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**Request for Qualifications
16-02
Architectural and Engineering Services for Scholes International Airport
City of Galveston, Texas**

RFQ #16-02

Date: February 8, 2016

Open: March 23, 2016 @ 10:00 am

Sealed qualifications shall be prepared with **one original, four copies and a media source or the RFQ will be non-responsive**. Sealed qualifications shall be addressed to the Purchasing Department, City Hall, room 306, 823 Rosenberg, Galveston, Texas 77550, and will be received until **10:00 AM, March 23, 2016** and opened immediately in that office in the presence of the City's auditor or a witness from the Finance Department and the Purchasing Department. Any qualifications received after **10:00 am** on the date specified will be returned unopened, for the following project.

**RFQ #16-02
Architectural and Engineering Services for Scholes International Airport**

RFQ package

The Request for Qualifications (RFQ) and the Texas Department of Transportation Form AVN-550 (Rev. 01/15) Qualifications for Aviation Professional Architectural/Engineering Services, are all considered part of the RFQ package. Qualifications must be submitted with **one original, four copies and a media source** on the forms provided by the City, including the RFQ and AVN-550 Form completed in its entirety and signed by an authorized representative by original signature. Failure to complete and sign the RFQ and AVN-550 Form page(s) will disqualify the RFQ from being considered by City Council. Any individual signing on behalf of the proposer expressly affirms that he/she is duly authorized to tender this RFQ and to sign the RFQ and AVN-550 Form under the terms and conditions in this RFQ. Proposer further understands that the signing of the RFQ and AVN-550 Form shall be of no consequence unless the RFQ is subsequently awarded and the contract properly executed by City Council. All figures must be hand written in black ink or typed on white paper, except for the optional illustration page. Figures written in pencil or with erasures are not acceptable; however, mistakes may be crossed out, corrections inserted, and initialed in black ink by the individual signing the RFQ.

Note: proposer must submit his/her qualifications on the forms provided herein. The RFQ, AVN-550 Form, tax statement, nepotism statement, non-collusion statement, and any other forms marked as needing to be returned must be completed, signed and witnessed as required or the RFQ will be non-responsive.

Envelopes will be sealed and marked with the RFQ number and opening time on the outside bottom left corner to avoid the opening of any RFQ before the prescribed time.

Qualifications sent by facsimile (fax) machine shall be rejected as being non-responsive specifications.

Plans, specifications and proposal forms may be examined without charge at the office of the Purchasing Department at the above address.

Any questions regarding procurement procedures should be addressed to the Purchasing Department at the address above or by calling (409) 797-3574.

Pre-RFQ Conference

The City of Galveston will be conducting a pre-RFQ conference for all firms planning to RFQ on the project; attendance is highly recommended but not required.

Location will be: Scholes International Airport, 2115 Terminal Drive, Galveston, Texas, Airport Conference Room,

Date and Time: February 24, 2016, TIME. 2:00 pm.

Restrictive or ambiguous specifications

It is the responsibility of the prospective proposer to review the entire RFQ packet and to notify the Purchasing Office if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or RFQ procedures must be received in the Purchasing Office not less than one week prior to the time set for RFQ opening. Vendors are to submit qualifications as specified herein.

Modification of Request for Qualifications

A proposer may modify an RFQ by letter at any time prior to the submission deadline for receipt of RFQs. The modification letter must be received prior to the submission deadline. Alterations made before opening time must be initialed by the proposer guaranteeing authenticity. RFQs may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications will be accepted at any time prior to City Council's consideration of the RFQ.

Award of contract

Contractor shall submit to the City, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under the required insurance schedule of the (Invitation to RFQ or Request for Proposal).

The contractor shall not commence work under these terms and conditions of the contract until all applicable Certificates of Insurance, and Irrevocable Letters of Credit (if required) have been approved by the City of Galveston and he/she has received notice to proceed in writing and an executed copy of the contract from the City of Galveston.

Best and final offers

In determining and evaluating the best RFQ, the quality, equality, efficiency, utility, general terms, delivery, suitability of service offered and the reputation of the service in general use will also be considered with any other relevant items. The City Council shall be sole judge in the determination of these matters.

Evaluation Process

Qualifications that do not conform to the instructions given or which do not address all the services as specified may be eliminated from consideration. The City of Galveston, however, reserves the right to accept such RFQ if it is determined to be in the City's best

interest to do so.

The City of Galveston may initiate discussions with vendors. Discussions may not be initiated by vendors. The City of Galveston expects to conduct discussions with proposer personnel authorized to contractually obligate the vendor with an offer. Proposers shall not contact any City of Galveston personnel during the RFQ process without the express permission from the city's Purchasing Agent. The City of Galveston Purchasing Agent may disqualify any proposer who, after the RFQ was published, has made site visits, contacted City of Galveston personnel or distributed any literature without authorization from this office.

All correspondence relating to this RFQ, from advertisement to award, shall be sent to the City of Galveston's Purchasing Department. All presentations and/or meetings between the City of Galveston and the proposer relating to this RFQ shall be coordinated by the City of Galveston Purchasing Department.

No award can be made until the City of Galveston City Council approves such action.

Non-discrimination:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

Responsibility

The City must decide whether or not the supplier has the strengths to be granted an award. Certain criteria must be met such as: financial stability, capability and capacity. History of past litigation due to lack of performance may be considered but not necessarily used as a determining factor.

The award will be made to the proposer who is determined to be the proposer demonstrating the best ability to fulfill the requirements of the RFQ. The City of Galveston reserves the right to award this RFQ, whichever is in the best interest of the City.

Contract term

The term of the resultant contract will begin on the date of execution by City Council

and will terminate on the date specified in the resultant contract unless terminated earlier as herein set forth.

Termination for default

Failure of either party in the performance of any of the provisions of this contract shall constitute a breach of contract, in which case, either party may require corrective action within ten (10) days from date of receipt of notice citing the exact nature of such breach. Failure of the party being notified to take corrective action within the prescribed ten (10) days, or failure to provide written reply of why no breach has occurred, shall constitute a Default of Contract.

In the event of Termination for Default, the City of Galveston, its agents or representatives shall not be liable for loss of any profits anticipated to be made by contractor.

No waiver by either party of any event of default under this agreement shall operate as a waiver of any subsequent default under the terms of this agreement.

The City of Galveston reserves the right to terminate this contract immediately in the event contractor:

(1) Fails to meet delivery or completion schedules;

(2) Fails to otherwise perform in accordance with the accepted (RFQ, proposal) and the contract.

Termination for convenience

The City of Galveston may terminate this contract upon at least thirty (30) days prior written notice for its convenience or for any reason deemed by the City to serve the public interest; and/or the City of Galveston may terminate this contract upon thirty (30) days prior written notice for any reason resulting from any governmental law, order, ordinance, regulations, or court order. In no event shall the City be liable for any profits anticipated to be made hereunder by the contractor should this contract be terminated early.

Re-appropriation of Budget Items

The City may reduce the funds allocated and the services required under this Agreement at its discretion. The City shall notify Contractor in writing of this reduction. Contractor shall not perform any services subtracted from this Agreement. The de-obligation of funds does not require any formal amendment of this Agreement but shall be evidenced by a revised budget approved by City Council.

Force Majeure

If by reason of Force Majeure either party shall be rendered unable, wholly or in part, to carry out its responsibilities under this contract by any occurrence by reason of Force Majeure, then the party unable to carry out its responsibility shall give the other party notice and full particulars of such Force Majeure in writing within a reasonable time after the occurrence of the event, and such notice shall suspend the party's responsibility for the continuance of the Forced Majeure claimed, but for no longer period.

Force Majeure means acts of God, floods, hurricanes, tropical storms, tornadoes, earthquakes, or other natural disasters, acts of public enemy, acts of terrorism,

sovereign conduct, riots, civil commotion, strikes or lockouts, and other causes that are not occasioned by either Party's conduct which by the exercise of due diligence the party is unable to overcome and which substantially interferes with operations.

No commitment by the City of Galveston

This RFQ does not commit the City of Galveston to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a (RFQ/proposal) to this request, or to procure or contract for services or supplies.

Change Orders, as per Texas Local Government Code section 252.048

- (1) If Changes in plans or specifications are necessary after the performance of the contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment or supplies to be furnished, the governing body of the municipality may approve change orders making the changes.
- (2) The total contract price may not be increased because of the changes unless additional money for increased costs is appropriated for that purpose from available funds or is provided for by the authorization of the issuance of time warrants.
- (3) If a change order involves a decrease or an increase of \$15,000 or less, the governing body may grant general authority to an administrative official of the municipality to approve the change order.
- (4) The original contract price may not be increased under this section by more than 25 percent. The original contract price may not be decreased under this section by more than 25 percent without the consent of the contractor.

Appropriation of Funds

The City of Galveston has established an appropriation (allocation) of funds for this project, if in the event that appropriated (allocated) funds are exhausted, the contractor's only remedy shall be suspension or termination of its performance under this contract and shall have no other remedy in law or in equity against the City and no right to damages of any kind.

Confidentiality of information in RFQs and Qualifications

Pursuant to State law, RFQs/qualifications shall be opened in a manner that avoids disclosure of the contents to competing offerors and keeps the RFQs/qualifications secret during negotiations. All RFQs/qualifications are open for public inspection after the contract is awarded, but trade secrets and confidential information in the RFQs/qualifications are not open for public inspection.

Exception to RFQ

The proposer will list on a separate sheet of paper any exceptions to the conditions of the RFQ. This sheet will be labeled, "Exceptions to RFQ conditions", and will be attached to the RFQ proposal. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

Changes in specifications

If it becomes necessary to revise any part of this RFQ, a written notice of such revision

will be provided to all proposers. The City is not bound by any oral representation(s), clarification(s), or changes made in the written specifications by the City's employees, unless such clarification or change is provided to proposers in a written addendum from the Purchasing Supervisor.

Protest

Any actual or prospective respondent/proposer who is allegedly involved with the solicitation or award of RFQ/proposal may protest. The protest must be submitted in writing to the City of Galveston's Purchasing Supervisor within three working days after such aggrieved person knows of, or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Purchasing Supervisor will promptly issue a decision in writing to the protesting party.

All protest lodged by potential or actual respondents, firms or proposers must be made in writing and contain the following information.

- (1) Name, address and telephone number of the protestor.
- (2) Identification of the solicitation and time.
- (3) A detailed statement of the protest's legal and factual grounds, including copies of relevant documents.
- (4) Identification of the issue (s) to be resolved and statement of what relief is requested.
- (5) Arguments and authorities in support of the protest.
- (6) A statement that copies of the protest have been mailed or delivered to all interested parties in the invitation to RFQ or request for Qualifications process. In the case of request for Qualifications, the City of Galveston Purchasing Supervisor shall ask the protester to mail or deliver the protest to relevant parties.
- (7) The City of Galveston's City Manager has the authority to render the final determination regarding the protest. Any determination rendered by the City of Galveston will be final.

Proof of insurance

The successful proposer agrees to maintain certain types of insurance protection throughout the duration of the project. All insurance policies are to be issued by an insurance company authorized to do business in the State of Texas, using an insurance company with an A.M. Best rating of a B+ or better. All subcontractors utilized must also comply with these specifications as if they were the winning proposer. Specific details of coverage limits and conditions are to be followed as listed below. Any variance from these requirements must be denoted in writing and included as exceptions to the RFQ specifications.

Required insurance

Commercial general liability insurance, naming the City of Galveston as an additional insured and as certificate holder, and waiving subrogation per the contractual requirements of this project. Limits are to be equal to or greater than:

- \$2,000,000** general liability (includes products and personal, etc.)
- \$1,000,000** fire damage
- \$1,000,000** automobile damage
- \$500,000** workers compensation employers' liability
- Statutory limits** for workers compensation

Design and build insurance requirements

When the contractor or his subcontractors are performing certain professional services under this contract, including but not limited to engineering, surveying, and/or architectural services, professional liability will be required. Limits and coverages are to be the greater of the following.

- (1) Each occurrence liability limits equal to the dollar amount of the contract as awarded to the contractor, with double aggregates, including any subcontractors as so utilized, inserted in the limits shown below in #2 of this section.
- (2) **\$500,000** each claim
\$1,000,000 policy aggregate

Insurance coverage shall be on an "occurrence basis"

Builder's risk

The contractor shall provide builder's risk insurance in the amount of the construction value to include labor and materials. The coverage shall be "All-risk" type with the contractor being the named insured and the City of Galveston being named as additionally insured.

Liquidated damages

The parties agree that, if the Project is not completed within the time specified plus any extensions of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay will be uncertain and difficult of ascertainment, and that the reasonable foreseeable value of the use of said project by the Owner would be the sum of \$250.00 per calendar day. The Contractor therefore agrees to pay, and the Owner agrees to accept, as liquidated damages and not as a penalty, the sum of \$250.00 per calendar pay for each day's delay in fully completing said project beyond the time specified in the Contract and any extensions of such time allowed there under.

Workers Compensation

The successful respondent/proposer (as required by State of Texas Workers Compensations law) shall carry in full force workers compensation policy (ies) for all employees, including but not limited to full-time, part-time, and emergency employees employed by the successful respondent/proposer. Current insurance certificates, certifying that such policies as specified above are in full force, shall be presented to the City of Galveston by the successful respondent/proposer.

Definitions: workers compensation insurance coverage

- (1) Certificate of coverage - a copy of a certificate of insurance, a certificate of authority to self-insure issued by the State, or a coverage agreement showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.
- (2) Duration of the project - includes the time from the beginning of the work on the project until the contractor's / person's work on the project has been completed and accepted by the governmental entity.
- (3) Persons providing services on the project.
Includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has

employees. This includes, with limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any such entity, which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

The contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filling of any coverage agreements, which meets the statutory requirements of Texas, for all employees of the contractor providing services on the project, for the duration of the project. The contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

The contractor shall obtain from each person providing services on a project, and provide to the City:

- (1) A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
- (2) No later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.

The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten days after the contractor knew or should have known of any change that materially affects the provision of coverage of any person providing services on the project.

The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Department of Insurance, Commissioner of the Division of Workers' Compensation informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

- (1) Provide coverage, based on proper reporting of classification codes and payroll amounts and filling of any coverage agreements, which meets the statutory requirements of Texas, for all of its employees providing services on the project, for the duration of the project:
- (2) Provide to the contractor, prior to that person beginning work on the project a certificate showing that coverage is being provided for all employees of the person

providing services on the project, for the duration of the project:

- (3) Provide to the contractor, prior to the end of the coverage, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project:
- (4) Obtain from each other person with whom it contracts, and to provide to the contractor;
 - a. A certificate of coverage, prior to the other person beginning work on the project; and
 - b. The coverage period, if the coverage period shown on the current certificate of a new certificate of coverage showing extension of coverage, prior to the end of coverage ends during the duration of the project;
- (5) Retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
- (6) Notify the governmental entity in writing by certified mail or personal delivery, within days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
- (7) Require each person / firm with whom it contracts to perform as required by this invitation to RFQ, conform to project specifications, and abide by any/all requirements placed on the contractor, and to provide any certificates of coverage to the person/firm for whom they are providing services.
- (8) By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self - insured, with the commission's division of self insurance regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, or other civil actions.
- (9) The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach with ten days after receipt of notice of breach from the governmental entity.

Pursuant to Sec. 2-341 of the City Code, the City has made the following Declaration of policy

It is the policy of the City of Galveston to stimulate growth of local minority and women-owned business enterprise (M/WBE) by encouraging their participation in all phases of its contract and procurement activity and by affording them the opportunity to compete for all City of Galveston contracts. The purpose and objectives of this article are to:

- (1) Increase the capacity of local M/WBE's to provide products and services.
- (2) Increase the opportunities for local M/WBE's to expand their business with the city

and other public and private sector business entities.

Provided, however, nothing herein shall require the city to award contracts for services or procurements to a M/WBE which is not also the lowest responsive and responsible proposer and otherwise qualified unless the city may otherwise lawfully award the contract to someone other than the lowest responsive, responsible proposer.

Additionally The City of Galveston has a Disadvantaged Business Enterprise, (DBE) program mandated by the US Department of Transportation, which is part of its M/WBE program.

Laws

Firms must comply with all Federal, State, and local laws and regulations.

Withdrawal of RFQ

Proposers may request withdrawal of a sealed RFQ prior to the scheduled RFQ opening time provided the request for withdrawal is submitted to the Purchasing Supervisor in writing. No qualifications may be withdrawn for a period of sixty calendar days after the opening of RFQs.

The City of Galveston reserves the right to reject any and all RFQs, in whole or in part; to waive any informality in any RFQ, and to accept the RFQ, which, in its discretion, is in the best interest of the City of Galveston. In case of ambiguity or lack of completeness in any RFQ, the City reserves the right to consider the most advantageous RFQ thereof.

The City Manager is the only person authorized to execute contracts on behalf of the City. All signature pages must include "approved as to form" and be signed by the City Attorney before the City Manager will execute the contract.

Neither department heads nor elected officials are authorized to sign any binding contracts or agreements prior to being properly placed on the City Councils agenda and approved in an open meeting. Department heads and other elected officials are not authorized to enter into any type of agreement or contract on behalf of the City of Galveston. Only the City Manager may enter into a contract on behalf of the City of Galveston as authorized by City Council and the City Charter. Additionally, department heads and other elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the City's Legal Department prior to being signed by the City Manager, (City's authorized representative).

Indemnity clause

IN ACCORDANCE WITH STATE LAW, THE CONTRACTOR AGREES TO INDEMNIFY, SAVE, AND HOLD HARMLESS THE CITY OF GALVESTON, TEXAS, ITS EMPLOYEES, OFFICIALS, AND AGENTS FROM ANY AND ALL CLAIMS, ACTIONS, DAMAGES, LAWSUITS, PROCEEDINGS, JUDGMENTS, OR LIABILITIES, FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE RESULTING FROM THE ACTS OR OMISSIONS OF ANYONE UNDER THE CONTRACTOR'S SUPERVISION OR CONTROL.

IN THE EVENT OF ANY CAUSE OF ACTION OR CLAIM ASSERTED BY A PARTY TO THIS AGREEMENT OR ANY THIRD PARTY, THE CITY WILL PROVIDE THE CONTRACTOR WITH TIMELY

NOTICE OF SUCH CLAIM, DISPUTE OR NOTICE. THEREAFTER, THE CONTRACTOR SHALL AT ITS OWN EXPENSE, FAITHFULLY AND COMPLETELY DEFEND AND PROTECT THE CITY AGAINST ANY AND ALL LIABILITIES ARISING FROM THIS CLAIM, CAUSE OF ACTION, OR NOTICE.

IF THE CONTRACTOR SHOULD FAIL TO SO SUCCESSFULLY DEFEND, THE CITY MAY DEFEND, PAY OR SETTLE THE CLAIM OR OTHER CAUSE OF ACTION WITH FULL RIGHTS OF RECOURSE AGAINST THE CONTRACTOR FOR ANY AND ALL FEES, COSTS, EXPENSES, AND PAYMENTS, INCLUDING BUT NOT LIMITED TO ATTORNEY FEES AND SETTLEMENT PAYMENTS, MADE OR AGREED TO BE PAID IN ORDER TO DISCHARGE THE CLAIM, CAUSE OF ACTION, DISPUTE OR LITIGATION.

IT IS THE EXPRESS INTENTION OF THE PARTIES HERETO, BOTH CONTRACTOR AND CITY OF GALVESTON, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS AN AGREEMENT BY CONTRACTOR TO INDEMNIFY AND PROTECT CITY OF GALVESTON FROM CONSEQUENCES OF CITY OF GALVESTON'S OWN NEGLIGENCE, WHEN THAT NEGLIGENCE IS A CONCURRING CAUSE OF THE INJURY, DEATH, OR DAMAGE. FURTHERMORE, THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL HAVE NO APPLICATION TO ANY CLAIM, LOSS, DAMAGE, CAUSE OF ACTION, SUIT, OR LIABILITY WHERE THE INJURY, DEATH, OR DAMAGE RESULTS FROM THE SOLE NEGLIGENCE OF THE CITY OF GALVESTON UNMIXED WITH THE FAULT OF ANY OTHER PERSON OR ENTITY. CONTRACTOR ASSUMES NO LIABILITY FOR THE SOLE NEGLIGENCE OF CITY OF GALVESTON, ITS OFFICERS, AGENTS, OR EMPLOYEES.

Provision to be applied if Indemnity is Void

If the foregoing indemnity provision is found void for any reason, and only in that case, then the parties agree that if any claim or suit for damages of any nature arising out of or occasioned by Contractor's breach of any of the terms or provisions of this Contract or by any negligent act or omission of Contractor, its officers, agents, associates, employees or subcontractors, then Contractor will be obligated to pay for the legal defense of the City, its officers, agents and employees against such claim or suit (including the costs and expenses associated with that defense). It is additionally expressly agreed that any payment due as a result of any successful claim or lawsuit shall be paid by the party or parties found liable in the proportion of liability found against that party after the matter has been finally litigated or, alternatively, in the proportion agreed upon by the parties if the matter is settled. This provision does not waive any immunity or defense available to either party under Texas law. The provisions of this Paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

This agreement is binding upon and is to inure to the benefit of the parties, their successors, assigns, and personal representatives.

City of Galveston
Department of Finance
Purchasing Division

REQUEST FOR QUALIFICATIONS
RFQ # 16-02
CITY OF GALVESTON, TEXAS

Having read and understood the instructions, terms, conditions and specifications, we submit the following:

Witness

Company Name

Date

Authorized Representative Signature

Printed Name

Title

Correspondence Address

Remit Address

City, State, Zip Code

City, State, Zip Code

Tax Identification Number (TIN/FIEN/SSN)

Telephone Number

Fax Number

Email address

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

ATTACHMENT A – “PROPERTY TAXES STATEMENT”

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING
SUPERVISOR DEEMING YOUR RFQ OR PROPOSAL
“NON-RESPONSIVE.”**

The City of Galveston, Texas has adopted the following policy:

The City of Galveston will not do business with any person or business that owes delinquent property taxes to the City.

Please indicate whether you or your company, owe delinquent property taxes to the City whether an assumed name, partnership, corporation, or any other legal form.

_____ I do not owe the City property taxes that are delinquent.

_____ I owe City property taxes that are delinquent on property located at

Proposer’s Printed or Typed Name

Proposer’s Signature

Date

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

ATTACHMENT B – “NEPOTISM STATEMENT”

FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING SUPERVISOR DEEMING YOUR RFQ OR PROPOSAL “NON-RESPONSIVE.”

The Respondent or Proposer or any officer, if the Respondent or Proposer is other than an individual, shall state whether Respondent or Proposer has a relationship, either by blood or marriage, with any official or employee of the City of Galveston by completing the following:

If the Respondent or Proposer is an individual:

_____ I am not related by blood or marriage to any official or employee of the City of Galveston

_____ I am related by blood or marriage to the following official(s) or employee(s) of the City of Galveston

Name and title of City Official

Or employee: _____

Relationship: _____

If the Respondent or Proposer is **NOT** an individual:

_____ The officers of the company submitting this RFQ or proposal are not related by blood or marriage to any official or employee of the City of Galveston.

_____ The officers of the company submitting this RFQ are related by blood or marriage to the following official(s) or employee(s) of the City of Galveston.

Name and title of officer: _____

Employee and title of City Official or Employee: _____

Relationship: _____

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

ATTACHMENT C –“NON-COLLUSION STATEMENT”

THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS RFQ IN COLLUSION WITH ANY OTHER PROPOSER, AND THAT THE CONTENTS OF THIS RFQ AS TO QUALIFICATIONS, TERMS OR CONDITIONS OF SAID RFQ HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS RFQ.

VENDOR _____

ADDRESS _____

PHONE _____

FAX _____

PROPOSER (SIGNATURE) _____

PROPOSER (PRINTED NAME) _____

POSITION WITH COMPANY _____

SIGNATURE OF COMPANY OFFICIAL
AUTHORIZING THIS RFQ _____

COMPANY OFFICIAL
(PRINTED NAME) _____

OFFICIAL POSITION _____

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

THE CITY OF GALVESTON, TEXAS

DOCUMENT 00435, REQUIRED BY ALL PROPOSERS WHO WILL RECEIVE FEDERAL FUNDS
IN PAYMENT OF PROCUREMENT.

PROPOSER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION (49 CFR PART 29)

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Proposer agrees that by submitting this proposal that Proposer will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification-the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in **18 U.S.C. 1001**

END OF DOCUMENT 00435-FAA

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

CITY OF GALVESTON, TEXAS
Request for Qualifications for Professional Architectural/Engineering Services
Scope of Services

The City of Galveston, Texas intends to engage a Professional Architectural/Engineering Firm for services pursuant to Chapter 2254, Subchapter A, of the Government Code. City of Galveston, Texas will solicit and receive qualifications for the current aviation project as described below.

Current Project: City of Galveston; Scope: Provide engineering/design including construction administration services to

1. Rehabilitate/ repair and mark Runway 14/32 (6,000' X 150');
2. Design Fencing Improvements (22,700 LF);
3. Rehabilitate North Apron Phase 3 (3,685' X 100');
4. Rehabilitate North Apron Phase 4 (1,150' X 200');
5. Rehabilitate South Apron Phase 1 (25,500 SY)
6. Rehabilitate and mark Taxiway A;
7. Rehabilitate and mark Taxiway B;
8. Rehabilitate and mark Taxiway C;
9. Reconstruct and mark Taxiway D;
10. Reconstruct and mark Taxiway E;

The Agent, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit RFQs in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The DBE Goal for the current project is 5.23%.

The following is a listing of proposed projects at the Scholes International Airport during the course of the next five years through multiple grants.

Future scope work items for engineering/design including construction administration services within the next five years may include the following:

Design, rehabilitate and Mark Runway 18/36 (6,001 X 150') and design, rehabilitate South Apron Phase 3 (37,300 SY) and South Ramp (10,800 SY), drainage improvements, extend hangar access TWs, install entrance directional signage

The City of Galveston reserves the right to determine which of the above services may or may not be awarded to the successful firm and to initiate additional procurement action for any of the services above.

To assist in your qualification statement preparation, the criteria, 5010 drawing, project diagram and most recent Airport Layout Plan are available online at

<http://www.cityofgalveston.org/RFOs.aspx>. The qualification statement should address a technical approach for the current scope only. Firms shall use page 4, Recent Airport Experience, to list relevant past projects for both current and future scope.

Interested firms shall utilize the latest version of Form AVN-550, titled "Qualifications for Aviation Architectural/Engineering Services". The form may be downloaded from the TxDOT website at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html>. The form may not be altered in any way. All printing must be in black on white paper, except for the optional illustration page. Firms must carefully follow the instructions provided on each page of the form. Qualifications shall not exceed the number of pages in the AVN-550 template. The AVN-550 consists of eight 8 ½" x 11" pages of data plus one optional illustration page. The optional illustration page shall be no larger than 11" x 17" and may be folded to an 8 ½" x 11" size. A prime provider may only submit one AVN-550. If a prime provider submits more than one AVN-550, that provider will be disqualified. AVN-550s shall be stapled but not bound or folded in any other fashion. AVN-550s WILL NOT BE ACCEPTED IN ANY OTHER FORMAT.

ATTENTION: To ensure utilization of the latest version of Form AVN-550, firms are encouraged to download Form AVN-550 from the TxDOT website as addressed above. Utilization of Form AVN-550 from a previous download may not be the exact same format. Form AVN-550 is a PDF Template.

Please note:

Five completed copies of Form AVN-551 must be received by the City of Galveston no later than March 23, 2016, 2:00 p.m. (CDST). Electronic facsimiles or forms sent by email will not be accepted.

Please mark the envelope of the forms to the attention of the Purchasing Department and address to the address below:

City of Galveston
City Hall, Room 306
823 Rosenberg
Galveston, Texas 77550
409-797-3500

The consultant selection committee will be composed of local government representatives. The final selection by the committee will generally be made following the completion of review of AVN-550s. The committee will review all AVN-550s and rate and rank each. The Evaluation Criteria for Engineering Qualifications can be found at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html> under Information for Consultants. All firms will be notified and the top rated firm will be contacted to begin fee negotiations for the design and engineering phases. The selection committee does, however, reserve the right to conduct interviews for the top rated firms if the committee deems it necessary. If interviews are conducted, selection will be made following interviews.

Please contact the City of Galveston Purchasing Department at purchasing@cityofgalveston.org for any technical or procedural questions. The deadline for questions is Wednesday March 16, 2016 at 2:00 PM.



EVALUATION CRITERIA FOR ARCHITECTURAL/ENGINEERING QUALIFICATIONS

TxDOT Aviation recommends that the Selection Committee, in evaluating detailed qualifications from the listed architects/engineers, use the following criteria. They should suffice for most projects. You will notice that we have proposed scoring values for each criterion. Should there be special circumstances, criteria and their respective scoring values may be adjusted. Your TxDOT project manager will be glad to help should this be the case.

1. Recent experience of the project team with comparable airport projects within the past ten years.

(25 points)

Do the qualifications indicate that the project team has recent direct experience on other general aviation airports designing similar improvements to those proposed at this location? [Sources of information: Aviation Project Design Team Form, Recent Relevant Airport Experience Form, and possibly the Optional Summary.]

2. Proposed technical approach (30 points)

Does the architect/engineer provide evidence of understanding of the project; and any unique architectural/engineering aspects associated with the proposed project and how to address them? [Sources of information: Proposed Technical Approach to Project, and possibly the Optional Summary.]

3. Project design schedule and ability to meet schedules and deadlines (25 points)

Does the proposed design team have sufficient time to work on this project? Has the firm demonstrated an ability to meet design schedules in the past? Reasonableness of proposed schedule [Sources of information: Aviation Project Design Team Form, Recent Relevant Airport Experience Form, Project Design Schedule Form and possibly the Optional Summary.]

4. Construction Management Experience (20 points)

The architect/engineer will oversee the airport construction. Therefore, it is critical that the architect/engineer be involved in the day-to-day construction activities through a full-time resident project representative and periodic site visits. What evidence do the qualifications provide as to the architect/engineer's commitment to proactive and consistent representation during construction? [Source of information: Relevant Airport Experience form; proposed Technical Approach to Project; and possibly the Optional Summary]



> 1 ASSOC CITY: GALVESTON 4 STATE: TX LOC ID: GLS FAA SITE NR: 23915.*A
> 2 AIRPORT NAME: SCHOLES INTL AT GALVESTON 5 COUNTY: GALVESTON TX
3 CBD TO AIRPORT (NM): 03 SW 6 REGION/ADO: ASW/TEX 7 SECT AERO CHT: HOUSTON

<u>GENERAL</u>		<u>SERVICES</u>		<u>BASED AIRCRAFT</u>	
10 OWNERSHIP: PU		> 70 FUEL: 100LL A		90 SINGLE ENG: 83	
> 11 OWNER: CITY OF GALVESTON		> 71 AIRFRAME RPRS: MAJOR		91 MULTI ENG: 16	
> 12 ADDRESS: PO BOX 3266		> 72 PWR PLANT RPRS: MAJOR		92 JET: 2	
GALVESTON, TX 77552		> 73 BOTTLE OXYGEN: NONE		TOTAL: 101	
> 13 PHONE NR: 409-741-4609		> 74 BULK OXYGEN:		93 HELICOPTERS: 14	
> 14 MANAGER: HUD HOPKINS		75 TSNT STORAGE: HGR, TIE		94 GLIDERS: 1	
> 15 ADDRESS: P O BOX 3266		76 OTHER SERVICES:		95 MILITARY: 0	
GALVESTON, TX 77552		AVNCS, CHTR, INSTR, RNTL, SURV		96 ULTRA-LIGHT: 2	
> 16 PHONE NR: 409-741-4609					
> 17 ATTENDANCE SCHEDULE:		<u>FACILITIES</u>		<u>OPERATIONS</u>	
ALL ALL 0600-2000		> 80 ARPT BCN: CG		100 AIR CARRIER: 0	
		> 81 ARPT LGT SKED: SEE RMK		102 AIR TAXI: 12,812	
		> 82 UNICOM: 123.050		103 G A LOCAL: 8,134	
		> 83 WIND INDICATOR: YES-L		104 G A ITNRNT: 13,198	
18 AIRPORT USE: PUBLIC		84 SEGMENTED CIRCLE: YES		105 MILITARY: 596	
19 ARPT LAT: 29-15-55.2000N ESTIMATED		85 CONTROL TWR: YES		TOTAL: 34,740	
20 ARPT LONG: 094-51-37.5000W		86 FSS: MONTGOMERY COUNTY		OPERATIONS FOR 12	
21 ARPT ELEV: 5.6 SURVEYED		87 FSS ON ARPT: NO		MONTHS ENDING	12/31/2013
22 ACREAGE: 966		88 FSS PHONE NR:			
> 23 RIGHT TRAFFIC: NO		89 TOLL FREE NR: 1-800-WX-BRIEF			
> 24 NON-COMM LANDING: NO					
25 NPIAS/FED AGREEMENTS:NGPY3					
> 26 FAR 139 INDEX:					

RUNWAY DATA
> 30 RUNWAY IDENT: 14/32 18/36
> 31 LENGTH: 6,000 6,001
> 32 WIDTH: 150 150
> 33 SURF TYPE-COND: ASPH-CONC-G CONC-G
> 34 SURF TREATMENT:
35 GROSS WT: SW 30.0 30.0
36 (IN THSDS) DW 45.0 45.0
37 DTW 90.0 90.0
38 DDTW

LIGHTING/APCH AIDS
> 40 EDGE INTENSITY: HIGH MED
> 42 RWY MARK TYPE-COND: PIR - G / PIR - G NPI - G / NPI - G
> 43 VGS: P4L / P4L P4L / P4L
44 THR CROSSING HGT: 52 / 46 44 / 45
45 VISUAL GLIDE ANGLE: 3.00 / 3.00 3.00 / 3.00
> 46 CNTRLN-TDZ: - / - - / -
> 47 RVR-RVV: - / - - / -
> 48 REIL: / Y Y / Y
> 49 APCH LIGHTS: MALSR / /

OBSTRUCTION DATA
50 FAR 77 CATEGORY: PIR / C C / C
> 51 DISPLACED THR: / /
> 52 CTLG OBSTN: / POLE / BLDG
> 53 OBSTN MARKED/LGTD: / /
> 54 HGT ABOVE RWY END: / 40 / 120
> 55 DIST FROM RWY END: / 1,990 / 2,970
> 56 CNTRLN OFFSET: / 440R / 240R
57 OBSTN CLNC SLOPE: 50:1 / 44:1 50:1 / 23:1
58 CLOSE-IN OBSTN: N / N N / N

DECLARED DISTANCES
> 60 TAKE OFF RUN AVBL (TORA): 6,000 / 6,000 6,001 / 6,001
> 61 TAKE OFF DIST AVBL (TODA): 6,000 / 6,000 6,001 / 6,001
> 62 ACLT STOP DIST AVBL (ASDA): 6,000 / 6,000 6,001 / 6,001
> 63 LNDG DIST AVBL (LDA): 6,000 / 6,000 6,001 / 6,001

(>) ARPT MGR PLEASE ADVISE FSS IN ITEM 86 WHEN CHANGES OCCUR TO ITEMS PRECEDED BY >

> 110 REMARKS:
A 033 RWY 14/32 FIRST 1300 FT NW END IS CONC.
A 070 FOR FUEL SVC AFT HRS CALL 409-744-9000. SELF SERVE AVBL 24 HRS WITH CREDIT CARD.
A 081 RWY APT HIRL RY 14/32 AND MIRL RY 18/36 PRESET ON MED INTST. WHEN ATCT CLSD ACTVT MALSR RY 14 - CTAF.
A 110-001 FLOCKS OF BIRDS INVOF ARPT BLO 200' AGL.
A 110-002 HELICOPTERS OPERATING ON & INVOF ARPT.
A 110-003 178 FT LGTD BLDG 2000 FT NE OF RY 18 THLD.
A 110-006 HELICOPTER PARKING IN DESIGNATED AREA ONLY. NO HELICOPTER PARKING ON TRML RAMP.

111 INSPECTOR: (C) 112 LAST INSP: 04/03/2014 113 LAST INFO REQ:



> 1 ASSOC CITY: *****CONTINUED***** 4 STATE: TX LOC ID: GLS FAA SITE NR: 23915.*A
 > 2 AIRPORT NAME: 5 COUNTY:
 3 CBD TO AIRPORT (NM): 6 REGION/ADO: ASW/TEX 7 SECT AERO CHT:

<p><u>GENERAL</u></p> <p>10 OWNERSHIP: > 11 OWNER: > 12 ADDRESS: > 13 PHONE NR: > 14 MANAGER: > 15 ADDRESS: > 16 PHONE NR: > 17 ATTENDANCE SCHEDULE: 18 AIRPORT USE: 19 ARPT LAT: 20 ARPT LONG: 21 ARPT ELEV: 22 ACREAGE: > 23 RIGHT TRAFFIC: > 24 NON-COMM LANDING: 25 NPIAS/FED AGREEMENTS: > 26 FAR 139 INDEX:</p>	<p><u>SERVICES</u></p> <p>> 70 FUEL: > 71 AIRFRAME RPRS: > 72 PWR PLANT RPRS: > 73 BOTTLE OXYGEN: > 74 BULK OXYGEN: 75 TSNT STORAGE: 76 OTHER SERVICES: <p style="text-align: center;"><u>FACILITIES</u></p> > 80 ARPT BCN: > 81 ARPT LGT SKED: > 82 UNICOM: > 83 WIND INDICATOR: 84 SEGMENTED CIRCLE: 85 CONTROL TWR: 86 FSS: 87 FSS ON ARPT: 88 FSS PHONE NR: 89 TOLL FREE NR:</p>	<p><u>BASED AIRCRAFT</u></p> <p>90 SINGLE ENG: 91 MULTI ENG: 92 JET: TOTAL: 93 HELICOPTERS: 94 GLIDERS: 95 MILITARY: 96 ULTRA-LIGHT: <p style="text-align: center;"><u>OPERATIONS</u></p> 100 AIR CARRIER: 102 AIR TAXI: 103 G A LOCAL: 104 G A ITNRNT: 105 MILITARY: TOTAL: OPERATIONS FOR 12 MONTHS ENDING</p>
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RUNWAY DATA

> 30 RUNWAY IDENT:
 > 31 LENGTH:
 > 32 WIDTH:
 > 33 SURF TYPE-COND:
 > 34 SURF TREATMENT:
 35 GROSS WT: SW
 36 (IN THSDS) DW
 37 DTW
 38 DDTW
 > 39 PCN:
LIGHTING/APCH AIDS
 > 40 EDGE INTENSITY: - / - - / - - / - - / -
 > 42 RWY MARK TYPE-COND: / / / /
 > 43 VGSI: / / / /
 44 THR CROSSING HGT: / / / /
 45 VISUAL GLIDE ANGLE: - / - - / - - / - - / -
 > 46 CNTRLN-TDZ: - / - - / - - / - - / -
 > 47 RVR-RVV: / / / /
 > 48 REIL: / / / /
 > 49 APCH LIGHTS: / / / /

OBSTRUCTION DATA
 50 FAR 77 CATEGORY: / / / /
 > 51 DISPLACED THR: / / / /
 > 52 CTLG OBSTN: / / / /
 > 53 OBSTN MARKED/LGTD: / / / /
 > 54 HGT ABOVE RWY END: / / / /
 > 55 DIST FROM RWY END: / / / /
 > 56 CNTRLN OFFSET: / / / /
 57 OBSTN CLNC SLOPE: / / / /
 58 CLOSE-IN OBSTN: / / / /

DECLARED DISTANCES
 > 60 TAKE OFF RUN AVBL (TORA): / / / /
 > 61 TAKE OFF DIST AVBL (TODA): / / / /
 > 62 ACLT STOP DIST AVBL (ASDA): / / / /
 > 63 LNDG DIST AVBL (LDA): / / / /

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(>) ARPT MGR PLEASE ADVISE FSS IN ITEM 86 WHEN CHANGES OCCUR TO ITEMS PRECEDED BY >

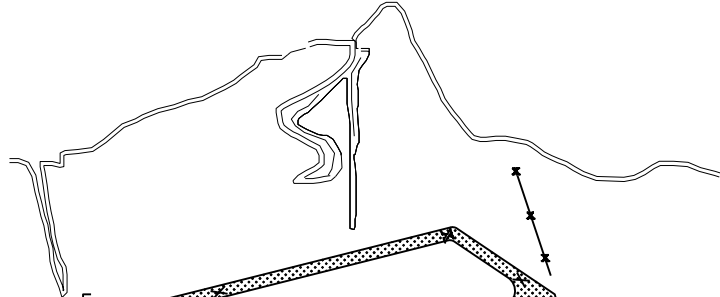
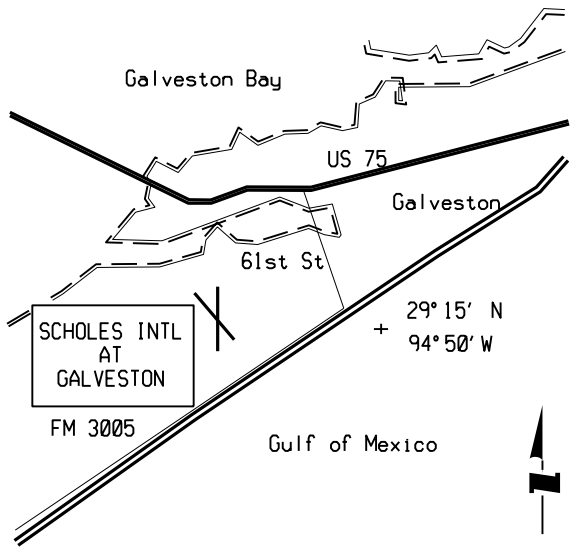
> 110 REMARKS:
 A 110-007 (A89) FOR FP FILING CALL CXO FSS 1-800-833-5602
 A 110-008 PAEW ADJ RYS & TWYS.
 A 110-009 TWO 157 FT MSL LGTD TOWERS BTN RYS 32 & 36.
 A 110-010 124 FT LGTD CRANE NW SIDE OF ARPT.
 A 110-011 NO SKID MOUNTED HELICOPTER PARKING ON MAIN APRON.

111 INSPECTOR: (C) 112 LAST INSP: 04/03/2014 113 LAST INFO REQ:

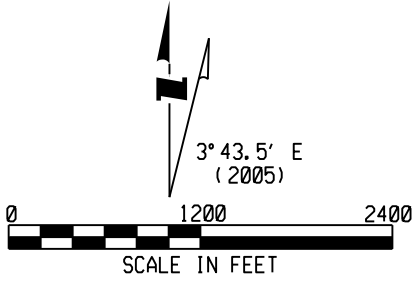
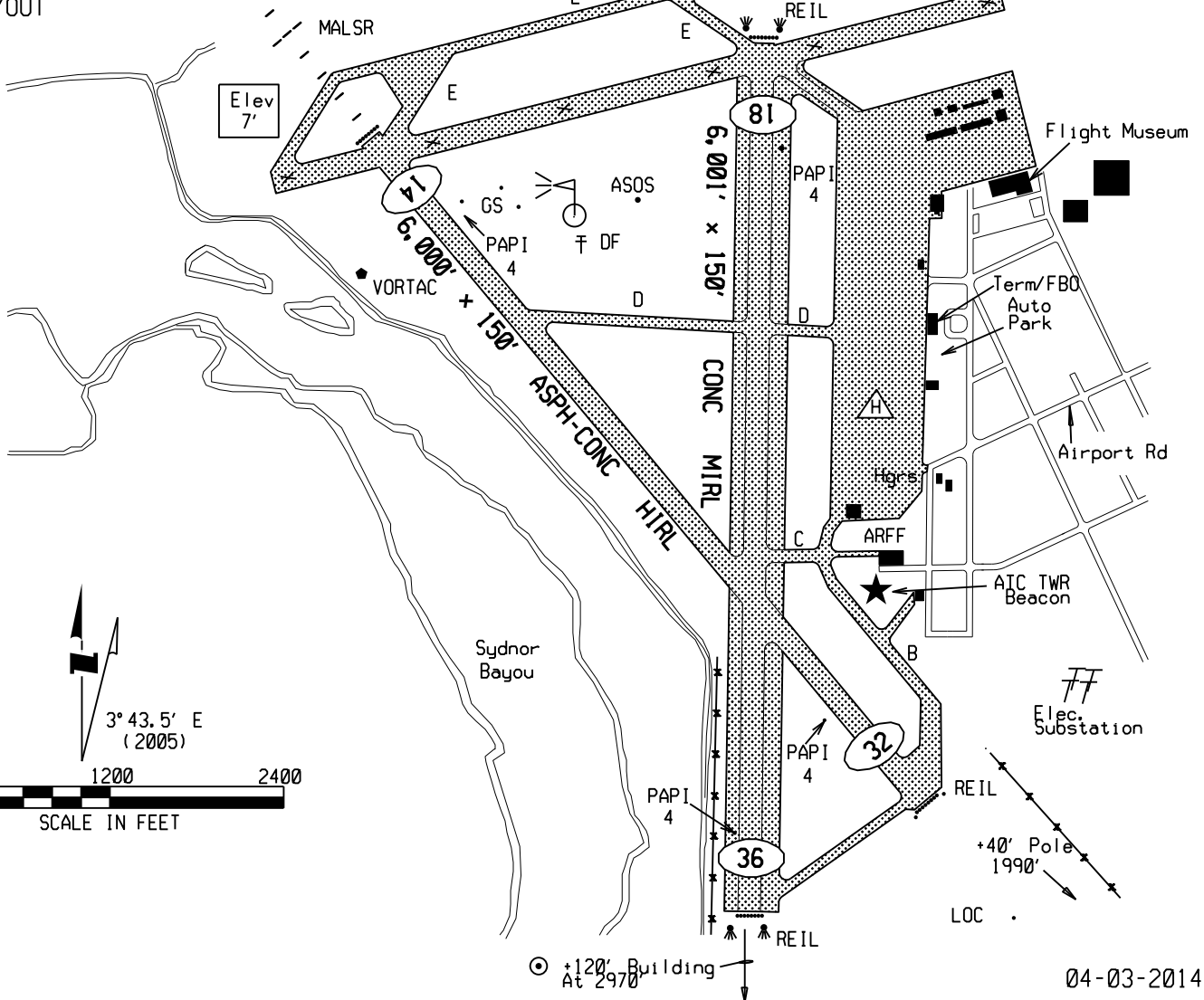
AIRPORT LOCATION

REMARKS:

SITE NO. - 23915.A
ACRES - 966

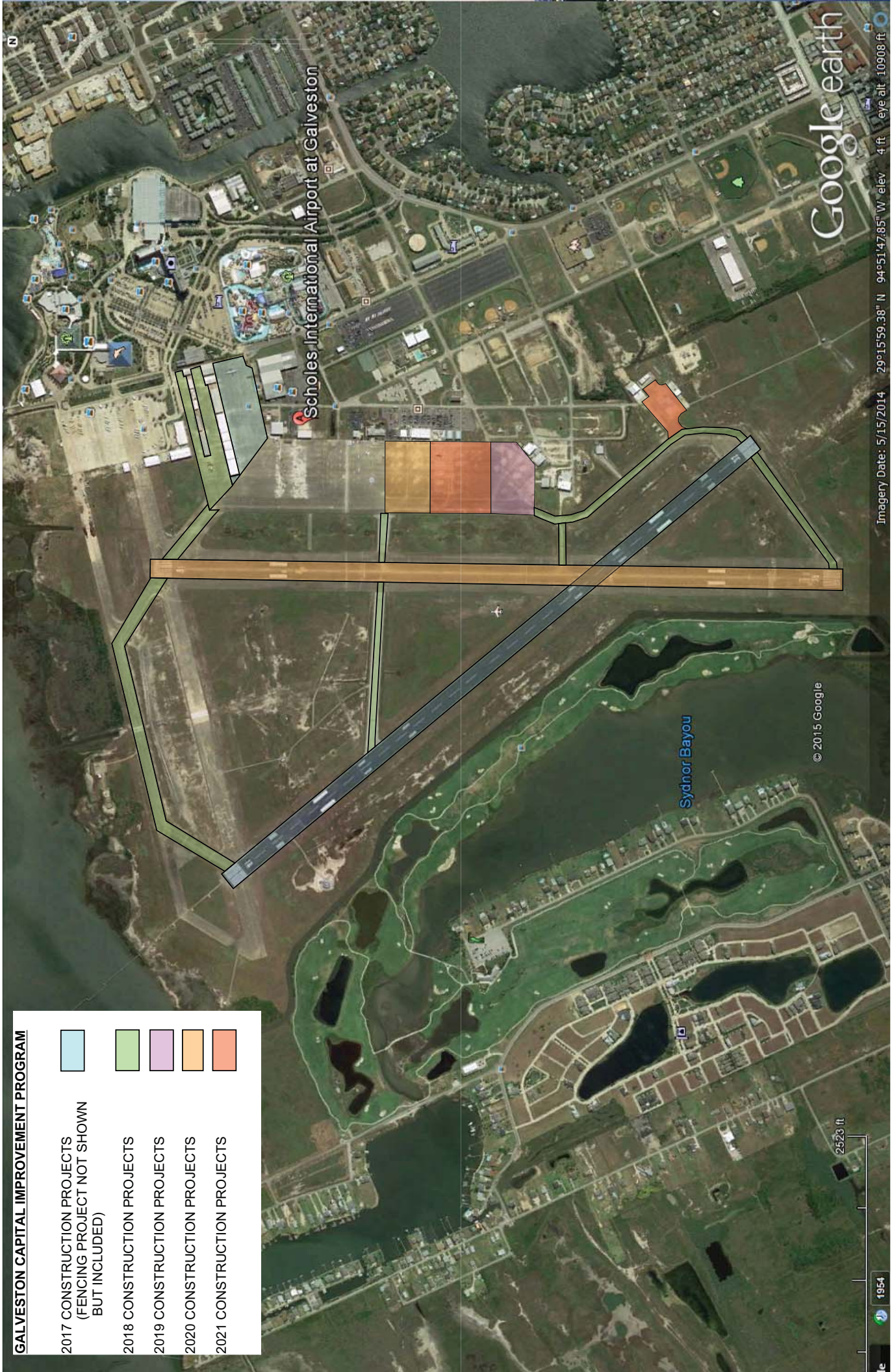


AIRPORT LAYOUT



GALVESTON CAPITAL IMPROVEMENT PROGRAM

-  2017 CONSTRUCTION PROJECTS
(FENCING PROJECT NOT SHOWN
BUT INCLUDED)
-  2018 CONSTRUCTION PROJECTS
-  2019 CONSTRUCTION PROJECTS
-  2020 CONSTRUCTION PROJECTS
-  2021 CONSTRUCTION PROJECTS



Google earth

Imagery Date: 5/15/2014 29°15'59.38" N 94°51'47.85" W elev. 4 ft. eye alt. 10908 ft.

© 2015 Google

2523 ft.

1954

Qualifications for Aviation Professional Architectural/Engineering Services

Project Information

Date Submitted: _____

Airport Name: _____

TxDOT CSJ Number: _____

TxDOT Project Manager: _____

Architectural and/or Engineering Firm Information

Firm Name: _____

Mailing Address: _____

Physical Address: _____

Contact Name: _____

Position: _____

Telephone: _____

Fax: _____

E-Mail: _____

Information Submitted and Verified by:

Signature

Name (Typed)

Date

Title

This form must be utilized to present qualifications for aviation architectural and/or engineering projects as directed in the Request for Qualifications. Do not submit any additional documentation or information with this form. Qualifications may not exceed the number of pages as provided in this form package. The form must be printed in black ink on white paper except for the optional illustration page. Qualifications for Professional Architectural/Engineering Services on any other form will not be accepted.

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under §§552.021 and 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under §559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect. For inquiries call 512/416-4500.

AVIATION PROJECT DESIGN TEAM

Indicate no more than four key team members, their respective roles (e.g., project manager, project architect/engineer) and relevant work experience. If a subconsultant is involved in critical components of the design effort, their name and relevant qualifications should be listed as one of the four team members. If listed, a subconsultant should be identified as such on the "project role" line. For the time commitments, indicate for each team member, the percentage of time currently committed to other work, and the percentage of time necessary for this project.

Name: _____

Project role: _____

Licensed Texas Professional Engineer Yes No **TX Registration No.:** _____

Registered Texas Architect Yes No **TX Registration No.:** _____

Years of airport design experience: _____

Time required for proposed project: _____ % **Other concurrent time commitments:** _____ %

Relevant experience with similar airport projects:

Name: _____

Project role: _____

Licensed Texas Professional Engineer Yes No **TX Registration No.:** _____

Registered Texas Architect Yes No **TX Registration No.:** _____

Years of airport design experience: _____

Time required for proposed project: _____ % **Other concurrent time commitments:** _____ %

Relevant experience with similar airport projects:

AVIATION PROJECT DESIGN TEAM (continued)

Name: _____

Project role: _____

Licensed Texas Professional Engineer Yes No **TX Registration No.:** _____

Registered Texas Architect Yes No **TX Registration No.:** _____

Years of airport design experience: _____

Time required for proposed project: _____ % **Other concurrent time commitments:** _____ %

Relevant experience with similar airport projects:

Name: _____

Project role: _____

Licensed Texas Professional Engineer Yes No **TX Registration No.:** _____

Registered Texas Architect Yes No **TX Registration No.:** _____

Years of airport design experience: _____

Time required for proposed project: _____ % **Other concurrent time commitments:** _____ %

Relevant experience with similar airport projects:

PROJECT DESIGN SCHEDULE

Based on the published project scope and your technical approach, indicate below the number of weeks necessary to design the project. Some of the basic responsibilities within each design phase are included for reference. Do not include TxDOT review time. Assume, however, that your work will require some revision after TxDOT review, and that the time required to address these comments should be included within your schedule. If time is required for specialized studies, indicate the additional time in the appropriate box below.

NOTE: This proposed schedule will set the basis for the contract deadlines in the professional services agreement, if your firm is selected.

	<u>WEEKS</u>
<u>Preliminary Report Phase</u> <ul style="list-style-type: none">• Attend pre-design conference• Obtain and analyze necessary survey data• Obtain and analyze necessary geotechnical data• Prepare comprehensive report	<input type="text"/>
<u>Preliminary Design (or Design Development*) Phase</u> <ul style="list-style-type: none">• Attend project meeting(s)• Prepare project drawings (all sheets - minimum 50 percent complete)• Provide all technical specifications, including modifications• Provide project cost estimate	<input type="text"/>
<u>Final Design (or Construction Document*) Phase</u> <ul style="list-style-type: none">• Attend project meeting(s)• Finalize drawings and contract documents to TxDOT's satisfaction• Provide a revised opinion of probable total project costs• Prepare a Construction Management Plan• Update, if necessary, the Preliminary Report• Prepare FAA Form 7460-1	<input type="text"/>
<u>TOTAL DESIGN TIME</u>	<input type="text"/>
If applicable, time required in addition to the Total Design Time to address environmental or other specified studies.	<input type="text"/>

*Specific to terminal design projects

Proposed Technical Approach

Use the following three pages to discuss your understanding of and proposed approach to the project and optional summary. Highlight critical factors which could affect the design. If any, discuss alternative or additional items that you believe should be addressed in the project. You may add one 11" x 17" or smaller illustration page depicting items or locations within the narrative.

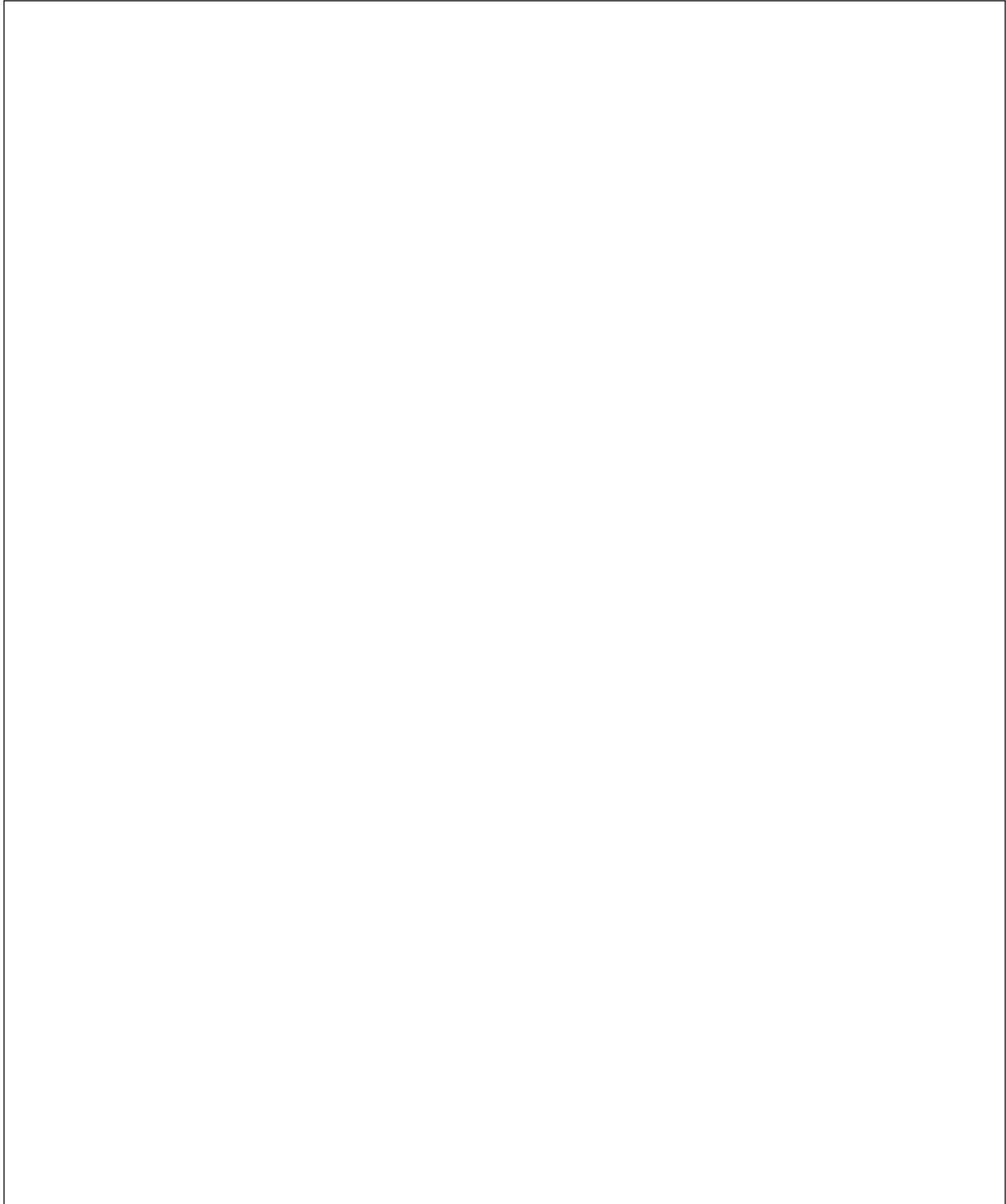


Proposed Technical Approach (continued)

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to provide the proposed technical approach, which is the subject of the page's title.

Proposed Technical Approach/Optional Summary

As an option, you may utilize this page to include any additional information about your firm, project team or approach, schedule, previous experience, specialized skills, or anything else that you feel pertinent to the specifics of the project scope identified in the Request for Qualifications for Professional Aviation Architectural/Engineering Services that has not been included elsewhere.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the introductory text. It is intended for the user to provide additional technical information, project details, or qualifications as described in the text above.

Optional Supplemental Illustration Page

The optional supplemental illustration page may be inserted here. That page should be numbered 8A and this sheet should be removed. The illustration page can be no larger than 11" x 17" and can be used to depict items or locations discussed within the narrative on the preceding three pages.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for a supplemental illustration.