



ALAMO  
COLLEGES  
DISTRICT

**PURCHASE OF CONSTRUCTION MATERIAL TESTING  
AND GEOTECHNICAL ENGINEERING SERVICES**

REQUEST FOR QUALIFICATION STATEMENTS (RFQS)

RFQS NO. 19C-017

Release Date: July 1, 2019

Responses must be submitted to:  
Alamo Colleges District  
Purchasing and Contract Administration  
See addresses in "Key Dates and Information"

Pre-Response Meeting: July 16, 3:00 p.m.  
Qualification Statements Deadline: August 1, 2019, 2:00 p.m.

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## KEY DATES AND INFORMATION

- RFQS NAME:** Request for Qualification Statements (RFQS) for Purchase of Construction Material Testing and Geotechnical Engineering Services
- PRE-RESPONSE MEETING:** A Pre-Response meeting is scheduled on July 16, 2019. The meeting will begin at 3:00 p.m. at the San Antonio College Campus in the Oppenheimer Academic Center Room 101, San Antonio, TX 78212. The Pre-Response meeting is not mandatory; however, attendance is strongly encouraged. The meeting will be held to answer questions perspective Offerors may have regarding the intent of the solicitation.
- CLOSURES:** The Alamo Colleges District will be closed on July 4, 2019. The Alamo Colleges District will also be closed on Fridays from June 7 to July 26.
- SUBMITTAL DEADLINE:** August 1, 2019, prior to 2:00 pm
- DELIVERY LOCATION:** Alamo Colleges District  
Purchasing and Contract Administration  
Re: Purchase of Construction Material Testing and Geotechnical Engineering Services  
RFQS # 19C-017  
Reception Desk  
2222 N. Alamo St.  
San Antonio, TX 78215
- CONTRACT TERM:** Any contract awarded by the Board of Trustees as a result of the RFQS will begin upon award and terminate August 31, 2021, and have three, one year options to renew upon mutual consent of the contractor and Alamo Colleges District.
- NOTICE:** All questions related to this RFQS are to be directed to Sandra Calderon, Senior Purchaser, via email to: [sirlas@alamo.edu](mailto:sirlas@alamo.edu) with a copy to [dst-purchasing@alamo.edu](mailto:dst-purchasing@alamo.edu)

### Minimum Qualifications

The respondents to this RFQS must have the following minimum qualifications. Failure to meet minimum qualifications is grounds for rejection. Alamo Colleges District reserves the right to reject qualification statements that fail to include this information with the Offerors qualification statement submission.

- Offeror(s) must affirm in writing and include with qualifications. Offeror must have the capacity for providing insurance as required in section 5.6.
- Offeror(s) must affirm in writing and include with qualifications. Offeror must possess the certifications A2LA or AASHTO.
- Offeror(s) must affirm in writing and include with qualifications. Offeror must possess the credentials, licenses and/or certifications required for Industrial Air Quality (IAQ) air, soil, bulk & tape samples for Total Volatile Organic Compounds (VOC's), Individual VOC, Carbon Dioxide, Carbon Monoxide, Total Nuisance Dust, Relative Humidity and Temperature.

## GENERAL INFORMATION

### 1.0 **BACKGROUND**

The Alamo Community College District (The District) was established as a public community college through a public election in 1945. The Alamo Colleges District operates as a political subdivision under the law of the State of Texas. A nine-member Board of Trustees is the governing body of the District. The Trustees are elected locally to six-year staggered terms by Bexar County voters. The Chancellor, the District's chief executive officer, guides and implements the program and policies of the Alamo Colleges District. The District is also known as the Alamo Colleges District.

Alamo Colleges District serves the educational needs of Bexar County and surrounding communities through its colleges and educational centers. The Alamo Colleges District, a comprehensive two-year system, is dedicated to providing quality education and workforce training to the people of Bexar and surrounding counties. The District includes five institutions that are separately accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Colleges provide:

- university transfer programs
- workforce education programs<sup>1295</sup>
- technical programs
- community services
- developmental courses
- adult literacy courses
- continuing education
- academic courses for certification and associate degrees

Student enrollment for the Spring 2019 semester was 58,803 students. Students are taught by highly qualified faculty, generally with Master's and Doctorate degrees, committed to creating a learning centered environment. Student services include counseling, computer labs, and tutoring, financial services, services for the disabled, developmental instruction, veterans' services, and job placement.

The Alamo Colleges District include five Hispanic-serving Institutions and one of the nation's only institutions that is both a Historically Black College and a Hispanic-serving Institution; the nation's third largest producer of Hispanic nurses; and Texas' largest provider of online post-secondary education. A vibrant international program brings Central American teachers to San Antonio for advanced education while affording students and faculty the opportunity to travel to all regions of the world. Alamo Colleges District has been a leading recipient and distributor of Pell Grants (federal financial aid) in Texas for several years.

The Alamo Colleges District's Central Office is located at 2222 N. Alamo St. in San Antonio Texas. Alamo Colleges District is composed of five colleges: Northwest Vista College, Northeast Lakeview College, Palo Alto College, San Antonio College, and St. Philip's College to include the Southwest Campus. The Alamo Colleges District also has satellite locations and small remote locations in New Braunfels, Floresville, and Kerrville that provide limited student services.

## **Economic Conditions and Outlook**

The Alamo Colleges District operates in the strong economic area of San Antonio, Bexar County and surrounding counties. In August 2017, the San Antonio Business-Cycle Index, which tracks aggregate economic activity and is an indicator of the state of the overall economy, expanded at its fastest pace since 2016 as the unemployment rate held flat but job growth surged, according to the Federal Reserve Bank of Dallas. San Antonio's continued growth is attributed to the combination of lower business costs, continued job growth and a healthy city government. San Antonio is the nation's seventh-largest city, has a dynamic economy rapidly expanding from traditional military and service sectors into telecommunications, biomedical science, information technology, data security and advanced manufacturing. The Alamo Colleges District has been an integral part of the Greater San Antonio community for more than 100 years, contributing significantly to the economic and social well-being of those who share this community with the District. It is highly regarded by the local business community for the quality of its workforce training and the success of its graduates. In the economic arena, a sizable 96% of its students stay in the region after they leave college and contribute to the local economy.



The three primary revenue streams to the Alamo Colleges District, other than federal grants used for scholarships, are ad valorem taxes, state appropriations, and tuition and fees.

The District strives to avoid tuition increases and ad valorem tax rate increases in the midst of declining state appropriations and other revenue pressures. Since fiscal year 2013, the District has absorbed approximately \$75.5 million in budget pressure resulting from declines in state appropriations and increased tuition waivers and exemptions, while simultaneously increasing student support services and faculty and staff compensation adjustments. Therefore, given the revenue positioning by the Alamo Colleges District and the State, strategic planning to manage costs and improve efficiencies is paramount.

## **Strategic and Long-Term Financial Planning**



The Board approves a multi-year strategic plan that is reviewed and re-affirmed annually and involves all levels of the organization. Key performance indicators based on state and national peer institutions and annual performance targets are defined. An integrated planning model is used to strengthen the connection between the strategic plan, related action plans and the budget, which is approved annually by the Board of Trustees.

The budget is developed with broad-based staff involvement and is guided by budgetary, debt and financial policies approved by the Board. The budget includes a multi-year financial plan, which incorporates proposed increases for capital budgets, preventive maintenance and student success initiatives. A separate ten-year plan for the Alamo Colleges District projects an average of 2.01% year over year enrollment growth, while maintaining service levels and faculty staffing to provide excellent education for our students. The plan incorporates modest increases in tuition and fees, continued expectation of declining state appropriations and increases in property values.

## Major Initiatives

The *Alamo Way* is a theoretical framework for improvement adopted by the Board of Trustees and used throughout the Alamo Colleges District. This policy describes three dynamic models that drive increased employee and student performance, greater organizational efficiency and effectiveness and leadership at the District. These models are fully integrated into the culture of the Alamo Colleges District, its students and employees. The Board holds that the Baldrige Criteria for Performance Excellence, the principles of Achieving the Dream and the Principle-Centered Leadership concepts from the Seven Habits of Highly Effective People (AlamoLEADS) provide the foundation for The Alamo Way (Always Inspire, Always Improve). By integrating leadership competencies and experiences into the core curriculum and in organizational learning opportunities for employees, the Alamo Colleges District empowers all students and employees to explore and realize their learning, professional and civic potential. The result is the organization achieving its full potential and our diverse communities achieving theirs.

The Alamo Colleges District continues to make significant progress on achieving greater student success, with a record 12,759 degrees and certificates awarded to students in fiscal year 2017, eclipsing the previous record of 12,009 awarded in the previous fiscal year. This achievement represents a tremendous 244% increase in degrees and certificates awarded between fiscal years 2006 and 2017, the largest increase among community colleges in Texas, and makes the Alamo Colleges District the largest producer of degrees and certificates among all community colleges in the State of Texas. This improvement is directly related to two major initiatives implemented by the District. First, the 4DX, the Four Disciplines of Execution, provides a simple, repeatable set of practices for organizations and individuals to focus on what is important, to execute strategic priorities and to achieve superb results. Second, the District also implemented MyMap (My Monitoring Academic Progress) which proactively engages students with deliberate activities at designated touch-points to ensure a consistent experience for students as they connect, enter, progress and complete their college goal.

## Awards and Acknowledgments

The Alamo Colleges District continues to be recognized both locally and nationally as a leader in higher education. All four of the accredited colleges in the Alamo Colleges District have been named to the Aspen Institute's list of 150 community colleges in the U.S. and Palo Alto College was selected as a top-10 college that is now eligible to compete for the 2019 Aspen Prize for Community College Excellence. This is the first time nationally that four colleges from the same community college system have been nominated in the same year. The Aspen Prize is the nation's signature recognition of high achievement and performance for America's community colleges. The four colleges from the Alamo Colleges District were selected from a pool of nearly 1,000 public two-year colleges nationwide to compete for the \$1 million Aspen Prize in the categories of student learning, certificate and degree completion, employment and earnings and high levels of access and success for minority and low-income students.



In November 2018, U.S. Commerce Secretary named the Alamo Colleges District a 2018 recipient of the Malcolm Baldrige National Quality Award (MBNQA), marking a significant milestone in the district's ongoing journey to achieve the highest level of student success and performance excellence. That Alamo College District was one of only five organizations to receive the award in 2018, and is the first community college system to achieve this level of recognition in the history of the program.

The Alamo Colleges District's Central Texas Technology Center (CTTC) in New Braunfels received the 2017 Alamo Area Council of Government's (AACOG) Regional Award for government project of the year.



The award specifically recognizes the center for its \$6.3 million expansion project which added 30,000 square feet to the center that was completed in Fall 2016. The expansion of the center enables more students to enroll in academic courses and workforce programs that prepare them for high-demand, well-paid jobs in the area.

Standard and Poor's (S&P) and Moody's, two of the "Big Three" credit rating agencies, affirmed the Alamo Colleges District's general obligation bonds AAA credit rating during fiscal year 2017. This is the highest rating possible and ensures that the District's bonds have the lowest possible interest rates, producing significant interest expense savings for Bexar County taxpayers over the life of the bonds. S&P cited the District's deep and diverse economic base in Bexar County, a strong financial position with a diverse revenue stream and substantial operating flexibility as reasons for the top rating. S&P also gave the Alamo Colleges District a strong rating for its Financial Management Assessment (FMA), indicating that the District's financial practices are strong, well embedded and sustainable. Moody's rating agency cited the District's sizeable and growing tax base in the robust San Antonio metropolitan area, history of stable financial performance and significant financial flexibility under the voter-approved tax cap as contributing factors for its high rating. The Alamo Colleges District is one of only three community college districts in Texas and one of only 11 community colleges in the nation that has received the highest possible rating from both of the top rating agencies.

The Alamo Colleges District has also earned numerous awards in the areas of procurement, budgeting and finance. For the sixth and seventh consecutive years, respectively, the Alamo Colleges District was awarded the National Achievement of Excellence in Procurement Award from the National Procurement Institute and the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). In addition, the Alamo Colleges District was the only community college in Texas awarded the Certificate of Distinction by the Government Treasurers' Organization of Texas (GTOT) for its investment policy in fiscal year 2017.

The GFOA awarded a Certificate of Achievement for Excellence in Financial Reporting to the Alamo Colleges District for its comprehensive annual financial report for the fiscal year ended August 31, 2017. This was the ninth consecutive year that the District has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

Offerors can visit Alamo Colleges District's website at <http://www.alamo.edu> to learn about Alamo Colleges.

## **2.0 PURPOSE:**

The purpose of this RFQS is to solicit qualification statements for contracts to provide Construction Material Testing and Geotechnical Engineering Services on an Indefinite Delivery Indefinite Quantity (IDIQ) basis from qualified individuals and firms. The Contractor will be responsible for all regulatory and statutory compliance for all aspects of the selected projects with all applicable governmental agencies, including but not limited to the City of San Antonio, the United States Government and its agencies, and the State of Texas and its agencies.

## **3.0 SCOPE OF WORK**

3.1 Alamo Colleges District is seeking to contract with qualified and competent firms for Construction Material Testing and Geotechnical Engineering Services on an IDIQ basis. This Project will produce the following results:

3.1.1. Developing, implementing and maintaining the construction materials testing and construction observation services necessary to ensure an adequate quality control program for construction projects.



- 3.1.2 Include full geotechnical engineering services requested by Alamo Colleges District or architecture or engineering firms contracted by Alamo Colleges District in designing building foundations, sidewalk, and paving sections.
- 3.2 It is anticipated that work performed under these contracts will be in accordance with the following general parameters:
  - 3.2.1 The contract has no guaranteed amount of work.
  - 3.2.2 The initial contract term shall terminate August 31, 2021, and have three, one (1) year options to renew upon mutual consent of the contractor and Alamo Colleges District.
  - 3.2.3 Award of contract does not grant the awarded firms/organization exclusive right to perform all possible inspection and contracting work for Alamo Colleges District. Alamo Colleges District reserves the right to contract with additional contractors in the best interest of the District.
- 3.3 Anticipated Services

The following is a list of anticipated services that may be awarded. The Offeror should address their ability to provide these services in their qualification statement Testing of buildings to determine geotechnical engineering services

  - 3.3.1 Provide consulting services and reports after completion of Testing and Observation inspections.
- 3.4 Other Services

The following is a list of other services which the Offeror shall provide:

  - 3.4.1 Professional Engineer (PE) on staff.
  - 3.4.2 All equipment shall have the proper manufacturer's calibration dates. Documentation shall be presented upon request.
  - 3.4.3 The Offeror shall have a PE able to participate in Town Hall Meetings to discuss findings and sample results.

#### **4.0 SELECTION PROCEDURES**

- 4.1 The Offeror will be selected according to established procedures by the Alamo Colleges District procedures and in accordance with Texas Government Code, Section 2254. The evaluation criteria for this project are shown in Section 6.4 of the RFQS. The Alamo Colleges District reserves the right to award the contract(s), or to decide not to award any contract, in the best interest of the District.
  - 4.1.1 Qualification Statements shall not include any information regarding Offeror's fees, pricing, or other compensation. Such contract terms will be negotiated with the selected firm(s).
- 4.2 Firms/organizations shall submit written responses in accordance with instructions herein and may be interviewed by a selection committee. Alamo Colleges District reserves the right to retain all responses and to use any ideas submitted in a response regardless of whether the response is selected. Additionally, firms/organizations submitting responses may be called upon to make oral presentations as part of the evaluation process.
- 4.3 The selection committee shall recommend to the Board of Trustees a firms/organization to provide

the scope of services on the basis of demonstrated competency and qualifications to perform the services. The organization(s)/firms(s) selected shall enter into fee negotiations, and a contract shall be completed. Alamo Colleges District reserves the right to reject any and all responses submitted and re-solicit as deemed necessary.

#### 4.4 **Anticipated Solicitation Schedule**

A.	Alamo Colleges District Advertise RFQS	Date June 30 and July 7, 2019
B.	Pre-Response Meeting	Date July 16, 2019
C.	Qualifications Response Deadline	Date August 1, 2019
D.	Award	Date September 2019

- 4.5 Responses that contain conditional clauses, alterations to the specifications and requirements, items not called for in the RFQS documents, or irregularities of any kind are subject to rejection by the Alamo Colleges District, at its option.
- 4.6 Alamo Colleges District reserves the right to terminate at any time the services of the firms/organization, if not satisfied with the services, or for the Alamo Colleges Districts convenience with seven (7) days written notice.
- 4.7 The Alamo Colleges District reserve the right to award multiple contracts as a result of this solicitation.
- 4.8 Offerors may submit qualifications for any or all of the types of services anticipated under this solicitation. Offerors shall clearly indicate in the cover letter of the qualification statement the type of services that are being offered.

#### 5.0 **GENERAL REQUIREMENTS**

- 5.1 Notification of Criminal History of Contractor - A person or business entity that intends to contract with the Alamo Colleges District must give advance notice to the Alamo Colleges District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The Alamo Colleges District may terminate a contract with a person or business entity if the Alamo Colleges District determines that the person or business entity failed to give notice as required by the previous paragraph or misrepresented the conduct resulting in the conviction. The Alamo Colleges District must compensate the person or business entity for services performed before the termination of the contract. The criminal history notification requirement does not apply to a publicly held corporation.

- 5.2 Prior to execution of the contract, the firm recommended for award will be required to execute the following certification:

"Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in the contract, bid or application is not ineligible to receive the specified grant, loan or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate."

This certification is required for each person who is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent in the business entity submitting the response. The following information must be submitted by each person meeting these described conditions and executing the certification: name; social security number; signature; and date.

- 5.3 Offerors shall indicate any exceptions to any paragraph; otherwise acceptance of all conditions

contained in the RFQS and its attachments are assumed. Exceptions stated by the Offeror to any of the paragraphs herein may be cause for rejection of the proposal, other than variances deemed minor by the Alamo Colleges District. The Offeror must certify whether all specifications have been met and state any exceptions on a separate sheet.

5.4 Each Offeror shall determine whether their current business relationship with the District or an elected official of the district is subject to the requirements of Local Government code section 176.001 and 176.006. Should the Offeror meet the stated requirements of the referenced legal sections, form CIQ (10.6) shall be completed and submitted to the Alamo Colleges in accordance with section 176.006.

5.5 Section 10 of the RFQS contains the Execution of Offer and other required documents as follows:

5.4.1 Certification of Non-Collusion found in Section 10.4 of the RFQS.

5.4.2 Qualification Statement/Response Certification found in Section 10.5 of the RFQS.

5.4.3 Conflict of Interest Questionnaire found in Section 10.6 of the RFQS

5.4.4 Other documents as may be required by the Request for Qualifications and its attachments. Responses are to be submitted in accordance with the sequence of information outlined in the RFQS. Failure to execute or provide this information may result in disqualification of the response.

5.6 Types and Limits of Insurance, Including Professional Liability/Errors and Omissions: The following are the minimum limits of coverage. Limits may be higher, depending on project.

5.6.1	Commercial General Liability	\$1,000,000
	General Aggregate including products and completed operations	\$2,000,000

5.6.2	Automobile Liability per person/per accident CSL	\$1,000,000
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5.6.3	Worker's Compensation	Statutory Texas
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5.6.4	Employer's Liability		
	Bodily Injury by Accident	Each Accident	\$1,000,000
	Bodily Injury by Disease	Each Disease	\$1,000,000
	Bodily Injury by Disease	Policy Limit	\$1,000,000

5.6.5	Professional Liability/Errors & Omission	\$1,000,000
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Umbrella insurance applying over and above the listed coverage's of at least \$2,000,000 per occurrence in excess of the required primary coverage.

Prior to contract execution, the contractor shall obtain, at its own cost, and maintain in full force and effect for the duration of the contract, and any extension hereof, adequate insurance coverage as noted above. Offerors selected for contract award are required to submit to the Alamo Colleges District proof of coverage in the above limits within ten (10) calendar days after notification of selection for contract award. Failure to comply with insurance requirements in a timely manner may result in nullification of contract award. Insurance certificates for Joint Ventures must be submitted in the name of the Joint Venture. Certificates from individual firms of the Joint Venture are not acceptable.

5.7 Public Information: The Alamo Colleges District is a governmental entity in the State of Texas. Documents submitted pursuant to this procurement solicitation become a government record. Access by the public to government records is governed by the Texas Public Information Act ("PIA"). Proprietary information, such as trade secrets and confidential commercial and financial information submitted in response to this procurement solicitation which Offeror (or any

Offeror responding to this procurement solicitation) believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification by designating a whole document or pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not ensure confidentiality, especially if information is contained in the designated areas that clearly is not of a confidential nature. In the event a request is made for information designated as proprietary, Alamo Colleges District may determine in its sole discretion whether sufficient legal justification exists for withholding the information and whether an opinion should be requested from the Texas Attorney General. If an opinion is requested from the Texas Attorney General, Alamo Colleges District will notify Offeror (or the particular Offeror affected) and Offeror has the responsibility, in accordance with PIA, to assert any arguments it may have in opposition to release of the information. In the event Offeror requests judicial intervention, the party so requesting shall indemnify Alamo Colleges District for its costs (including attorney's fees) associated with the judicial action. Under no circumstances will Alamo Colleges District be liable for any costs, damages, or claims of any nature, related to release or disclosure of any information contained in documents submitted pursuant to this procurement solicitation.

5.8 Type of Contract: Any contract resulting from this solicitation will be in the form of the Alamo Colleges District Standard Consultant Agreement.

5.8.1 It is anticipated that multiple contracts for professional services will be awarded as a result of this solicitation. Contractors who respond to the solicitation but are not selected for IDIQ contract award will be placed in a pool of contractors eligible to receive future contract awards within the limits defined in this solicitation. The pool of contractors created as a result of this solicitation shall remain in existence for the full period of the contract award.

5.9 Clarifications and Interpretations: Any clarifications or interpretations of this RFQS that materially affect or change its requirements will be issued by Alamo Colleges District as an addendum. All such addenda issued by Alamo Colleges District before the Responses are due are considered as part of the RFQS as if originally written therein, and Offerors shall acknowledge receipt of and incorporate each addendum in its Response.

5.9.1 All questions, inquiries, and requests for clarifications concerning this RFQS must be submitted, in writing, to Sandra Calderon, Alamo Colleges District Purchasing and Contract Administration, by email to [sirlas@alamo.edu](mailto:sirlas@alamo.edu) and [dst-purchasing@alamo.edu](mailto:dst-purchasing@alamo.edu) on or before seven (7) calendar days prior to the scheduled deadline for receipt of responses.

5.9.2 Offerors shall consider only those clarifications and interpretations that Alamo Colleges District issues by addenda prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements will not be binding on Alamo Colleges District and should not be relied on in preparing a response.

5.10 Alamo Colleges District Reservation of Rights: The Alamo Colleges District may evaluate the responses based on the anticipated completion of all or any portion of the Project. Alamo Colleges District reserves the right to reject any and all responses and re-solicit for new responses, or to reject any and all responses and temporarily or permanently abandon the Project. Alamo Colleges District make no representations, written or oral, that it will enter into any form of agreement with any offeror to this RFQS for any project and no such representation is intended or should be construed by the issuance of the RFQS. Alamo Colleges District reserves the right to award multiple contracts if deemed in its best interest.

5.11 Acceptance of Evaluation Methodology: By submitting a response in response to this RFQS, Offeror accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm response will require subjective judgments by Alamo Colleges District.

- 5.12 No Reimbursement for Costs: Offeror acknowledges and accepts that the Alamo Colleges District will not reimburse Offerors responding to this RFQS for any expenses incurred in preparing or presenting proposals. Any costs incurred from the Offeror's participation in this RFQS shall be at the sole risk and responsibility of the Offeror.
- 5.13 Sales and Use Taxes: The Alamo Community College District (Alamo Colleges District) qualifies for exemption from the Texas Limited Sales, Excise, and Use Tax. Successful Offerors shall be provided a tax exemption certificate upon request.
- 5.14 Certification of State of Texas Margin Tax Status: Offerors must state on the response form whether they owe State of Texas Margin taxes (formerly franchise tax). If the Contractor is subject to the requirements of the Texas Franchise Tax and becomes delinquent in the payment of said tax, then payments to the Contractor due under this Agreement may be withheld until such tax delinquency is remedied.
- 5.15 Delinquency in Paying Child Support: Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 5.16 Local Government Officer Conflicts Disclosure Statement: In accordance with the HB 1295, Texas Government Code 2252.908, the awarded contractor will be required to submit an electronic Disclosure of Interested Parties to Alamo Colleges District for any contract over \$1,000,000 or any contract that requires a vote by the Alamo Colleges District Board of Trustee, at the time of contract execution. The 1295 Certificate of Interested Parties Electronic Filing application website is [http://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](http://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm).
- 5.17 Communication: District policy C.1.5.1 states that from the date the project is approved for publication until a contract is executed, no College District Board member or employee other than authorized Purchasing and Contract Administration personnel shall communicate with potential contractors, consultants, or other vendors (referred to collectively as potential proposers) who are interested in, or in the view of a reasonable person situated similarly to the potential proposer, might reasonably become interest in, any competitive procurement opportunity, other than for a legitimate purpose unrelated to the pending procurement. If, from the date the project is approved for publication until a contract is executed, a potential proposer contacts any Board member or College District employee other than authorized Purchasing and Contract Administration personnel, the Board member or College District employee shall inform the potential proposer that such communication is prohibited by policy, direct them to Purchasing and Contract Administration, and immediately report the contact to the designated representative in Purchasing and Contract Administration.

Proposers who violate this policy may be subject to a range of sanctions including disqualification from competition for the procurement opportunity and/or other future procurement opportunities after Board of Trustees review. Employees who violate this policy may be subject to disciplinary action, including termination after review by the Chancellor.

- 5.18 Student Internship Program: The Alamo Colleges District are engaged in a three-way partnership between employers, the community and educators to implement the Alamo Compact for Economic Performance (A-CEP). Each Offeror shall provide a discussion in their proposal/qualification statement which demonstrates their ability and commitment to develop and provide paid student internship opportunities in related fields of study, of any. Additional information and requirements concerning the A-CEP Internship Program is shown in Appendix A to the specifications.

- 5.19 Mission, Vision, and Values: We believe that economically, it makes good business sense and contributes to student success to be engaged in partnership between contractors, employees, educators, and the community to implement the Alamo Colleges District Mission, Vision, and Values. The Alamo Colleges District promotes collaboration by achieving consensus on the measures of student success and by stressing that student success is everyone's business. In 2014, the Alamo Colleges District adopted policy that includes our Vision, Mission, and Values: <https://www.alamo.edu/about-us/alamo-way/mission-vision-values/>

In support of our policy, the purpose of this segment is to enhance recognition by contractors for our efforts. As a valued member in our procurement process, we ask that your company demonstrate their commitment to serving students by becoming actively engaged in recognizing the Alamo Colleges District Mission, Vision, and Values.

- 5.20 Business to Business (B2B) Integration: Offerors' order placement process should allow for Business to Business (B2B) with the Alamo Colleges District eProcurement system. Participation in the Alamo Colleges District eProcurement system is at no cost to participants and will enable Alamo Colleges District end-users to easily source and purchase goods and services, electronically, through our online marketplace. Participating vendors will receive orders (via fax or email), invoice and track payment status, electronically, through an online portal. Further details regarding participation in the Alamo Colleges district eProcurement system will be provided, upon award of contract.
- 5.21 Offeror hereby certifies, represents and warrants that neither Offeror nor any of its affiliates presently does, and during the term of the contract will any of them, boycott the State of Israel, by, without limitation, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on or limit commercial relations with the State of Israel, or with a person or entity doing business within the State of Israel or in any territory controlled by the State of Israel.
- 5.22 Certification Regarding Lobbying: Offerors must certify and complete the "Disclosure of Lobbying Activities" certification pursuant to section 1352, title 31, United States Code available at <https://www.state.gov/documents/organization/149465.pdf>.

## 6.0 SELECTION PROCESS

- 6.1 The highest ranked offerors may be requested to attend an oral presentation as part of the evaluation process with the Alamo Colleges District selection committee to confirm their responses and answer additional questions.

- 6.2 An anticipated selection process schedule is shown in Section 4.4 hereof.

### 6.3 Minimum Qualifications

The respondents to this RFQS must have the following minimum qualifications. Failure to meet minimum qualifications may be grounds for rejection. Alamo Colleges District reserves the right to reject qualification statements that fail to include this information with the Offerors qualification statement submission.

- 6.3.1 Offeror(s) must affirm in writing and include with qualifications. Offeror must have the capacity for providing insurance as required in section 5.6.

- 6.3.2 Offeror(s) must affirm in writing and include with qualifications. Offeror must possess the certifications A2LA or AASHTO.

- 6.3.3 Offeror(s) must affirm in writing and include with qualifications. Offeror must possess the credentials, licenses and/or certifications required for Industrial Air Quality (IAQ) air, soil, bulk & tape samples for Total Volatile Organic Compounds (VOC's), Individual VOC, Carbon Dioxide, Carbon Monoxide, Total Nuisance Dust, Relative Humidity and Temperature.

## **7.0 SUBMISSION OF RESPONSES:**

- 7.1 Deadline and Location: Signed and sealed responses shall be submitted prior to 2:00 P.M. local time on August 1, 2019. Offeror shall provide one (1) original response; five (5) bound copies; and one (1) electronic copy (preferred format for electronic copy is Word or PDF), and delivered to:

Alamo Colleges District  
Purchasing and Contract Administration  
Re: Purchase of Construction Material Testing and Geotechnical Engineering Services  
RFQS No. 19C-017  
Reception Desk  
2222 N. Alamo St.  
San Antonio, TX 78215

The Alamo Colleges District are not responsible for receipt of responses misdirected to locations other than the designated location for receipt of responses.

- 7.2 Responses received will be publicly opened in the Staff Conference Room, Room 100, 1<sup>st</sup> floor, West Wing, which is directly behind the Reception Desk. Any responses received after the response deadline will be rejected and returned to the Offeror unopened. No response may be changed, amended, or modified by telegram or otherwise, after the same has been submitted or filed in response to this notice. A response may be withdrawn, however, and resubmitted any time prior to the time set for receipt of responses. E-mailed or faxed responses will not be accepted.
- 7.3 The Alamo Colleges District will not acknowledge or receive Responses that are delivered by fax or e-mail.
- 7.4 Properly submitted responses will not be returned to Offerors.
- 7.5 Upon submission of a response, you agree to the following:

The Purchasing & Contract Administration recommendation and summary analysis will be uploaded to the applicable Alamo Colleges District Board of Trustees Committee agenda and will be viewable by the public on the Friday prior to the Tuesday Committee meeting where the contract award will be considered. Alamo Colleges District will use best efforts to notify you by email shortly before the availability date for their responses.

Alamo Colleges District competitive response procedures are largely mandated by statute and do not permit the renegotiation of responses after the submission deadline has passed. However, should you believe that the Alamo Colleges District have made a calculation error regarding your response after reviewing the limited web-available summary analysis; its Purchasing & Contract Administration Department offers an opportunity for proposers not recommended for contract award to submit comments or engage in discussion concerning the proposed contract award promptly after the contract award recommendation is made public. Written comments may be submitted, or a meeting can be scheduled at your request. Consent to Alamo Colleges Districts recording of any verbal interview, at its discretion, is a condition of any interview. This opportunity will be subject to any additional requirements that may appear in any notice that you may receive from the Purchasing and Contract Administration Department in order to be considered. Efforts to contact individual Trustees or Alamo Colleges Districts employees other than those in the



Purchasing & Contract Administration Department regarding such matters are prohibited.

## **8.0 REQUIREMENTS FOR RESPONSES**

Offerors shall carefully read the information contained in the following criteria and submit a complete response to all questions formatted as directed in Section 9. Incomplete responses will be considered non-responsive and are subject to rejection. All criteria subsection points will be weighted equally, unless otherwise noted.

### **A. Evaluation of Responses**

Only those responses meeting the minimum qualifications will be evaluated.

The evaluation of the responses shall be based on the published criteria as shown in Sections 8 of the RFQS. All properly submitted responses will be reviewed, evaluated, and ranked by the Alamo Colleges District selection committee.

Evaluation Table

SECTION	CRITERIA	POINTS
8.1	Offeror's Statement of Availability to Undertake the Project	30
8.2	Offeror's Ability to Provide Services	15
8.3	Offeror's Project Team's Ability to Provide the Scope of Work	10
8.4	Offeror's Performance on Past Representative Projects	20
8.5	Offeror's Past Performance on Alamo Colleges District Projects	15
8.6	Offeror's SMWVBE Commitment Goal	10
	TOTAL:	100

### **8.1 CRITERIA ONE: OFFEROR'S STATEMENT OF AVAILABILITY TO UNDERTAKE THE PROJECT (30 Points)**

- 8.1.1 Provide a statement of interest for the project including a narrative describing the prime firm's and project team's unique qualifications as they pertain to this specific project.
- 8.1.2 Provide a statement on the availability and commitment of the prime firm and project team's key principals and professionals to undertake this specific project.
- 8.1.3 Provide a brief history of the prime firm and consultant that make up the proposed Project Team.
- 8.1.4 Describe the basis for the selection of each proposed firm and consultant included in your Project Team for planning, design, and construction administration services. Identify core competency, experience, and specific skill sets they will bring to this specific project.
- 8.1.5 Provide organization chart of the entire proposed Project Team with assignments, line(s) of authority and communication for all executives, principals' professionals, and key members for this specific project. Indicate name of firm, their role and responsibility and the estimated percent of time these individuals will participate in the project; planning, design, and construction.
- 8.1.6 Provide resumes highlighting work history, expertise, and their proposed role for each professional member by firm, by discipline, and by responsibility. Include their specific experience with similar projects, the length of employment with firm, number of years in current role with firm, and number of years in same role with other firms, and their

city of residence.

- 8.1.7 Describe the Prime Firm's process in working with firms, consultants, and sub-consultants integrating them into the Project Team to ensure continuity of planning, design, quality, and consistency throughout the project or program.
- 8.1.8 Clearly identify in a table or graphic form the proposed firms who worked together and collaborated on the listed projects in Criteria 8.3 and 8.4, including their roles responsibilities in those projects.
- 8.1.9 Provide a list of proposed key team members in a table or graphic form that have worked together on similar types of projects, while at current firm or at other firms, including years of each project duration.

## 8.2 CRITERIA TWO: OFFEROR'S ABILITY TO PROVIDE SERVICES (15 Points)

- 8.2.1 Provide the following information for each Organization/Firm on the Prime Firm's Project Team:
  - a. Legal name of the company as registered with the Secretary State of Texas
  - b. Address of the office that will be providing services
  - c. Number of years in business
  - d. Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc.)
  - e. Number of employees by skill group
  - f. Annual gross and net revenue totals for the past ten (10) years
  - g. Names of Principals and percentage of ownership
  - h. Education
  - i. Professional Activities
  - j. Honors
  - k. Experience – Firm and Individual
  - l. Award Winning or Published Designs
  - m. Renovation Design Projects
  - n. Record of Errors and Omissions (last 5 years)
  - o. Record of Timelines (showing the completion date required by the contract and the date the work was actually completed) of Large Higher Ed or Equivalent Projects (last 5 years)
- 8.2.2 Financial Statement – The Offeror must submit a current report of his financial condition sworn to before a Notary Public. Attach a financial statement, preferably audited, including your organizations' latest balance sheet and income statement showing current assets, net fixed assets, other assets, current liabilities and other liabilities. Clearly indicate name and address of firm preparing financial statement, and date thereof. If financial statement is not for the identical organization submitting the response, explain the relationship and financial responsibility of the organization whose financial statement is providing (parent, subsidiary, etc.). Any Offeror wishing to maintain confidentiality of financial information must submit the financial information in a separate sealed envelope and must include a written request for same with the submission of the response.
- 8.2.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

- 8.2.4 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Alamo Colleges.
- 8.2.5 Is your company currently in default on any loan agreement or financial agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 8.2.6 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Alamo Colleges District employee, officer, or Trustee? If so, please explain.
- 8.2.7 Provide a claims history under liability insurance and professional errors and omissions insurance for the past five (5) years for the Prime Firm and any team members proposed to provide design services or construction administration services.
- 8.2.8 Provide the types and limits of insurance as described in 5.6 above.
- 8.2.9 The Offeror must have and follow strict guidelines for chain of custody and samples must be analyzed by an approved certified lab. Offeror(s) must affirm in writing and include with proposal
- 8.2.10 The Offeror must have on staff a PE who can develop official reports with the results, chain of custody, equipment calibration, name of the testing lab and recommendations.
- 8.2.11 List projects currently under planning, programing, design, and/or construction administration including dollar value and number of full time personnel assigned to the project from your firm. Include joint ventures.
- 8.2.12 List projects currently under contract for which planning, programing, design, and/or construction administration has not yet begun. Include dollar value and the projected number of full time personnel assigned to the project from your firm. Include joint ventures.
- 8.2.13 Provide your ability and commitment to develop and provide paid student internship opportunities in related fields of study, to include at least three (3) examples of past successful participation in A-CEP Internship programs.

8.3 CRITERIA THREE: PROJECT TEAM'S ABILITY TO PROVIDE THE SCOPE OF WORK  
(10 points)

- 8.3.1 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each consultant that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project.
- 8.3.2 Provide resumes giving the experience and expertise of the professional members that will be involved in any projects, including their experience with similar projects, the number of years with the firm, and their city of residence.
- 8.3.3 Clearly identify the members of the proposed team who worked on the listed projects in Criteria 8.4 and 8.5, and describe their roles in those projects.

8.3.4 Provide evidence that Offeror meets all of the requirements under 3.4 “License Certification and Other Requirements.”

8.3.5 Each Offeror is to complete and submit Attachment D “Schedule of Services”

8.4 CRITERIA FOUR: OFFEROR’S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (20 Points)

8.4.1 List a maximum of five (5) projects for which you have provided services that are most comparable to this specific project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- a. Project name, location, contract delivery method, and description
- b. Color images (photographic or machine reproductions)
- c. Final Cost, including additional services
- d. Type of facilities
- e. Actual start and finish dates for project
- f. Description of professional services Offeror provided for the project or campus
  1. Name of Prime Firm’s project executive/principal (individual responsible to the Owner for the overall success of the project) and indicate if they are proposed as part of this RFQS Project Team.
  2. Name of Prime Firm’s project manager(s) (responsible for the day-to-day success of the project) in design and construction administration and indicate if they are proposed as part of this RFQS Project Team.
- g. Identify name of all key consultant and sub-consultant firms that provided professional services and indicate if they are proposed as part of this RFQS Project Team.
  1. Name of each firm’s executive/principal (individual responsible for overseeing success of the project design and construction administration) and indicate if they are proposed as part of this RFQS Project Team.
  2. Name of each firm’s project manager (individual responsible for the day-to-day success of the project design and construction administration) and indicate if they are proposed as part of this RFQS Project Team.
- h. Name of Construction Manager at Risk (CMR) or Contractor responsible for construction (include name of their Project Executive/Manager responsible to Owner for the overall success of the construction)
- i. References (for each project listed above, identify the following):
  1. The Owner’s name(s) and representative(s) who served as the day-to-day liaison for each phase planning, design, and construction of the project, including telephone number(s)
  2. Length of business relationship with the Owner
  3. References shall be considered relevant based on specific project participation and experience with the Offeror. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQS process.
  4. Accuracy and control of cost estimates
  5. Identification and recommendations of cost savings measures
  6. Indicate if there was any arbitration or litigation action attributed to design, planning or construction. Who filed claim and the results?

8.5 CRITERIA FIVE: OFFEROR’S PAST PERFORMANCE ON ALAMO COLLEGES DISTRICT PROJECTS (15 Points)

8.5.1 Identify and describe the Offeror’s past experience with Owner on any projects within the last five (5) years. Projects may repeat with Section 8.4 above. If the Offeror (or

its consultants) has not previously provided services for the Owner, Then identify and describe the Offeror's past performance on projects for "major" institutions of higher education (or similar) within the last five (5) years. In either case above, provide the following information for each project listed:

- a. Project name, location, contract delivery method, and description
- b. Color images (photographic or machine reproductions)
- c. Final Cost, including additional services
- d. Type of construction (new, renovation, or expansion)
- e. Actual start and finish dates for inspection
- f. Description of professional services Offeror provided for the project or campus
  1. Name of Prime Firm's project executive/principal (individual responsible to the Owner for the overall success of the project) and indicate if they are proposed as part of this RFQS Project Team.
  2. Name of Prime Firm's project manager(s) (responsible for the day-to-day success of the project) in design and construction administration and indicate if they are proposed as part of this RFQS Project Team.
- g. Identify name of all key consultant and sub-consultant firms that provided professional services and indicate if they are proposed as part of this RFQS Project Team.
  1. Name of each firm's executive/principal (individual responsible for overseeing success of the project design and construction administration) and indicate if they are proposed as part of this RFQS Project Team.
  2. Name of each firm's project manager (individual responsible for the day-to-day success of the project design and construction administration) and indicate if they are proposed as part of this RFQS Project Team.
- h. Name of Construction Manager at Risk (CMR) or Contractor responsible for construction (include name of their Project Executive/Manager responsible to Owner for the overall success of the construction).
- i. References (for each project listed above, identify the following):
- j. The Owner's name(s) and representative(s) who served as the day-to-day liaison for each phase planning, design, and construction of the project, including telephone number(s)
- k. Length of business relationship with the Owner
- l. References shall be considered relevant based on specific project participation and experience with the Offeror. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQS process.
- m. Accuracy and control of cost estimates
- n. Identification and recommendations of cost savings measures
- o. Indicate if there was any arbitration or litigation action attributed to design, planning or construction. Who filed claim and the results?

#### 8.6 CRITERIA SIX: OFFEROR'S SMWVBE COMMITMENT GOAL (10 Points)

- A. SMWVBE Plan. Provide a written commitment in the form of the Acknowledgment letter required by Attachment A for compliance with the Alamo Colleges District SMWVBE subcontracting plan as required by the contract. An estimated percentage of SMWVBE participation must be provided. You will be required to meet or exceed this percentage if awarded. Subcontracting Plans will be required to be submitted with each negotiated project for service.

## 9.0 FORMAT OF RESPONSES

### 9.1 General Instructions

- 9.1.1 Responses shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFQS. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Alamo Colleges District's needs.
- 9.1.2 Responses shall be a maximum of eighty (80) printed pages. Margin is to be not less than 0.25 inch and the minimum font size is to be no smaller than 10 point. The cover, table of contents, divider sheets, Execution of Offer, Certification of Non-Collusion, Qualification Statement/Response Certification, Conflict of Interest Questionnaire, and Licenses or Certifications do not count as printed pages.
- 9.1.3 Offerors shall carefully read the information contained in this RFQS and submit a complete response to all requirements and questions as directed. Incomplete Responses will be considered non-responsive and subject to rejection.
- 9.1.4 Responses and any other information submitted by offerors in response to this RFQS shall become the property of Alamo Colleges District.
- 9.1.5 The Alamo Colleges District will not compensate Offerors for any expenses incurred in Qualification Statement preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Offerors submit Qualification Statements at their own risk and expense.
- 9.1.6 Responses that are qualified with conditional clauses, alterations, items not called for in the RFQS documents, or irregularities of any kind are subject to rejection by Alamo Colleges District, at its option.
- 9.1.7 The Alamo Colleges District makes no representations of any kind that an award will be made as a result of this RFQS. The Alamo Colleges District reserve the right to accept or reject any or all responses, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQS when deemed to be in Alamo Colleges Districts best interest.
- 9.1.8 Responses shall consist of answers to questions identified in Section 8 of the RFQS. It is not necessary to repeat the question in the response; however, it is essential to reference the question number with the corresponding answer.
- 9.1.9 Failure to comply with all requirements contained in this Request for Responses may result in the rejection of the response.

### 9.2 Page Size, Binding, Dividers, and Tabs:

- 9.2.1 Responses shall be printed on standard letter-size (8-1/2"x11") paper and assembled with spiral type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.
- 9.2.2 Additional attachments shall NOT be included with the Responses. Only the responses provided by the Offeror to the questions identified in Section 8 of this RFQS will be used by the Alamo Colleges District for evaluation.
- 9.2.3 Separate and identify each criteria response to Section 8 of this RFQS by use of a divider sheet with an integral tab for ready reference.

9.3 Table of Contents:

Submittals shall include a "Table of Contents" and give page numbers for each part the RFQS

9.4 Pagination:

Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).

10.0 Acknowledgement of Addenda: Receipt is hereby acknowledged of the following addenda to this RFQS (please initial).

No. 1: \_\_\_\_\_ No. 2: \_\_\_\_\_ No. 3: \_\_\_\_\_ No. 4: \_\_\_\_\_ No. 5: \_\_\_\_\_ No. 6: \_\_\_\_\_

**11.0 EXECUTION OF OFFER**

The execution of offer must be completed, executed by a company officer, and returned with the Offeror's response. Failure to complete, execute and return the execution of offer with the response may result in rejection of the response.

The execution of a false statement will void the submitted response or any agreement or other contractual arrangement, which may result from the submission of Offeror's response. A false certification shall be deemed a material breach of contract and, at Alamo Colleges District's option, may result in termination of any resulting contract or purchase order.

11.1.1 By signature hereon, Offeror acknowledges and agrees that: (1) this RFQS is a solicitation for Qualification and is not a contract or an offer to contract; (2) the submission of a Response by Offeror in response to this RFQS will not create a contract between Alamo Colleges District and Offeror; (3) Alamo Colleges District have made no representation or warranty, written or oral, that one or more contracts with Alamo Colleges District will be awarded under this RFQS; and (4) Offeror shall bear, at its sole risk and responsibility, any cost which arises from Offeror 's preparation of a response to this RFQS.

11.1.2 By signature hereon, Offeror offers and agrees to furnish to Alamo Colleges District the products and/or services more particularly described in its Response, and to comply with all terms, conditions and requirements set forth in the RFQS documents and contained herein.

11.1.3 By signature hereon, Offeror affirms that he/she has not given, offered to give, and does not intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, free meal or service to a public servant or elected official of Alamo Colleges District in connection with the submitted Response. Further, Offeror certifies that no relationship, whether by relative, business associate, direct or indirect financial interest, or by any other such kinship exist between Offeror and an employee or elected official of Alamo Colleges District; or Offeror has not been an employee or elected official of Alamo Colleges District within the immediate twelve (12) months prior to the RFQS response. All such disclosures will be subject to administrative review and approval prior to Alamo Colleges District entering into any contract with Offeror.

11.1.4 By signature hereon, a corporate Offeror certifies that it is not currently delinquent in the payment of any State of Texas Margin Taxes (formerly Franchise Taxes) due under Chapter 171, Texas Tax Code; or that the corporate Offeror is exempt from the payment of such taxes; or that the corporate Offeror is an out-of-state corporation that is not subject to the Texas State of Texas Margin Tax; whichever is applicable.

11.1.5 By signature hereon, the Offeror hereby certifies that neither the Offeror nor the firm,



corporation, partnership or Alamo Colleges District represented by the Offeror, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, et. seq., Texas Business and Commerce Code, or the Federal anti-trust laws, nor communicated directly or indirectly the Qualification Statement made to any competitor or any other person engaged in such line of business.

11.1.6 By signature hereon, Offeror represents and warrants that:

- 11.1.6.1 Offeror is a reputable company, licensed by the State of Texas regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQS.
- 11.1.6.2 Offeror has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQS.
- 11.1.6.3 Offeror is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.
- 11.1.6.4 Offeror understands the requirements and specifications set forth in this RFQS.
- 11.1.6.5 Offeror, if selected by the Alamo Colleges District, will maintain insurance as required by the Contract.
- 11.1.6.6 All statements, information and representations prepared and submitted in response to this RFQS are current, complete, true and accurate. Offeror acknowledges that the Alamo Colleges District will rely on such statements, information, and representations in selecting the successful Offeror. If selected by the Alamo Colleges District as the successful Offeror, Offeror will notify the Alamo Colleges District immediately of any material change in any matters with regard to which Offeror has made a statement or representation or provided information.

11.1.7 By signature hereon, Offeror certifies that the individual signing this document and the documents made part of the RFQS is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Offeror's Response.

- 11.1.7.1 By signature hereon, Offeror certifies that if a Texas address is shown as the address of the Offeror, Offeror qualifies as a Texas Resident Offeror as defined in Texas Statutes and Administrative Code. Chapter 2252. Subchapter A.

11.1.8 By signature hereon, Offeror certifies as follows:

- 10.1.8.1 The vendor or applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
- 10.1.8.2 The vendor or applicant certifies that each individual or business entity which is an engineer or architect proposed by Offeror as a member of its team was selected based on demonstrated competence and qualifications only.

- 11.1.9 By signature hereon, Offeror affirms that no compensation has been received for participation in the preparation of the specifications for this RFQS.
- 11.1.10 By signature hereon, Offeror signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- 11.1.11 By signature hereon, Offeror agrees to defend, indemnify, and hold harmless Alamo Community College District, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Offeror or any agent, employee, subcontractor, or supplier of Offeror in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Offeror's Response.
- 11.1.12 By signature hereon, Offeror agrees that any payments that may become due under any agreements or other contractual arrangements, which may result from the submission of Offeror's Qualifications, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.
- 11.1.13 By signature hereon, Offeror certifies that all specifications have been met.
- 11.1.14 By signature hereon, Offeror certifies following requirement of the "Disclosure of Lobbying Activities" certification pursuant to section 1352, title 31, United States Code available at <https://www.state.gov/documents/organization/149465.pdf>.

## 11.2 EXECUTION OF OFFER: RFQS No. 19C-017

The Offeror must complete, sign, and return this Execution of Offer as part of their submittal response. The Offeror's company official(s) who are authorized to execute such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification.

Submitted and Certified By: \_\_\_\_\_  
(Offeror's Name and Title)

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

### 11.3 CERTIFICATION OF NON-COLLUSION

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this Response in collusion with any other Offeror, and that the contents of this Response as to prices, terms or conditions of said Response 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 Response."

#### FILL IN APPLICATION INFORMATION:

A CORPORATION, chartered in the State of \_\_\_\_\_, authorized to do business in the State of TEXAS.

A Partnership, composed of:\_\_\_\_\_.

An Individual, operating under the name of:\_\_\_\_\_

Respectfully Submitted,

(SEAL: If Response is by a Corporation)

By:\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Position with Company

Date:\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone:\_\_\_\_\_

Fax:\_\_\_\_\_

Email: \_\_\_\_\_

#### 11.4 QUALIFICATION STATEMENT/RESPONSE CERTIFICATION

I certify that \_\_\_\_\_ has carefully reviewed this RFQS  
(Print or type name)

Response and its attachments and agrees to abide by all terms and conditions contained therein. Further, I certify that all statements and documents submitted by my firm are true and accurate and may be verified by the Alamo Community College District. It is recognized that all parts of the submission become the property of the Alamo Colleges District and will not be returned.

\_\_\_\_\_  
*(Offeror's Printed Name)*

\_\_\_\_\_  
*(Company Name)*

\_\_\_\_\_  
*(Authorized Signature)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(Position in Company)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*Notary Signature*

Seal or Stamp

My appointment expires \_\_\_\_\_

**11.5 CONFLICT OF INTEREST QUESTIONNAIRE****FORM CIQ****For vendor doing business with local governmental entity****This questionnaire reflects changes made to the law by H.B. 23, 84<sup>th</sup> Leg., Regular Session.****OFFICE USE ONLY**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a vendor who has a business relationship as defined by Section 176.00(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**1 Name of vendor who has a business relationship with local governmental entity.****2 ☐ Check this box if you are filing an update to a previously filed questionnaire.**

(This law requires that you file an update completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information in this section is being disclosed.**

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

☐ Yes ☐ No

D. Describe each employment or business and family relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

Adopted 8/7/2015

## APPENDIX A INTERNSHIP PROGRAM PARAMETERS

The general responsibility for the success of internship programs lies with the Alamo Colleges District, participating employers, and interns. The Alamo Colleges District are primarily responsible for administration and instructional components of the program. Participating employers are responsible for providing interns with a work environment that provides an opportunity to learn or apply occupational skills in a significant way. Specific responsibilities of the employer and Alamo Colleges District include the following:

### A. **Role of the Employer**

1. To list internship opportunities and job descriptions with the Alamo Colleges District (Internship Clearinghouse).
2. To select internship students using their own interviewing and selection process. If an employer so desires, an Alamo College representative will advertise the position, collect student credentials, screen applicants, and arrange for interviews with the employer.
3. To compensate interns on a fair and consistent basis.
4. To identify and maintain for the student a schedule which meets the minimum hour requirements of the internship.
5. To enter into a Memorandum of Agreement with the Alamo Colleges District that includes internship: learning objectives, term, schedule, compensation, and course evaluation process, using approved Alamo Colleges District format/forms.
6. To assist interns to meet learning objectives during the internship period.

### B. **Role of the Alamo Colleges District**

1. The Alamo Colleges District will provide the participating employers with the name of the student(s) eligible to participate in the internship program.
2. To work with students, advisors, and employers in developing internships.
3. To provide students with referrals to internship sites.
4. To formulate job-oriented and educational learning objectives.
5. To develop and approve Memorandum of Agreements between the student, employer, and Alamo Colleges District.
6. To monitor the student's progress towards attaining stated objectives. This may include visits to job site and with the student's immediate supervisor. At a minimum, the faculty or Alamo Colleges District representative should be in contact with the supervisor via written or telephone communications.
7. Evaluate student's performance including written materials. Awards credit if earned.

C. **Key Internship Features** - It is the goal of the Alamo Colleges District Internship program to provide students with opportunities to learn skills for their chosen career. The program is designed to meet the diverse needs of the student body in the Alamo Colleges District. Internships can be set up for the summer, spring, or fall semesters. Full and part-time programs are possible.

1. **Intern Duties/Responsibilities** – The employer and college representative determine duties and responsibilities. Work assignments will vary depending upon the level of experience, knowledge and sophistication of the intern.
2. **Compensation for Interns** – A normal salary that the company would pay to a beginning individual if they meet company requirements, but not less than a minimum wage.
3. **Memorandum of Agreement** – The agreement is between the employer, Alamo Colleges District, and the intern. All sign the document as an indication of commitment to making the internship a rewarding experience for all parties.

## RFQS #19C-017 Construction Material Testing and Geotechnical Engineering Services

## ATTACHMENT B – Schedule of Services

## Section B.1

Reference	Field Services	Can Perform Inhouse	Can Provide w/Thru Subs	Can Not Provide
<b>I. <u>SOILS</u></b>				
ASTM D 75	Sampling Subgrade, Fill or Base Technical Time (I.1)	_____	_____	_____
	In-Place Moisture–Density Tests Technical Time (1.2)	_____	_____	_____
ASTM D 2922	Nuclear Density (I.3)	_____	_____	_____
ASTM D 2167	Volumetric Density (sand cone or balloon ) (I.4)	_____	_____	_____
D 1556	Proof Rolling inspection (I.5)	_____	_____	_____
<b>Laboratory Services</b>				
ASTM D 2216	Moisture Content (I.6)	_____	_____	_____
ASTM D 4318	Atterberg Limits			
	a) ASTM or THD (TEX-104, Tex-105-E Tex-106-E (I.7)	_____	_____	_____
EM 1110-2-1906	b) Corps of Engineers (I.8)	_____	_____	_____
	Shrinkage Limit in conjunction with Atterberg Limits			
ASTM D 4943	a) Volumetric (I.9)	_____	_____	_____
	b) Linear (I.10)	_____	_____	_____
ASTM D 422	Sieve Analysis			
	a) Washed through no.40 (up to 5 sieves/set) (I.11)	_____	_____	_____
	b) Washed through no.200 ( up to 4 sieves/set) (I.12)	_____	_____	_____
	c) Additional sieves (I.13)	_____	_____	_____
ASTM C 117	Amount Finer than no.200 sieve (I.14)	_____	_____	_____
ASTM D 698 & ASTM D 1557	Moisture-density relationship (I.15)	_____	_____	_____
ASSHTO T 99 & T 180	ASSHTO (I.16)	_____	_____	_____
Tex Dot, Tex 113-E CE 55	Moisture Density Curve (I.17)			
	Corps. Engineers (I.18)	_____	_____	_____
ASTM C 131 & C 535	Los Angeles Abrasion (I.19)	_____	_____	_____
ASTM D 1883	California Bearing Ratio-Short Method: Includes M-D Relationship (I.20)	_____	_____	_____
TxDot, Tex 117-E	THD Triaxial-Short Method; Includes Moisture-Density Relationship (I.21)	_____	_____	_____
ASTM D 854	Specific Gravity (I.22)	_____	_____	_____
ASTM D 1298	Hydrometer Analysis (includes sample preparation and grain size curve) (I.23)	_____	_____	_____
ASTM D 2166	Laboratory Unit Weight and Moisture Content Undisturbed Soil Samples (I.24)	_____	_____	_____



## RFQS #19C-017 Construction Material Testing and Geotechnical Engineering Services

## ATTACHMENT B – Schedule of Services

Reference	Field Services	Can Perform Inhouse	Can Provide w/Thru Subs	Can Not Provide
	Wet Ball Mill (I.25)	_____	_____	_____
	Shrinkage Limit-Bar (I.26)	_____	_____	_____
	Shrinkage Limit-Volumetric/Linear (I.27)	_____	_____	_____
	<b><u>II. CONCRETE</u></b>			
ASTM C 31	Sampling concrete can conduct slump tests, measure	_____	_____	_____
ASTM C 172	concrete temperature, cast test specimens and transport test			
ASTM C 143	specimens to laboratory next day (II.1)			
	Pick up of Test Specimens (II.2)	_____	_____	_____
	<b>Laboratory Services</b>			
ASTM C 39	Cylinder Compressive Strength testing and reporting (in			
	conjunction with sampling)			
ASTM C 617	a) 6x12 or 4x8 – normal weight or lightweight structural			
	(min of 4/set) (II.3)	_____	_____	_____
	b) 3x6-lightweight insulating Cellular			
	(minimum 6-includes 2 dry densities/set) (II.4)	_____	_____	_____
	c) “Hold” Cylinder (capability) (II.5)	_____	_____	_____
	d) “strip” cylinder (capability) (II.6)	_____	_____	_____
	e) compressive strength – 2x2 cubes (II.7)	_____	_____	_____
	f) dry density – concrete cylinder (II.8)	_____	_____	_____
ASTM C 78	Flexural strength Testing and Reporting			
	(in conjunction with sampling) Beams (II.9)	_____	_____	_____
	Air content ( in conjunction with sampling)			
ASTM C 231	a) Pressure (II.10)	_____	_____	_____
ASTM C 173	b) Volumetric (II.11)	_____	_____	_____
AASHTO T 199	c) Chase (II.12)	_____	_____	_____
ASTM C 138	Unit weight (in conjunction with sampling)			
	(lightweight aggregate) (II.13)	_____	_____	_____
ASTM C 143	Additional Slump Test (II.14)	_____	_____	_____
ACI 311& 304	Concrete Plant Inspection – can observe and record			
	aggregate types, batch weights, concrete consistency and			
	mixing time ( II.15)	_____	_____	_____
ACI 311& 304	Concrete site inspection – can record the consistency of			
	concrete, verify and adjust slump within project			
	specifications and sample for test specimens (II.16)	_____	_____	_____
ACI 2.11.1	Structural concrete mix design calculations and			
	proportioning (II.17)	_____	_____	_____
ACI 211.1	Architectural mix design (II.18)	_____	_____	_____
(303.R)				
ACI 211.2	Lightweight Mix design (II.19)	_____	_____	_____

## RFQS #19C-017 Construction Material Testing and Geotechnical Engineering Services

## ATTACHMENT B – Schedule of Services

Reference	Field Services	Can Perform Inhouse	Can Provide w/Thru Subs	Can Not Provide
ASTM C 270	Masonry Mortar Mix Design Water Retention (physical properties not included) (II.20)	_____	_____	_____
ASTM C 39	Cylinder compressive strength testing and reporting F.O.B. Send Cylinders to Laboratory (II.21)	_____	_____	_____
ASTM C 496	Splitting Tensile Strength of Concrete Cylinders	_____	_____	_____
ASTM C 666	Freeze-thaw tests (11.22)	_____	_____	_____
ASTM C 469	Determination of Young's Modulus of Elasticity			
	Compressive strength test ( II.23)	_____	_____	_____
ASTM C 99	Modulus of Rupture (4x8x2-1/4 in ) (II.24)	_____	_____	_____
ASTM D 75	Sampling Concrete Aggregates	_____	_____	_____
<b>III. LABORATORY SERVICES</b>				
ASTM C 566	Moisture Content (III.1)	_____	_____	_____
ASTM C 29	Unit Weight (coarse or fine)			
	a) Loose (III.2)	_____	_____	_____
	b) Rodded (III.3)	_____	_____	_____
ASTM C 127, C128	Specific Gravity (coarse or fine) (III.4)	_____	_____	_____
	Absorption			
ASTM C 127	a) Normal weight aggregates (coarse or fine ) (III.5)	_____	_____	_____
ASTM C 128	b) Lightweight aggregates (coarse) (III.6)	_____	_____	_____
	Sieve Analysis (dry) for ASTM C 33 Specification			
ASTM C 136	a) Coarse, (III.7)	_____	_____	_____
	b) Fine, (III.8)	_____	_____	_____
ASTM C 117	Amount Finer Than no. 200 (Decantation) ( III.9)	_____	_____	_____
ASTM C 131, C 535	Los Angeles Abrasion Test (III.10)	_____	_____	_____
ASTM C 88	Sulfate Soundness Test			
	a) Magnesium - 5 Cycle (III.11)	_____	_____	_____
	b) Sodium – 5 cycle (III.12)	_____	_____	_____
ASTM C 117, C29, C 127, C128, C33 and C566	Physical Properties of Aggregates includes decantation , rodded unit weight, specific gravity, absorption, sieve analysis and moisture content Conducted in Conjunction with Concrete Mix Design (III.13)	_____	_____	_____
	Conducted Separate from Concrete Mix Design (III.14)	_____	_____	_____
ASTM C 40	Organic Impurities (III.15)	_____	_____	_____
ASTM D 2419	Sand Equivalent Values (III.16)	_____	_____	_____

## RFQS #19C-017 Construction Material Testing and Geotechnical Engineering Services

## ATTACHMENT B – Schedule of Services

Reference	Field Services	Can Perform Inhouse	Can Provide w/Thru Subs	Can Not Provide
ASTM C 142	Clay Lumps and Friable Particles (III.17)	_____	_____	_____
ASTM C 641	Staining Material in Lightweight Concrete Aggregate (III.18)	_____	_____	_____
<b><u>IV . DRILLED-AND-UNDERREAMED PIPERS</u></b>				
<b>This service is provided to observe and /or record the following items:</b>				
ACI 336.1	a) Proper dimensions of shaft and bell	_____	_____	_____
ACI 336.1	b) Cleanliness of the pier excavation bottom	_____	_____	_____
ACI 336.1	c) Size, grade, length, concrete cover and orientation of reinforcing steel	_____	_____	_____
ACI 336.1	d) Consistency of concrete placed in the pier	_____	_____	_____
ACI 336.1	e) Proper foundation bearing stratum	_____	_____	_____
ACI 336.1	Geotechnical Engineer (IV.1)	_____	_____	_____
ACI 336.1	Technician time (IV.2)	_____	_____	_____
ACI 336.1	Cylinders Cast in Conjunction with Inspection (IV.3)	_____	_____	_____
AISC	Inspection – Fabrication Shop or Field Erection	_____	_____	_____
	Materials Engineer/Certified Welding Inspector (V.1)	_____	_____	_____
AWS D1.1	Weldment Inspection Materials Engineer/Certified Welding (V.2)	_____	_____	_____
	Technician Time/Certified Associate Welding Inspector (V.3)	_____	_____	_____
AISC	Bolt Torque Testing Technician Time (V.4)	_____	_____	_____
<b><u>V. Reinforcing Steel</u></b>				
CRSI & ASTM A 615	Sampling for Subsequent Lab Testing	_____	_____	_____
	Technician Time (V.5)	_____	_____	_____
CRSI & ACI 318	Placement and Cross Section Inspection	_____	_____	_____
	Materials Engineer (V.6)	_____	_____	_____
	Technician Time (V.7)	_____	_____	_____
ASTM A 370	Tension Tests	_____	_____	_____
	a) Through no.9 (V.8)	_____	_____	_____
	b) No. 10 and No. 11 (V.9)	_____	_____	_____
	c) Reduced Section Preparation (V.10)	_____	_____	_____
<b><u>Pre-Tensioning Strands/Post-Tensioning Tendons</u></b>				
PTI & ASTM	Placement and Stressing Inspection	_____	_____	_____
	Materials Engineer (V.11)	_____	_____	_____
	Technician Time (V.12)	_____	_____	_____
ASTM A 416	Tension Tests (V.13)	_____	_____	_____
AWS D1.1	Witness Qualifications Welding (V.14)	_____	_____	_____
ASME Sec. IX	Qualification Welding Coupons	_____	_____	_____
	a) 3/8-in. Coupon (V.15)	_____	_____	_____

## RFQS #19C-017 Construction Material Testing and Geotechnical Engineering Services

## ATTACHMENT B – Schedule of Services

Reference	Field Services	Can Perform Inhouse	Can Provide w/Thru Subs	Can Not Provide
AWS D1.1	b) 1-in Coupon (V.16)	_____	_____	_____
	Guided Bend Tests (tests and set up)	_____	_____	_____
	Bend Tests (V.17)	_____	_____	_____
AWS D1.1	Set up charges (V.18)	_____	_____	_____
	Tensile Tests (test and set up)	_____	_____	_____
	Tensile Tests (V.19)	_____	_____	_____
	Set up charge (V.20)	_____	_____	_____
	Coupon Preparation and machining services (V.21)	_____	_____	_____
	Welder Qualification (V.22)	_____	_____	_____
	Radiographic Examination (V.23)	_____	_____	_____

**VI. Asphaltic Concrete**

ASTM D 75	Sampling Raw Materials or Composite Mix Technician Time (VI.1)	_____	_____	_____
Asphalt Institute Manual	Asphaltic Plant Inspection – to verify aggregate size and quality, batch weights and temperatures Technician Time (V.21)	_____	_____	_____
Asphalt Institute Manual	Asphaltic Site Inspection – to observe preparation, laydown operations, asphaltic concrete temperatures, thickness, determination density Technician Time (VI.3)	_____	_____	_____
ASTM D 2950	Nuclear Density Tests (Vi.4)	_____	_____	_____
	Coring (see Coring for Schedule)	_____	_____	_____
ASTM D 2172	Extraction Test, Bitumen Content and aggregate sieve analysis of Asphaltic Concrete (“VI.5)	_____	_____	_____
ASTM D 2172	Extraction Test, Bitumen Content Only (VI.6)	_____	_____	_____
TxDot, Tex-206-F	Molding Specimens (Minimum of 3/set ) Hveem or Marshall (VI.7)	_____	_____	_____
TxDot, Tex-207-F	Laboratory Density Test Molded Specimens (VI.8)	_____	_____	_____
TxDot, Tex-208-F	Stability Test Hveem or Marshall (VI.9)	_____	_____	_____
Asphalt Institute Manual	Asphaltic Concrete Mix Design (includes specific Institute gravity and sieve analyses of aggregates and Manual four minimum bitumen Manual & percentage/set) (VI.10)	_____	_____	_____
TxDot, Tex-204-F		_____	_____	_____
ASTM C 136	Sieve Analysis of Aggregate (VI.11)	_____	_____	_____
ASTM D 2419	Sand Equivalent Test (VI.12)	_____	_____	_____
ASTM C 127	Specific Gravity (coarse or fine aggregate) (VI.13)	_____	_____	_____
ASTM C 127	Absorption (coarse or fine aggregates (VI.14)	_____	_____	_____
ASTM C 88	Sulfate Soundness (VI.15)	_____	_____	_____

## RFQS #19C-017 Construction Material Testing and Geotechnical Engineering Services

## ATTACHMENT B – Schedule of Services

Reference	Field Services	Can Perform Inhouse	Can Provide w/Thru Subs	Can Not Provide
ASTM C 131, C 535	Los Angeles Abrasion Test (small or large coarse aggregate) (VI.16)	_____	_____	_____
<b><u>VII.LIME</u></b>				
National Lime Association	Lime Equipment Inspection and Lime Slurry Specific Gravity Determination Inspection (VII.1) Continuous inspection to monitor and record equipment functions, specific gravity of the lime slurry and observation of stabilization location and depth (VII.2)	_____	_____	_____
<b>Laboratory Services</b>				
ASTM D 422	Sieve Analysis of Pulverized Materials for Gradation Compliance (VII.3)	_____	_____	_____
ASTM D 4318	Lime Series Curve Determination Including Five Atterberg Limits (VII.4)	_____	_____	_____
<b><u>VIII.CORING</u></b>				
ASTM C 42 and ACI 318	Technician and Available (VIII.1)  Equipment Usage Bit wear limestone Aggregate and Quartz Aggregate	_____	_____	_____
<b>Laboratory Services</b>				
ASTM C 42	Saw Ends for compressive strength tests a) Limestone Aggregate (VIII.2) b) Quartz Aggregate (VIII.3)	_____	_____	_____
ASTM C 39, C 42, C 174 and C 617	Compressive Strength of Concrete Cores , Includes measurements, capping and testing ( VIII.4)  Laboratory air-dried unite weight (VIII.5)	_____	_____	_____
<b><u>IX. PRE-CAST CONCRETE PLANT INSPECTION</u></b>				
PCI MNL – 117	Plant Inspection – to verify compliance with the project specifications and fabrication drawings and to ensure consistent workmanship (includes technician time for inspection, casting and testing) Materials Engineer Available (IX.1) Technicians Available (IX.2)	_____	_____	_____
<b><u>X. BRICK</u></b>				
ASTM C 62	Compressive Strength Saw Cut Compressive Strength Testing of Standard size specimens (X.3) Initial Rate of Absorption (X.4)	_____	_____	_____

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## ATTACHMENT B – Schedule of Services

Reference	Field Services	Can Perform Inhouse	Can Provide w/Thru Subs	Can Not Provide
	Absorption Test (X.5)	_____	_____	_____
	<b>XI. CEMENT STABILIZED BASE</b>			
PCA	Sampling Raw Materials for Mix Verification (XI.1)	_____	_____	_____
PCA	Sampling Contractor Processed Material (XI.2)	_____	_____	_____
	<b>Laboratory Services</b>			
PCA	Molding Contractor Processed Material (XI.3)	_____	_____	_____
PCA	Compressive Strength Testing(XI.4)	_____	_____	_____
PCA	Durability (XI.5)	_____	_____	_____
	<b>Mix Design</b>			
PCA THD, Tex-120-E	Mix Design – Cement Treated Base (XI.6)	_____	_____	_____
	<b>XII. CONCRETE MASONRY UNITS</b>			
ASTM C 140	Compressive Test (XII.1)	_____	_____	_____
	Absorption Test (XII.2)	_____	_____	_____
ASTM C 426	Drying Shrinkage of Concrete Block (XII.3)	_____	_____	_____
	<b>XIII. BUILT-UP ROOFING</b>			
	Inspection by Materials Technician During Installation Including Verification of Materials, Asphalt Application Rates, Proper Lapping of Felt Papers, Proper Lapping of Felt Papers, Proper Insulation and Quantity of Aggregate (XIII.1)	_____	_____	_____
	Sample Testing and Analysis Including Determining Number of Felt Paper Plies, Weight of Interplay Layers of Bituminous Material, Weight of Flood Coat and Weight of Aggregate Surface Materials and Photographs of Each Item. (Sampling by Others)	_____	_____	_____
ASTM D 3617	a) New roof prior to application of flood coat and aggregate surfacing (XIII.2)	_____	_____	_____
ASTM D 2829	b) Existing roofs ( XIII.3)	_____	_____	_____
	<b>XIV. PORTLAND CEMENT</b>			
ASTM C 183	Standard method of sampling hydraulic cement (XIV.1)	_____	_____	_____
	<b>Laboratory Services</b>			
ASTM C 109	Compressive Strength of Hydraulic Cement Mortars (XIV.2)	_____	_____	_____
ASTM C 115	Fineness of Portland Cement By The Turbidimeter (XIV.3)	_____	_____	_____
ASTM 204	Fineness of Portland Cement By Air Permeability Apparatus (XIV.4)	_____	_____	_____
ASTM 185	Air Content of Hydraulic Cement Mortar (XIV.5)	_____	_____	_____
ASTM C 266/ C 191	Time of Setting of Hydraulic Cement By Gillmore/Vicat Needles (XIV.6)	_____	_____	_____
ASTM C 151	Autoclave Expansion of Portland Cement (XIV.7)	_____	_____	_____
ASTM C 187	Normal Consistency of Hydraulic Cement (XIV.8)	_____	_____	_____

## RFQS #19C-017 Construction Material Testing and Geotechnical Engineering Services

## ATTACHMENT B – Schedule of Services

Reference	Field Services	Can Perform Inhouse	Can Provide w/Thru Subs	Can Not Provide
ASTM C 188	Specific Gravity Of Hydraulic Cement (XIV.9)	_____	_____	_____
ASTM C 430	Fineness of Hydraulic Cement by the No.325 Sieve (XIV.10)	_____	_____	_____
ASTM C 451	Early Stiffening of Portland Cement (Paste Method) (XIV.11)	_____	_____	_____
ASTM C 114	Chemical Analysis (XIV.12)	_____	_____	_____
ASTM C 91	Water Retention Of Masonry Cement (XIV.13)	_____	_____	_____
ASTM C 150	Chemical Analysis (XIV.14)	_____	_____	_____
ASTM C 150	Physical Analysis (XIV.15)	_____	_____	_____
Section B.2				
		Can Perform In-House	Can Provide w/Thru Subs	Can Not Provide
<b>GEOTECHNICAL ENGINEERING SERVICES</b>				
	Auger Drilling			
	a. Soil	_____	_____	_____
	b. Soft Rock	_____	_____	_____
	Standard Wet Rotary	_____	_____	_____
	Nx Rock Core			
	a. Soft Rock (marl, shale)	_____	_____	_____
	b. Hard Rock (limestone, sandstone)	_____	_____	_____
	Non-conventional drilling (ATV, 4x4, buggy)	_____	_____	_____
	Field Logging Services			
	a. Engineering Technician	_____	_____	_____
	b. Geologists	_____	_____	_____
	c. Engineer	_____	_____	_____
	Field Coordination			
	a. Field Engineer	_____	_____	_____
	b. Flagman	_____	_____	_____
	Mobilization			
	a. Mobilization or truck-mounted rig, drill crew and support	_____	_____	_____
	b. Field logger trip charge	_____	_____	_____
	c. Mobilization non-standard equipment (ARDCO44 all terrain rig)	_____	_____	_____
	d. Barge mobilization and rental	_____	_____	_____
	Sampling			
ASTM D1586	a. Standard Penetration Test	_____	_____	_____



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## ATTACHMENT B – Schedule of Services

		Can Perform In- House	Can Provide w/Thru Subs	Can Not Provide
ASTM D1587	b. Shelby Tube	_____	_____	_____
THD, Tex-132-E	c. Texas Cone Penetrometer Test	_____	_____	_____
	Other Expenses/Charges			
	a. Standby Time	_____	_____	_____
	b. Monitor Well Installation	_____	_____	_____
	c. Mileage – non-drilling equipment	_____	_____	_____
	d. Grout backfill	_____	_____	_____
	e. Dozer/clearing cost	_____	_____	_____
	f. Logger truck charge	_____	_____	_____
	g. Standard pavement coring	_____	_____	_____
	h. Concrete/AC patch	_____	_____	_____
	i. Traffic control – signs, barricades	_____	_____	_____
	j. All other outside expenses	_____	_____	_____
	<b>LABORATORY TESTING SERVICES</b>			
TEX-404-A	Dry Unit Weights (VIII.5	_____	_____	_____
	Unconfined Compression (Includes 3 Unit Dry Weight)	_____	_____	_____
ASTM D 2166	a. Soil Shelby Tube Specimens	_____	_____	_____
ASTM D 1938	b. Rock Core Specimens	_____	_____	_____
	c. Two Sawed Rock Core Specimens	_____	_____	_____
	Direct Shear			
ASTM D 2850	a. Unconsolidated-Undrained (Modified)	_____	_____	_____
ASTM D 3080	b. Consolidated-Drained (Sand)	_____	_____	_____
ASTM D 2435	Consolidated, Not Including Specific Gravity	_____	_____	_____
ASTM D 4546	Swell Test	_____	_____	_____
ASTM/TxDOT:	Lime Series Curve Determination Including Five Atterberg			
TEX-121-E	Limits	_____	_____	_____
ASTM D 1883	California Bearing Ration – Short Method; Includes			
	a. Moisture-Density Relationships and Three Test Specimens (I.20)	_____	_____	_____
	b. Each Additional Specimens	_____	_____	_____
TEX-128-E	Soil pH	_____	_____	_____
TEX-129-E	Resistivity of Soil Material	_____	_____	_____
TEX-101-E	Soil and Flex Base preparation	_____	_____	_____
TEX-103-E	Determination of Moisture Content in Soils	_____	_____	_____
TEX-106-E	Method of Calculating Plasticity Index of Soils Test	_____	_____	_____
TEX-107-E	Determination of Shrinkage Factors of Soils Test	_____	_____	_____
TEX-108-E	Determination of Specific Gravity of Soils Test (I.22)	_____	_____	_____
TEX-110-E	Determination of Particle Size Analysis of Soils Test (Part I)	_____	_____	_____
TEX-110-E	Determination of Particle Size Analysis of Soils Test (Part II)	_____	_____	_____
TEX-111-E	Determination of Amount Minus No. 200 Sieve	_____	_____	_____
TEX-113-E	Determination of Moisture Density Relations of Soils and Base	_____	_____	_____

## RFQS #19C-017 Construction Material Testing and Geotechnical Engineering Services

## ATTACHMENT B – Schedule of Services

		Can Perform In- House	Can Provide w/Thru Subs	Can Not Provide
TEX-114-E	Compaction Ratio Method for Selection of Density in Place Test	_____	_____	_____
TEX-116-E	Ball Mill Method for Determination of Disintegration of Flex. Base (I.25)	_____	_____	_____
TEX-117-E	Triaxial Compression Test for Disturbed Soils (Part I) (I.21)	_____	_____	_____
TEX-117-E	Triaxial Compression Test for Disturbed Soils (Part II) (I.21)	_____	_____	_____
TEX-201-F	Bulk Specific Gravity of Water Absorption of Aggregate Test	_____	_____	_____
TEX-202-F	Apparent Specific Gravity of Material Finer Than No. 80 Sieve	_____	_____	_____
TEX-203F	Sand Equivalent Test	_____	_____	_____
ASTM D 2850	Ti axial Compression (Unconsolidated – Undrained) 1-point	_____	_____	_____
ASTM D 2850	Ti axial Compression (Unconsolidated-Undrained) multi-stage	_____	_____	_____
TEX-131-E	Triaxial Compression (Consolidated – Undrained) per specimen	_____	_____	_____
<b>ENGINEERING AND REPORT PREPARATION</b>				
	Principal	_____	_____	_____
	Project Manager	_____	_____	_____
	Geologist / Engineer	_____	_____	_____
	Engineering Technician	_____	_____	_____
	CADD Operator	_____	_____	_____
	Project Secretary	_____	_____	_____

ATTACHMENT C - SAMPLE  
AGREEMENT BETWEEN  
OWNER AND CONSTRUCTION MATERIAL TESTING AND GEOTECHNICAL  
ENGINEERING SERVICES FIRM

---

PROJECT: CONTRACT FOR CONSTRUCTION MATERIAL TESTING AND  
GEOTECHNICAL ENGINEERING SERVICES.

PROJECT NUMBER: \_\_\_\_-\_\_\_\_

AGREEMENT

Made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BETWEEN the Owner: Alamo Community College District  
("Alamo Colleges District" or "Owner")  
2222 N. Alamo St.  
San Antonio, Texas 78215

AND the Construction Material \_\_\_\_\_  
Testing/Observation and \_\_\_\_\_  
Geotechnical Engineering \_\_\_\_\_, Texas 78\_\_\_\_  
Assessment Services Firm ("Firm"): Telephone: \_\_\_\_/\_\_\_\_-\_\_\_\_  
Fax: \_\_\_\_/\_\_\_\_-\_\_\_\_

The Owner and the Firm agree as set forth herein.

ARTICLE 1

THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Attachments A and B, and all Modifications issued after execution of this Agreement. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the Contract Documents appears in Article 6.

ARTICLE 2

THE WORK

The Firm shall perform all the Work required by the Contract Documents necessary for the preparation of Construction Material Testing and Geotechnical Engineering Assessment reports and documents as required by Owner. The Owner has not performed any assessments or

surveys. The Owner consists of the following site locations in Bexar County (or surrounding area) where work could be performed:

District Support Operations Building (DSO) - 2222 N. Alamo Street – San Antonio, TX  
Northwest Vista College (NVC) – 3535 N. Ellison Drive - San Antonio, TX  
Palo Alto College (PAC) – 1400 W. Villaret Blvd. - San Antonio, TX  
San Antonio College (SAC) – 1300 San Pedro Ave. - San Antonio, TX  
St. Philip’s College (SPC) – 1801 Martin Luther King Drive - San Antonio, TX  
St. Philip’s College – Southwest Campus (SWC) – 800 Quintana Road - San Antonio, TX  
Northeast Center – 7980, 7982, 7990 Pat Booker Road – Live Oak TX  
Alamo University Center - 8300 Pat Booker Road – Live Oak TX  
Northeast Lakeview College (NLC) - 1201 Kitty Hawk Road – Universal City TX  
First Responders Fire Academy (FRA), 15775 IH-35 South, Atascosa, TX  
Workforce Center of Excellence – 203 Norton St., San Antonio, TX  
Central Texas Technology Center – 219 FM 758, New Braunfels, TX  
Westside Education and Training Center (WETC) – 563 SW 40<sup>th</sup> St., San Antonio, TX  
Southside Education and Training Center (SETC) - Martinez-Losoya Road, San Antonio TX  
Eastside Education and Training Center (EETC) – 4551 Dietrich Road, San Antonio TX  
Northwest Education and Training Center (NWETC) – 29587 IH-10W – San Antonio, TX  
Education and Training Center – 901 March Ave., San Antonio, TX  
Brackenridge Education and Training Center – 532 N. Center, San Antonio, TX  
Greater Kerrville Center – 1012 Barnett St., Kerrville, TX

Examples of projects that could be performed, but are not limited to, are as follow:

- Landscape/Hardscape projects
- Child Care Centers
- New Buildings
- ADA (Americans with Disability Act) Compliance Projects
- Utilities and Telecommunications
- Parking Lot Improvements
- Building Renovations throughout Alamo Colleges District
- New College Campus

### ARTICLE 3

#### TERM/TIME OF COMMENCEMENT

- 3.1 Unless terminated in accordance with the applicable provision hereof, or extended by mutual agreement, the term of this Contract shall expire on August 31, 2021. Alamo Colleges District may terminate this contract at any time if funds are restricted, withdrawn, or not approved or if service is unsatisfactory.

- 3.2 The work to be performed under this Contract shall be initiated upon receipt of a purchase order issued by the Alamo Colleges District Purchasing and Contract Administration Department for each project from the Alamo Colleges District Facilities Office.

#### ARTICLE 4

##### CONTRACT SUM

The owner shall pay the Construction Material Testing and Geotechnical Engineering Firm in current funds for the performance of the Work, as per unit prices identified in **Attachment B**.

#### ARTICLE 5

##### PROGRESS PAYMENTS

Based upon Applications for Payment submitted to the Owner by the Construction Material Testing and Geotechnical Engineering Assessment Services firm and Project Certificates for Payment received by the Owner or his agent, the Owner shall make payments to the Construction Material Testing and Geotechnical Engineering Assessment Services Firm for work performed, as provided in the Contract Documents for the period ending the twentieth (20<sup>th</sup>) day of each month as follows:

Not later than forty-five (45) days following the end of the period covered by the Application for Payment and receipt of Certificate for Payment by the Owner or his agent, one hundred percent for work performed, less such amounts as shall be determined for all incomplete Work and unsettled claims as provided in the Contract Documents.

#### ARTICLE 6

##### MISCELLANEOUS PROVISIONS

- 6.1 Pursuant to Section 231.006, Texas Family Code, Firm certifies its eligibility to receive payment under the Agreement and acknowledges that the Agreement may be terminated and payment thereunder withheld if this certification is inaccurate. If Firm is an entity and becomes delinquent in the payment of any Texas Margin Tax due, then any payments due to Firm may be withheld until such delinquency is remedied. Firm hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State (the "Foreign Organization List"). In the event that Firm is added to the Foreign Organization List at any time during the term of this Contract, Firm shall promptly provide notice to Owner. Owner may, at its discretion, terminate the Agreement immediately upon receipt and verification of information, by any means, that Firm has been added to the Foreign Organization List. Firm hereby certifies, represents and warrants that neither Firm nor any of its affiliates presently does, and during the term of this Agreement will any of

them, boycott the State of Israel, by, without limitation, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on or limit commercial relations with the State of Israel, or with a person or entity doing business within the State of Israel or in any territory controlled by the State of Israel.

- 6.2 Terms used in this Agreement are defined in **Attachment A** and shall have the meaning designated in those Conditions.
- 6.3 The Contract Documents, which constitute the entire agreement between the Owner and the Construction Material Testing and Geotechnical Engineering Services Firm, are listed in Article 1 and except for Modifications issued after execution of this Agreement, are enumerated as follows:

Attachment A (attached by reference) – Request for Qualification Statement (RFQS) No. \_\_\_\_-\_\_\_\_ Construction Material Testing and Geotechnical Engineering Services; and response to RFQS No. \_\_\_\_-\_\_\_\_.

Attachment B – Unit Price Schedule of Services for Construction Material Testing and Geotechnical Engineering Services.

THIS AGREEMENT ENTERED into as of the day and year first written above.

OWNER:  
ALAMO COLLEGES DISTRICT

MATERIAL TESTING FIRM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**ATTACHMENT A**

**Alamo Colleges District  
Purchasing and Contract Administration Department  
May 2017**

**Guidelines on Utilization of  
Small Minority Women and/or Veteran Business  
Enterprise (SMWVBE)**



# ALAMO COLLEGES DISTRICT

## **Alamo Colleges District**

### **SMWVBE Program**

### **Guidelines on Utilization of Small Minority Women and/or Veteran Business Enterprise (SMWVBEs)**

#### ***Attachment A Table of Contents***

• Alamo Colleges District SMWVBE Program Mission Statement	page 3
• Alamo Colleges District Small Minority Women and/or Veteran Owned Business Enterprise Clause	page 4-6
• SMWVBE Letter of Acknowledgement	page 7
• SMWVBE Subcontracting Plan	page 8- 10
• SMWVBE Subcontracting Plan –Payment Request Form	page 11
• Minority and Trade Organizations Contact Information	page 12



# ***Alamo Colleges District SMWVBE Program***

## ***Mission Statement***

*It is the policy of Alamo Colleges District to encourage the use of Small, Minority, Women and/or Veteran-Owned Business Enterprises (SMWVBE) and Historically Underutilized Businesses (HUBs) as herein below defined to assist the College and District departments in the implementation of this policy through race, ethnicity, and gender-neutral means. The purpose of this program is to ensure that SMWVBE's are provided the maximum practicable opportunity to participate in all supplier and contracting opportunities.*

## **ALAMO COLLEGES DISTRICT SMALL MINORITY WOMEN AND/OR VETERAN OWNED BUSINESS ENTERPRISE CLAUSE**

Alamo Colleges District, its contractors, their subcontractors and suppliers, as well as all suppliers of all goods and services, shall not discriminate on the basis of race, color, religion, national origin, disability, gender or sexual orientation in the award and/or performance of contracts. All individuals and entities doing business, or anticipating doing business, with Alamo Colleges District are encouraged to support and implement a program designed to achieve the goal of establishing equal opportunity for all. SMWVBE groups include:

Black Americans - which includes persons having origins in any of the Black racial groups of Africa; Hispanic Americans - which includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race; Asian Pacific Americans - which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific and the Northern Marianas; Native American - which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians; Women - which includes all women of any ethnicity; and Small Business Enterprise.

Alamo Colleges District Purchasing and Contract Administration Department maintains an active program for the identification and placement of SMWVBE's on solicitation mailing lists, and to provide information and other assistance to facilitate the use of such firms as contractors to the maximum extent practical. SMWVBE's seeking contracting opportunities should file a "Vendor Registration" with the Alamo Colleges District Purchasing and Contract Administration Department, 2222 N. Alamo St., San Antonio, Texas 78215; telephone 210-485-0100 or at <http://www.alamo.edu/uploadedFiles/District/Employees/Departments/Purchasing/docs/Vendor-Registration.pdf>

Firms seeking contracting opportunities will be encouraged to use their best efforts to carry out this practice through subcontracting of small and/or minority business enterprises to the fullest extent consistent with efficient performance.

## DEFINITIONS

### 1. TYPES OF ENTERPRISES

#### A. Minority Business Enterprise:

Means a business enterprise that is owned/controlled and operated by one or more minority person(s). Minority persons include Blacks, Mexican-Americans and other persons of Hispanic origin, American Indians, Alaskan Natives, and Asians and Pacific Islanders. Minority person(s) shall collectively own, operate, and share in payments from such an enterprise in the manner hereinafter set forth.

#### B. Small Business Enterprise:

Means a corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is independently owned and operated, which includes small businesses as defined by certification agency.

#### C. Women Owned Business Enterprise:

Means a sole proprietorship that is owned and controlled by a woman, a partnership at least 51.0% of whose assets or partnership interests are owned by one or more women, or a corporation, limited liability Company, or other form of entity, at least 51.0% of whose assets or ownership interests are owned by one or more women.

#### D. Veteran Business Enterprise:

Means a business structure that is at least 51% owned, operated and controlled by an individual who served in the United States Armed Forces, and who was discharged or released under conditions other than dishonorable.  
**NOTE: This certification type should not be confused with the Service Disabled Veteran designation available through the Small Business Administration.**

### 2. OWNERSHIP AND CONTROL

#### A. Owned:

1. For a sole proprietorship to be deemed minority business enterprise, it must be owned by a minority person.
2. For an enterprise doing business as a partnership, it is necessary that at least 51.0% of its assets or interests in the partnership property be owned by one or more minority person(s).
3. For an enterprise doing business as a corporation, limited liability Company, or other form of entity, it is necessary that at least 51.0% of its assets or ownership interests be owned by one or more minority person(s).

B. Controlled/Operated:

That the primary power to manage a business enterprise shall rest with minority person(s).

C. Share in Payments:

Minority partners, proprietor, members, stockholders or other owners of the enterprise, as the case may be, shall be entitled to receive 51.0% or more of the total profits, bonuses, dividends, interest payments, commissions, consulting fees, rents, procurement, and subcontractor payments, and any other monetary distribution paid by the business enterprise.

(RESPONDENT'S BUSINESS LETTERHEAD)

Date

Mr. Gary O'Bar  
Director, Purchasing and Contract Administration  
Alamo Colleges District  
2222 N. Alamo St.  
San Antonio, TX 78215

Re: Small Minority Women and/or Veteran Owned Business Enterprise (SMWVBE)  
Subcontracting Plan for Purchase of Construction Material Testing and Geotechnical  
Engineering Services, District-wide - RFQS 19C-017

Dear Mr. O'Bar:

In accordance with the statement outlined in Attachment A, I have read and understand the Alamo Colleges District guidelines for the utilization of Small Minority Women and/or Veteran Owned Business Enterprise (SMWVBE).

This (SMWVBE) subcontracting plan will include subcontracting opportunities representing an estimated cumulative percentage of \_\_\_\_%.

I acknowledge that if I am selected for the Construction Material Testing and Geotechnical Engineering Services, I will be required to provide the attached subcontracting plan inclusive of all (SMWVBE) subcontractors and their certification document by an approved certifying agency. By completion of Section "6" of the (SMWVBE) subcontracting plan, I affirm my intent to utilize the subcontractors selected to perform the scope of work to be subcontracted.

Should we discover additional subcontractors claiming (SMWVBE) status during the course of this contract we will notify you of the same. In addition, if for some reason a (SMWVBE) is unable to fulfill its contract with us, we will notify you immediately in order to take the appropriate steps to amend this contractual obligation.

Sincerely,

(Project Executive)

# ALAMO COLLEGES DISTRICT SMWVBE SUBCONTRACTING PLAN

## - - Special Instructions/Additional Requirements - -

- Respondents shall submit a completed SMWVBE Subcontracting Plan to be considered responsive (pages 7, 8, and 9). Failure to submit a completed Subcontracting Plan shall result in point(s) reduction in the evaluation process for the bid and/or proposal.
- Respondents who intend to Self-Perform all of their work shall submit a Subcontracting Plan for Self-Performance (Section 7).
- SMWVBE Subcontracting Plan Prime Contractor Payment Request Form page 11 shall be submitted with each request for payment as a condition of payment.

### SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

- a. Respondent (Company) Name: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_
- b. Is your company a certified SMWVBE? ☐ - Yes ☐ - No
- c. CSP #: \_\_\_\_\_

### SECTION 2 - SUBCONTRACTING INTENTIONS

- ☐ - Yes, I will be subcontracting portion(s) of the contract.  
(If yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 9.)

- ☐ - No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
( #1) -	(#11) -
( #2) -	(#12) -
( #3) -	(#13) -
( #4) -	(#14) -
( #5) -	(#15) -
( #6) -	(#16) -
( #7) -	(#17) -
( #8) -	(#18) -
( #9) -	(#19) -
(#10) -	(#20) -

**IMPORTANT: You must complete a copy of this page for each of the subcontracting opportunities you listed in SECTION 2.** You may photocopy this page.

**SECTION 3 - SUBCONTRACTING OPPORTUNITY**

Enter the line item number and description of the subcontracting opportunity you listed in SECTION 2.

Line Item # \_\_\_\_\_ Description: \_\_\_\_\_

**SECTION 4 - NOTIFICATION OF SUBCONTRACTING OPPORTUNITY**

Complying with a, b and c of this section constitutes Good Faith Effort towards the portion of work listed in SECTION 3. After performing the requirements of this section, complete SECTION 5, 6 and 8.

- a. Provide written notification of the subcontracting opportunity listed in SECTION 3 to **three (3)** or more SMWVBES. You can use the State of Texas' Centralized Master Bidders List (CMBL), found at <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>, and it's HUB Directory, found at <http://www.window.state.tx.us/procurement/cmb/hubonly.html>. Also, the South Texas Regional Certification Agency's (STRCA) database at <http://sctrca.org/> to identify available SMWVBES. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- b. Provide written notification of the subcontracting opportunity listed in SECTION 3 to a minority or women trade organization or development center to assist in identifying potential SMWVBES by disseminating the subcontracting opportunity to their members/participants. A list of trade organizations and development centers are available on page 13. **Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- c. Written notifications should include the scope of the work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. Unless the contracting agency has specified a different time period, you must allow the SMWVBES no less than five (5) working days from their receipt of notice to respond, **and** provide notice of your subcontracting opportunity to a minority or women trade organization or development center no less than five (5) working days prior to the submission of your response to the contracting agency.

**SECTION 5 - SMWVBE FIRMS CONTACTED FOR SUBCONTRACTING OPPORTUNITY**

List **three (3)** certified SMWVBES you notified regarding the portion of work (subcontracting opportunity) listed in SECTION 3. Specify the vendor ID number, date you provided notice, and if you received a response. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**

Company Name	VID #	Notice Date (mm/dd/yyyy)	Was Response Received?
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

**SECTION 6 - SUBCONTRACTOR SELECTION**

List all the subcontractor(s), both SMWVBE and non-SMWVBE, you selected to perform the portion of work (subcontracting opportunity) listed in SECTION 3. Also, specify the expected percentage of work to be subcontracted, the approximate dollar value of the work to be subcontracted, and indicate if the company is a SMWVBE.

Company Name	VID #	Expected % of Contract	Approximate Dollar Amount	Certified SMWVBE?
_____	_____	____%	\$ _____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*
_____	_____	____%	\$ _____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*
_____	_____	____%	\$ _____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*
_____	_____	____%	\$ _____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*
_____	_____	____%	\$ _____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*
_____	_____	____%	\$ _____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*

**\*If the subcontractor(s) you selected is not a SMWVBE, provide written justification of your selection process below:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION 7 - SELF PERFORMANCE JUSTIFICATION

(If you responded “No” to SECTION 2, you must complete SECTION 7 and 8.)

Does your response/proposal contain an explanation demonstrating how your company will fulfill the entire contract with its own resources?

- ☐ - **Yes**    If Yes, in the space provided below, list the specific page/section of your proposal which identifies how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.
- ☐ - **No**    If No, in the space provided below, explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

[illegible]

**SECTION 8 - AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the SMWVBE Subcontracting Plan are true and correct. Respondent understands and agrees that, if awarded any portion of the solicitation:

- The respondent must submit monthly compliance reports (Payment Request Forms) to Alamo Colleges District, verifying their compliance with the SMWVBE Subcontracting Plan, including the use/expenditures they have made to subcontractors.
- The respondent must seek approval from Alamo Colleges District prior to making any modifications to their SMWVBE Subcontracting Plan.
- The respondent must, upon request, allow Alamo Colleges District to perform on-site reviews of the company's headquarters and/or work-site where services are to be performed and must provide documents regarding staff and other resources.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title

Date \_\_\_\_\_



***This form must be completed and submitted with each payment request to document compliance with your Subcontracting Plan.***

Total Contract Amount Paid this Reporting Period to Contractor: \$

[illegible]

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## **SMWVBE Helpful Resource Contacts**

### **Alamo Colleges District Purchasing and Contracting Department**

Karen Gottfried, Assistant Director, [kgottfried@alamo.edu](mailto:kgottfried@alamo.edu), 210/485-0122

Ross Mitchell, SMWVBE Coordinator, 210/485-0127

2222 N. Alamo St.

San Antonio, TX 78215

Websites – the following websites will assist in the ability to search or identify HUB and SMWVBE firms:

### **The South Texas Regional Certification Agency:**

<http://sctrca.org/>

### **Texas Procurement and Support Services Division**

<http://www.window.state.tx.us/procurement/cmb/cmbhub.html>