded in the addendum. Addenda to posted on the City's website at this address: www.glennheightstx.gov

Except for submission of questions, discussed further below, proposers should not contact any members or employees of the City regarding any aspect of this procurement until after the award of the contract. Questions may be asked at the pre-submittal conference. Questions not asked at the pre-submittal conference must be submitted in writing via email to:

Mr. Brian Lockley AICP, CPM
Deputy City Manager
City of Glenn Heights, Texas

972.223.1690 Ext. 450
Brian.Lockley@glennheightstx.gov

All follow-up questions from the pre-submittal conference, as well as any questions that have been submitted in writing before the deadline, will be compiled and answered in writing. The deadline for submission of questions relating to the RFQ is the time and date shown in the Project Schedule in this RFQ. Answers will be posted on the RFQ website listed above.

5.02 Submittals and Clarifications

It is the responsibility of each submitter to examine the entire RFQ, seek clarifications in writing, and review their submittal for accuracy before submitting their qualifications. Once submission deadlines have passed, all submissions will be final. The City will not request clarification from any individual submitter relative to their submission, but reserves the right to ask for additional information from all parties that have submitted qualifications.

5.02.1 It is the sincere intention of the City to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the City should determine that none of the Design-Build teams submitting are advantageous to the City. **The City shall have the absolute right to reject any and all submittals.**

End of Section Five

SECTION SIX
APPENDICES

- 6.01 Appendix A - Costing Methodology**
- 6.02 Appendix B - Felony Conviction Disclosure Statement**
- 6.03 Appendix C - Non-collusion Affidavit**
- 6.04 Appendix D - Conflict of Interest Notice**
- 6.05 Appendix E - Suspension and Debarment Certification**
- 6.06 Appendix F - Certification of Residency**
- 6.07 Appendix G - Certifications under House Bill 89**
- 6.08 Appendix H - W-9 Request for Taxpayer Identification and Certificate**
- 6.09 Appendix I - Deviations/Signature Page**
- 6.10 Appendix J - Insurance Declaration Statement**

End of Section Six

APPENDIX A
Costing Methodology

"Costing methodology"

Include a description of the following costs for each category based on the size and scope of the project. The discussion of fees and total cost for performing the Work will be limited to the Final Selection Process, after firms have been ranked.

Subcontractor markup,

Definition of general conditions,

Range of cost for general conditions,

Policies on retainage,

Policies on contingencies,

Discount for prompt payment,

Expected staffing for administrative duties.

Do not include a guaranteed maximum price (GMP) or bid for overall design or construction in this section.

APPENDIX B

**CITY OF GLENN HEIGHTS NCHRI
CERTIFICATION
FELONY CONVICTION DISCLOSURE STATEMENT**

NCHRI Certification

The undersigned Contractor certifies that the Contractor has obtained all National Criminal History Record Information ("NCHRI") for the Contractor and its agents, servants, and employees.

The Contractor further certifies that the Contractor has provided the NCHRI for the Contractor and its agents, servants, and employees to the City.

This notice is not required of a publicly-held corporation.

I, the undersigned agent for the firm named below, certify that: (i) I have obtained the NCHRI for the Contractor, its agents, servants, and employees; (ii) I have provided the NCHRI for the Contractor, its agents, servants, and employees to the City; and, (iii) the information concerning notification of felony conviction for the Contractor, its agents, servants, or employees has been reviewed by me and the following information furnished is true to the best of my knowledge.

Company Name

Signature of Authorized Company Official

Authorized Company Official's Name (Please print)

APPENDIX C

AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, ANTI-LOBBYING

By submission of this response, the undersigned certifies that:

1. Neither the Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other Respondent or potential Respondent or given any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached response or the response of any other Respondent, and further states that no such money or other reward will be hereinafter paid.

2. No attempt has been or will be made by this firm's officers, employees, or agents to lobby, directly or indirectly, any representative of the City between response submission date and award of the contract.

3. No officer, or stockholder of Respondent is a member of the staff, or related to any employee of the City of Glenn Heights:

The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the Respondent as well as to any person signing on its behalf.

Signature of Authorized Official: _____

Printed Name: _____

Title: _____

Date: _____

APPENDIX D

CONFLICT OF INTEREST NOTICE

**City of Glenn Heights
Notice to Vendors Conflict of
Interest Questionnaire Required by
Chapter 176 of the Texas Local
Government Code**

A person or entity who contracts or seeks to contract with the City of Glenn Heights for the sale or purchase of property, goods, or services (as well as agents of such persons) are required to file a Conflict of Interest Questionnaire with the City. Each covered person or entity who seeks to or who contracts with the City is responsible for complying with any applicable disclosure requirements. The City of Glenn Heights will post the required completed questionnaires on its website.

The Conflict of Interest Questionnaire must be filed not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

The Vendor shall file an updated completed questionnaire with the appropriate records administrator not later than September 1 of the year in which an activity described in Section 176.006(a), Local Government Code, is pending, and not later than the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

Note: A Vendor is not required to file an updated completed questionnaire in a year if the person has filed a questionnaire on or after June 1, but before September 1, of that year.

The Conflict of Interest Questionnaire may be downloaded from the Texas Ethics Commission's website at <https://www.ethics.state.tx.us/forms/CIQ.pdf>. You may also use the copy provided.

Completed forms should be sent submitted with the Bid.

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APPENDIX E

SUSPENSION AND DEBARMENT CERTIFICATION

Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods and services equal to or in excess of \$100,000 and all non-procurement transactions (e.g., sub-awards to sub-recipients).

Firms receiving individual awards of \$100,000 or more and all sub-recipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

Before an award of \$100,000 or more can be made to your firm, you must certify that your organization and its principals are not suspended or debarred by a federal agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.

Name of Firm: _____

Signature of Authorized Official: _____

Printed Name: _____

Date Signed: _____

APPENDIX F
CERTIFICATION OF RESIDENCY

Chapter 2252 of the Texas Government Code relates to Resident versus Nonresident and the requirements governmental entities must follow when awarding contracts to Nonresidents. The pertinent portion of the Chapter is as follows:

2252.001...

"Resident" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

"Nonresident" refers to a person who is not a resident.

"Governmental contract" means a contract awarded by a governmental entity for general construction, an improvement, a service, or a public works project or for a purchase of supplies, materials, or equipment.

2252.002...

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in:

- (1) the state in which the nonresident's principal place of business is located; or
- (2) a state in which the nonresident is a resident manufacturer.

Please complete the appropriate statement below:

A. I certify that _____ is a Resident of
(Company Name)

Texas as defined in Chapter 2252.

B. I certify that _____ is a Nonresident
(Company Name)

of Texas as defined in Chapter 2252. Our principal place of business is:

(City and State)

Signature: _____

Printed Name: _____ Date: _____

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APPENDIX H

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

or

Employer identification number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

APPENDIX I

DEVIATIONS / SIGNATURE PAGE

In the event the undersigned Respondent intends to deviate from the general terms, conditions, or specifications listed within this submittal, all such deviations must be listed on this page, with complete and detailed conditions and information also being attached. In the absence of any deviation entry on this form, the Respondent assures the City of their compliance with the Terms, Conditions, Specifications, and information contained within this SUBMITTAL.

Deviations:

The City will be the sole judge to determine if deviations are acceptable in meeting the needs of the City and participating members.

The City reserves the right to withdraw this request for qualifications at any time and for any reason. The City also reserves the right to award or not award this contract in any manner deemed to be in the best interest of the City.

Please indicate by checking 'yes' that the following forms are being provided with your organization's submittal. If checking 'no'- please explain.

a.	Proof of Insurance	<u>Yes</u>	<u>No</u>
b.	Felony Conviction Notice	<u>Yes</u>	<u>No</u>
c.	Cost Proposal	<u>Yes</u>	<u>No</u>
d.	Non-Collusion Affidavit	<u>Yes</u>	<u>No</u>
e.	Suspension & Debarment	<u>Yes</u>	<u>No</u>
f.	Certification of Residency	<u>Yes</u>	<u>No</u>
g.	Conflict of Interest	<u>Yes</u>	<u>No</u>
h.	Required Addenda	<u>Yes</u>	<u>No</u>

All Respondents MUST COMPLETE this page.

Sign and Return with response or your submission may be considered Non-Responsive.

Our response is submitted according to: _____ Deviations listed above
_____ No Deviations

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

APPENDIX J

Firm/Team shall maintain insurance not less than the following:

Firm/Team agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following coverage and limits. The requirements contained herein, as well as District's review or acceptance of insurance maintained by Firm/Team is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Firm/Team's under this Contract.

1. Firm's "Designer(s) of Record" MUST have a current Texas Architectural and Engineering license(s) as appropriate for their portion of the design work. **A copy of the license(s) is to be included in the appendix.**
2. Firm's "Builder" MUST have a current Texas Contractor's license with an unlimited building classification. **A copy of the license is to be included in the appendix.**
3. Lead Design-Build firm MUST have bonding capacity to provide a Labor and Material Payment and Performance bonds with coverage each equal to the total cost of the project.
4. Lead Design-Build firm MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
5. Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish the City with certificates of insurance for each type of insurance described herein. The City reserves the right to negotiate different limits and coverage in the final contract.)

Commercial General Liability:	\$1,000,000 per occurrence	Commercial Auto
Liability:	\$1,000,000 combined single limit	Excess
(Umbrella) Liability:	\$1,000,000	
Workers' Compensation:	Statutory	
Employer's Liability:	\$1,000,000 each accident/total disease/employee disease	

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. (The City reserves the right to negotiate different limits and coverage in the final contract.)

All insurance companies must be authorized to do business in Texas.

Certificate of Insurance: Firm/Team agrees to provide the City with Certificates of Insurance evidencing that all coverage's, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Firm/Team's insurer. If Firm/Team receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Firm/Team agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to the coverage no longer in compliance

When a board makes a public work contract for constructing, altering, or repairing a public building or carrying out or completing any public work, it shall require the contractor, before beginning the work, to execute payment and/or performance bonds as specified below. The bonds shall be executed by a corporate surety in accordance with Insurance Code 7.19-1. The bond shall be

payable to the City and in a form approved by the board. Gov't Code 2253.021(a), (d)–(e)

For a contract in excess of \$100,000, a performance bond shall be executed in the amount of the contract conditioned on the faithful performance of the work according to the plans, specifications, and contract documents. The bond is solely for the protection of a district. Gov't Code 2253.021(b)

For a contract in excess of \$25,000, a payment bond shall be executed in the amount of the contract solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply public work labor or material. Gov't Code 2253.021(c)

The selected firm will be required to comply with all bonding requirements.

Insurance and Bond Requirement Acknowledgement:

I understand the above requirements and agree to comply.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

END OF DOCUMENT