



RFQ/P No. 2018-xxx-12-12-RFV

REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)  
One-Step

CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR  
COUNTY SERVICES FACILITIES

RFQ/P DUE DATE:

Wednesday, December 12, 2018 @ 9:30 AM

Hidalgo County Purchasing Department  
Attn: Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent  
2812 S. Business Highway 281  
New Administration Building  
Edinburg, Texas 78539

**TABLE OF CONTENTS**  
**REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)**  
**HIDALGO COUNTY**  
**“Construction Manager at Risk (CMAR) for**  
**County Services Facilities”**  
**RFQ/P NO: 2018-xxx-12-12-RFV**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>NO. OF PAGES</b>
1.	Request for Qualifications/Proposals Letter	1
2.	Request for Qualifications/Proposals, Legal Notice	8
3.	Exhibit A, Requirements	12
4.	Attachment A, Scope Statement	1
5.	Attachment B, Project Budget	1
6.	Attachment C, Draft Project Schedule	1
7.	Attachment D, Draft Cost Proposals Form	2
8.	Attachment E, Procurement Schedule	1
9.	Attachment F, Project Location	1
10.	Exhibit B, Evaluation Form	3
11.	Exhibit C, Insurance Requirements	4
12.	Exhibit D, (CIQ) Conflict of Interest Questionnaire	2
13.	Exhibit E, Vendor/Bidder Application and W-9 form(s)	6
14.	Exhibit F, Certification Regarding Debarment	1
14.	Exhibit G, Title VI Appendices “A” through “E”	5
15.	Exhibit H, Proposer’s Affidavit	1
16.	RFQ/P Submittal Checklist	1

The above mentioned items shall be found in this Request for Qualifications/Proposals (RFQ/P) packet that is attached herewith. Should you find that any of the listed items are not attached in its entirety, please contact Purchasing by calling (956) 318-2626 or e-mail, to advise us of the missing documentation, and Purchasing will forward information either through facsimile, e-mail or by U.S. Mail.

Thank you.

\_\_\_\_\_  
Martha L. Salazar, CPPB, Purchasing Agent

\_\_\_\_\_  
Date



2812 S. Bus. Hwy 281  
Edinburg, Texas 78539  
Phone: (956) 318-2626  
Fax: (956) 318-2629  
[www.co.hidalgo.tx.us/purchasing](http://www.co.hidalgo.tx.us/purchasing)

November 26, 2018

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State, Zip Code

**RE: COUNTY OF HIDALGO**  
Request for Qualifications/Proposals - **“Construction Manager at Risk (CMAR) for County Services Facilities”**  
**RFQ/P No: 2018-xxx-12-12-RFV**

Dear Gentleman/Ladies:

Enclosed, please find the Request for Qualifications/Proposals (RFQ/P) packet for the one-step “Construction Manager at Risk (CMAR) for County Services Facilities”. Carefully read and review all instructions, requirements and specifications as RFQ/P packets have been modified and new requirements have been added and implemented.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the Request for Qualifications/Proposals process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626x4874.

Sincerely,

Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent

MLS/LHS  
Enclosures

## REQUEST FOR QUALIFICATIONS/PROPOSALS

**Hidalgo County**  
Edinburg, Texas

**“Construction Manager at Risk (CMAR)  
For  
County Services Facilities”**

**December 12, 2018 @ 9:30 AM**

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
Physical Address: 2802 S. Business Hwy. 281  
Mailing/US Postal Address: 2812 S. Business Hwy. 281  
Edinburg, Texas 78539

- 1) Sealed qualifications/proposals will be received for the one-step **"Hidalgo County – Construction Manager at Risk (CMAR) for County Services Facilities"**, in accordance with the requirements attached hereto as Exhibit "A." Qualifications/Proposals should address all requirements set forth. Proposers may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall proposal.
- 2) **One (1) original, five (5) copies of all qualifications/proposals and two (2) USB Flash Drives in PDF format** are required, with the vendor's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, **RFQ/P NO: 2018-xxx-12-12-RFV -Hidalgo County-Construction Manager at Risk (CMAR) for County Services Facilities** and in County's Purchasing Department, **physical address: 2802 S. Business Hwy. 281; mailing address: 2812 S. Hwy. Business 281, Administration Building, Edinburg, Texas, on or before 9:30 a.m., Wednesday, December 12, 2018.**

**NO FACSIMILES, EMAILS OR LATE ARRIVALS WILL BE ACCEPTED. ANY QUALIFICATIONS/PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO: RFQ/P NO: 2018-xxx-12-12-RFV – "Hidalgo County - Construction Manager at Risk (CMAR) for County Services Facilities". Hidalgo County reserves the right to refuse and reject any/all proposals and to waive any/all formalities or technicalities, or to accept the proposal considered the best and most advantageous to Hidalgo County.**

Additionally, all forms listed below must be properly executed and included with your RFQ/P:

1. Legal Notice (See page 9);
2. Insurance pages with Acknowledgment Forms (See **Exhibit "C"**);
3. Form CIQ-Conflict of Interest Questionnaire (See **Exhibit "D"**);
4. Vendor Bidder Application & W-9 forms (See **Exhibit "E"**);
5. Certification Regarding Debarment (See **Exhibit "F"**);
6. **Proposer's Affidavit (See Exhibit "H"); and**
7. **RFQ/P Submittal Check List (See page following Proposer's Affidavit)**
8. **SAMS.gov Registration Acknowledgement (See Number 18 below).**

- 3) Hidalgo County reserves the right to: **A.** separate and accept, or eliminate any item(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; **B.** reject any or all proposals submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal and; **C.** Award of this contract shall be made to the responsible offeror whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.
- 4) Failure of the delivered item(s) to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible proposer, or to reject all proposals and re-advertise.

- 5) For work to be performed at a County owned or operated location, each proposer shall, in its sole discretion, visit the job site before preparing the proposal and thoroughly familiarize himself/herself with existing conditions. Proposer should take field dimensions and note all circumstances which affect the dollar amount of the proposal.
- 6) Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, proposers are required to include illustrations, specifications, explanation of warranties, and service data with their proposal including catalogue numbers and any necessary references.
- 7) No proposal may be withdrawn within sixty (60) days from the scheduled time to open proposals.
- 8) Proposed prices are to remain firm for a minimum of ninety (90) days after priced proposal opening.
- 9) Any interpretations, amendments, corrections or changes to this proposal document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Proposals. Proposers shall acknowledge receipt of all addenda as a part of their proposal.
- 10) County reserves the right to accept or reject any or all proposals.
- 11) Costs are to be net F.O.B., County Prepaid.
- 12) County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
- 13) Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a proposal or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
- 14) Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
- 15) **DELIVERY INSTRUCTIONS FOR GOODS AND SERVICES: (If applicable)**
  - No deliveries accepted after 3:00 P.M., Monday-Friday.
  - At least seventy-two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent before delivery will be accepted.
  - If you need additional information call the office listed below:

Hidalgo County Purchasing Department  
Martha L. Salazar, CPPB, Purchasing Agent  
(956) 318-2626

**16) BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  - a) Name and address of successful proposer
  - b) Name and address of receiving department or official
  - c) Purchase Order Number and Contract Number (if any)
  - d) Notation- **“Hidalgo County- Construction Manager at Risk (CMAR) for County Services Facilities”**
  - e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:

**MARIA ARCILIA DURAN, CPA**  
**HIDALGO COUNTY AUDITOR**  
 Hidalgo County Administration Building  
 2808 S. Business Hwy. 281  
 Edinburg, TX 78539  
 956-318-2511

**17) SCHEDULE OF EVENTS:**

<b><u>RFQ/P ACTIVITIES</u></b>		
	<b>EVENT DESCRIPTION</b>	<b>DATE:</b>
1.	Hidalgo County Commissioner’s Court Approval of RFQ/P Packet and Authority to Advertise	11/20//18
2.	1 <sup>st</sup> Advertisement	11/24/18
3.	Start RFQ/P Packet Distribution	11/26/18
4.	2 <sup>nd</sup> Advertisement	12/01/18
5.	PRE-RFQ/P SUBMITTAL CONFERENCE-Hidalgo County Purchasing Dept. (Conference Room) 2802 S. Bus. Hwy 281 Edinburg, TX 78539	12/05/18 @ 2:00 PM
6.	Deadline for Questions	12/07/18 5:00 PM
7.	Deadline for Answers	12/10/18 5:00 PM
8.	RFQ/P SUBMITTAL/OPENINGS	12/12/18 @ 9:30 AM

**18) BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT:**

- If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All participants are required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.  
**Register at SAMs System for Award Management @ [www.sam.gov](http://www.sam.gov).**
- Together with the signing of a contract or issuance of a purchase order following the acceptance of a proposal, and prior to commencement of the actual work, the proposer shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.

- If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.
- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty-Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.
- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

#### **19) TITLE VI NOTICE/ NONDISCRIMINATION**

a. "The County of Hidalgo, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat.252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all

bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

b. The appropriate clauses of Appendices "A" through "E" as delineated in the USDOT Standard Title VI/Nondiscrimination Assurances - Specific Assurances are hereby incorporated by reference as applicable. Title VI Appendices "A" through "E" are attached as **Exhibit "G"**.

c. Bidder will attach all applicable notices to which it is obligated to provide or submit as part of the bid, including Form FHWA 1273 to be submitted by all contractors and subcontractors in relation to construction contracts.

#### **20) ETHICAL STANDARDS:**

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

**21) DISCLOSURE OF CONFLICT OF INTEREST:**

- Effective **January 1, 2016**, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (the “CIQ”) attached as **Exhibit D**, the vendor, person consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered

null and void if the successful Proposer fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

**Complete Form CIQ must be submitted to the Hidalgo County Clerk’s Office located at 100 North Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse.**

**COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER. QUESTIONS REGARDING COMPLIANCE SHOULD BE DIRECTED TO YOUR LEGAL COUNSEL.**

**22) CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)**

- As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFQ/P packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the County before the County may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the RFQ/P Project No. (i.e. 2018-xxx-12-12-RFV), as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office either by facsimile transmission to (956) 292-7612 or via email to: [rocio.villarreal@co.hidalgo.tx.us](mailto:rocio.villarreal@co.hidalgo.tx.us). Hidalgo County cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed and notarized may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website:

<https://www.ethics.state.tx.us/tec/1295-Info.htm>

**THE AWARDED VENDOR WILL HAVE THIRTY (30) DAYS TO SUBMIT THE SIGNED NOTARIZED FORM 1295. HIDALGO COUNTY CANNOT ENTER INTO A CONTRACT UNTIL FORM 1295 IS SUBMITTED.**

- 23) If, during the life of any contract or proposal awarded, the successful proposer’s net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
- 24) Proposals, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

- 25) Minimum Standards for Responsible Prospective Proposers: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:
- Possess or is able to obtain adequate financial resources as required to perform under the proposal;
  - Be able to comply with the required or proposed delivery schedule;
  - Have a satisfactory record of performance;
  - Have a satisfactory record of integrity and ethics;
  - Be otherwise qualified and eligible to receive an award.
- 26) Successful proposer will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful proposers' officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
- 27) Any contract award to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty (30) day's written notice prior to cancellation.
- 28) County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County. In the event of breach or default by successful proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:
- A. Meet schedules;
  - B. Pay any required fees or taxes; or
  - C. Otherwise perform in accordance with the requirements.
- 29) Successful proposer shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful proposer shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful proposer's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful proposer.
- 30) Successful proposer shall warrant that all items/services shall conform to the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Proposals shall be subject to County's approval Items found to be defective or not meeting specifications shall be replaced by successful proposer within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

- 31) This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
- 32) The successful proposer shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.
- 33) Proposers shall provide with the proposal response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.
- 34) Proposers must provide **all** documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non-conforming.
- 35) Effective September 1, 2017, the Texas Government Code was amended to add Chapter 2270, Prohibition on Contracts with Companies Boycotting Israel, which provides that a state agency and a political subdivision may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

Pursuant to Gov't Code Sections 2270.001(1) & 808.001(1) as amended, "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

By accepting this contract and/or purchase order, the Company/Vendor verifies that it does not Boycott Israel, and agrees that during the term of this contract/agreement will not Boycott Israel as that term is defined in the Texas Government Code.

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**Request for Qualifications/Proposals**  
**For**  
**HIDALGO COUNTY**  
**“Construction Manager at Risk (CMAR) for**  
**County Services Facilities”**

To: Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Physical Address: 2802 S. Business Hwy. 281  
Mailing/US Postal Address: 2812 S. Business Hwy. 281  
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned proposer proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned proposer further agrees, upon acceptance of its proposal, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Proposer acknowledges receipt of all of the pages of the documents referenced in the Request for Proposal Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals, as contained in the Requirements.

Respectfully submitted,

**FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**EXHIBIT “A”**  
**Requirements**

**QUALIFICATIONS/PROPOSALS**

**HIDALGO COUNTY**  
**REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)**

***“CONSTRUCTION MANAGER AT RISK (CMAR)***  
***FOR***  
***COUNTY SERVICES FACILITIES”***

**RFQ/P No.: 2018-xxx-12-12-RFV**

Hidalgo County (“*Owner*”) will procure Construction Manager at Risk Services in one step:

**Submission Due Date: December 12, 2018, 9:30 am Central**

**Deliver to:**

**US Postal Mail**

**Martha L. Salazar, CPPB, Purchasing Agent**  
**Hidalgo County Purchasing Department**  
**Administration Building**  
**2812 S. Business Hwy 281**  
**Edinburg, Texas 78539**

**Physical Address**

**Martha L. Salazar, CPPB, Purchasing Agent**  
**Hidalgo County Purchasing Department**  
**Administration Building**  
**2802 S. Business Hwy 281**  
**Edinburg, Texas 78539**

The County of Hidalgo will be accepting Statements of Qualifications and Proposal (referred to herein as “SOQ/P”) from qualified firms to become the Construction Manager at Risk (referred to herein as “CMAR”) for Construction of the new County Services Facilities. **The County of Hidalgo will be procuring the CMAR through a One-Step Process.** Hidalgo County Purchasing Department will receive sealed Statements of Qualifications/proposals for the provision of “Construction Manager at Risk for County Services Facilities” (including all funding sources, Programs, and Entities) - **Request For Qualifications/Proposals** (referred to herein as “RFQ/P”) as specified herein. Statements of Qualifications and Proposal will be accepted until **9:30 a.m. on December 12, 2018.**

**ANY SOQ/P RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

The following outlines the Request for Qualifications:

## **SECTION- I** **GENERAL TERMS AND CONDITIONS**

### **RFQ DOCUMENT SUBMITTAL/DELIVERY:**

A total of **one (1) original and five (5) hard copies, along with two (2) flash drives (USB stick) with the signed proposal in searchable PDF format** of the SOQ/P shall be submitted as part of your response.

Page margins should be no narrower than 0.5” along all sides. Text/Narrative font sizes should be no less than 11pt (limitation does not apply to graphics). Page size shall be 8.5” x 11”. Each page (excluding covers and tabs) shall be numbered. SOQs shall be assembled with either spiral-type binding or bound with metal rings (3-ring binders or loose-leaf paper are not acceptable).

The County is interested in clear and concise proposals. Proposals exceeding the section page limits described herein may be deemed non-compliant in County’s sole discretion. In no case shall the SOQ exceed fifty (50) pages, excluding of covers, tabs, etc. (page limit does not include County required forms).

Respondents must complete and include in their responses all documentation requested in this RFQ/P. Refer to enclosed RFQ/P Submittal Checklist form for documents to be included with your response.

**Hidalgo County is requesting that statements of qualifications and proposal responses be sealed, clearly marked and/or labeled with the Company’s name, RFQ/P number 2018-xxx-12-12-RFV, Project Title, and Opening Date, and be delivered to Martha L. Salazar, CPPB, Purchasing Agent, at:**

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
2812 S. Business Hwy 281  
Edinburg, Texas, 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
2802 S. Business Hwy. 281  
Edinburg, Texas, 78539

Hidalgo County requires respondents, when hand delivering statements of qualifications and proposals, to have a Purchasing Department representative time/date stamp and initial the envelope when delivering the SOQ/P.

All costs and expenses associated with the preparation and submission of the SOQ/P shall be the responsibility of the respondent participant, and no reimbursement for such charges or expenses shall be paid by Hidalgo County.

**PRE-SUBMITTAL MEETING:** A pre-submittal meeting is scheduled for December 5, 2018 at 2 p.m. Location: Hidalgo County Purchasing Department (Conference Room) located 2802 S. Bus. Hwy 281 Edinburg, TX 78539.

**PROPOSER'S AFFIDAVIT:** Respondents to this RFQ/P must submit a signed Proposer's Affidavit (attached to the RFQ/P as Exhibit H) certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit, or (3) that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

**NON-DISCRIMINATION:** Respondents, during the performance of any services for the County, shall not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**ELECTRONIC TRANSMISSION OF RFQ/P:** Hidalgo County's Purchasing Department will not accept telegraphically or electronically transmitted SOQ/P's.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** In a separate, sealed envelope, respondents must furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements including, without limitation, the required bonds Respondent shall include a statement regarding its bonding capacity (per project and aggregate) and include a reference (company, name, phone number, email) to verify the bonding capacity statement.

Hidalgo County will make the final determination in its sole discretion as to the Respondent's ability.

**RESPONDENT DEFAULT:** Hidalgo County reserves the right, in case of Respondent default, to procure the articles or services from other sources and hold the defaulting Respondent responsible for any excess costs occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:** It is the responsibility of the respondent to review the RFQ/P packet and to notify in writing the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. These criteria also apply to requirements that are ambiguous.

**RFQ/P QUESTIONS AND ANSWERS:** Any protest(s) or question(s) regarding the requirements or request for qualifications procedures must be received in the Purchasing Department **via facsimile to (956) 292-7612 or via e-mail to rocio.villarreal@co.hidalgo.tx.us BY NO LATER THAN December 7, 2018 at 5:00 p.m.** Responses will be sent to all participants by posted addenda on or before 5:00 p.m. December 10, 2018. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.** Rocio Villarreal shall be the sole Point of Contact during this solicitation.

**"CODE OF SILENCE" PERIOD:** From the date of release of this RFQ/P until a Respondent is selected and a contract for the project executed, Respondents must not communicate with any County staff, elected officials, or other representatives concerning the RFQ/P or the Project except through County's Point of Contact. **FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION.**

**SIGNING OF QUALIFICATIONS/PROPOSALS:** In order to be considered, all submittals **must** be signed. Please sign the original in **blue** ink.

**WAIVING OF INFORMALITIES:** Hidalgo County reserves the right in its sole discretion to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

# **SECTION-II**

## **PROJECT INFORMATION AND RFQ/P REQUIREMENTS**

### **GENERAL PROJECT DESCRIPTION**

The County of Hidalgo, Texas (“County”) is planning to procure a Construction Manager at Risk in a one-step process to provide construction management services to build a new County Services Facilities. The project address is 1212 S. 25<sup>th</sup> Ave., Edinburg, TX 78542. The site is located directly North of the current County of Hidalgo Health Department Building and has frontage to Expressway 281. The proposed project will consist of new ground-up construction of two (2) one story buildings totaling approximately 22,000 square feet. The buildings will house several County of Hidalgo departments. Further details are provided in Attachment A – Scope Statement, Attachment B – Project Budget, Attachment C – Draft Project Schedule, and Attachment D – Cost Proposal Form, Attachment E – Procurement Schedule and Attachment F – Project Location.

### **SCOPE OF SERVICES**

The Construction Manager will work closely with the Design Team, Project Manager and the County (and its various consultants) and must display a willingness to work in a collaborative environment. The selected construction Manager is expected to perform the services defined throughout the various phases of the project. Generally, those services include adequate and necessary preconstruction, construction, and closeout phase services to construct the Project as defined below.

#### **1 PRE-CONSTRUCTION PHASE SERVICES**

##### **1.1 Manage the GMP DOCUMENTATION, including:**

- 1.1.1 Detailed quantity surveys, pricing.
- 1.1.2 Procurement strategy and implementation.

##### **1.2 SITE UTILIZATION STUDY**

- 1.2.1 Coordinate mobilization and plan logistical requirements.
- 1.2.2 Project office and material staging locations.
- 1.2.3 Ingress, egress.
- 1.2.4 Security requirements of owner.

##### **1.3 Prepare SUBCONTRACTOR BID OR PROPOSAL PACKAGES, including:**

- 1.3.1 Project Manual, outlining the requirements of the construction.
- 1.3.2 Schedule (by bid or Proposal package interface).
- 1.3.3 Detailed scope of work.
- 1.3.4 Detailed document listing.
- 1.3.5 Proposal forms for each bid or Proposal package.
- 1.3.6 Form of contract and purchase order forms.
- 1.3.7 Insurance requirements.
- 1.3.8 Bonding requirements.
- 1.3.9 Prequalification of bidders/proposers.
- 1.3.10 Other special requirements.

##### **1.4 CONDUCT PRE-BID MEETINGS**

- 1.4.1 Project requirements.
- 1.4.2 Document review for specific questions.

- 1.4.3 Sequence/schedule review.
- 1.4.4 Site restrictions.
- 1.4.5 Other questions raised during discussions.

1.5 RECEIVE BIDS:

- 1.5.1 Generate interest in vendors/contractors.
- 1.5.2 Advertise or solicit for bids/proposals.
- 1.5.3 Conduct bid/proposal openings.
- 1.5.4 Prepare tabulations for each bid or proposal package.
- 1.5.5 Review proposals for compliance with contract documents.
- 1.5.6 Review apparent low vendor's qualifications, past experience and liquidity.

1.6 CONDUCT PROPER AWARD OF CONTRACTS/PURCHASE ORDERS:

- 1.6.1 Conduct pre-award meetings.
- 1.6.2 Review schedule of values.
- 1.6.3 Review subcontractors' general conditions.
- 1.6.4 Review scope of work.
- 1.6.5 Identify shop drawing requirements.
- 1.6.6 Perform document review and specifications review.
- 1.6.7 Review contractors' personnel:
  - Project Managers
  - Superintendents
  - Foremen
- 1.6.8 Establish quality requirements and standards.
- 1.6.9 Review sequence and Schedule.
- 1.6.10 Identify accounting requirements.
- 1.6.11 Review insurance requirements.
- 1.6.12 Review safety and security requirements.
- 1.6.13 Recommend award of contracts.

2 THE SUCCESSFUL CONSTRUCTION MANAGER SHALL BE REQUIRED TO PERFORM THE FOLLOWING SERVICES DURING THE CONSTRUCTION PHASE OF THIS PROJECT:

2.1 PROVIDE COORDINATION AND MANAGEMENT OF SUBCONTRACTORS

- 2.1.1 Establish site organization, including work and storage areas.
- 2.1.2 Establish jobsite management organization and jobsite procedures.
- 2.1.3 Maintain daily log for jobsite record.
- 2.1.4 Provide general conditions work to meet Project requirements.
- 2.1.5 Prepare and issue change orders and contracts.
- 2.1.6 Prepare subcontractor change orders and contracts.
- 2.1.7 Monitor construction cost and projections.
- 2.1.8 Monitor and maintain quality control.
- 2.1.9 Shop drawing control.
- 2.1.10 Equipment and material control.
- 2.1.11 Provide and monitor overall progress and short interval scheduling.
- 2.1.12 Prepare billings and progress payments.
- 2.1.13 Conduct subcontractor coordination meetings.

- 2.1.14 Provide coordination between subcontractors.
- 2.1.15 Prepare and receive requests for information.
- 2.1.16 Prepare agendas and conduct weekly safety and progress meeting.
- 2.1.17 Prepare and distribute weekly safety and progress meeting minutes.
- 2.1.18 Establish subcontractor progress payment procedure for processing and payment.
- 2.1.19 Monitor subcontractors' pay applications.

2.2 MONTHLY REPORT:

- 2.2.1 Summarize Project financial status.
- 2.2.2 Review and summarize past month's construction performance.
- 2.2.3 Project the coming month's construction activities.
- 2.2.4 Present status report on change orders - delays and time extensions.
- 2.2.5 Identify problems that threaten construction quality, cost and schedule.

2.3 PROVIDE CHANGE ORDER CONTROL:

- 2.3.1 Allocate change order responsibilities.
- 2.3.2 Review change order requests from subcontractors.
- 2.3.3 Negotiate change orders with subcontractors.
- 2.3.4 Submit recommendations to Owner.

2.4 ESTABLISH A QUALITY MANAGEMENT PROGRAM:

- 2.4.1 All members of the team participate in the quality control effort.
- 2.4.2 Project Scope Review:
  - 2.4.2.1 Intended purpose.
  - 2.4.2.2 Are the Project needs met?
  - 2.4.2.3 Existing conditions reviewed.
  - 2.4.2.4 Future needs.
- 2.4.3 Incorporate Restrictive Conditions in documentation to include:
  - 2.4.3.1 Social environment, influence of neighbors, environmental impact.
  - 2.4.3.2 Natural conditions, grounds and peripherals.
  - 2.4.3.3 Research on legal requirements.
  - 2.4.3.4 Research on existing structures, facilities.
- 2.4.4 Review of Design Development for:
  - 2.4.4.1 Complete construction documents in the order they are to be purchased and constructed.
  - 2.4.4.2 Complete documents for pre-purchased equipment.
  - 2.4.4.3 Design compatibility with future operation and maintenance.
  - 2.4.4.4 Constructability
- 2.4.5 Coordinate schedule and assist independent testing and inspection agencies selected by the County, involving the following work:
  - 2.4.5.1 Underground piping
  - 2.4.5.2 Soils
  - 2.4.5.3 Concrete
  - 2.4.5.4 Rebar
  - 2.4.5.5 Miscellaneous steel
  - 2.4.5.6 Structural steel
  - 2.4.5.7 Mechanical systems

- 2.4.5.8 Electrical
- 2.4.5.9 Life safety systems
- 2.4.5.10 Energy management systems
- 2.4.5.11 Others as required
- 2.4.5.12 Work with area superintendents of subcontractors
- 2.4.5.13 Prepare operations to minimize quality control problems
- 2.4.5.14 Ensure conformance to Project's quality standards previously established.
- 2.4.5.15 Follow-up to assure correction of deficiencies on test reports

2.5 JOB SAFETY Objectives:

- 2.5.1 Conduct weekly safety meeting:
- 2.5.2 Implement Project safety requirements.
- 2.5.3 Require weekly tool box safety meeting.
- 2.5.3 Maintain safety meeting minutes:
- 2.5.4 Inform subcontractors of procedures
- 2.5.5 Enforce alcohol and drug programs by subcontractors.
- 2.5.6 Implement and maintain clean-up.

2.6 JOBSITE SECURITY Functions:

- 2.6.1 Monitor and control employee, vendor and public access to the jobsite.
- 2.6.2 Monitor and control material and equipment deliveries to the jobsite.
- 2.6.3 Monitor and control material and equipment being removed from jobsite through a material release form.
- 2.6.4 Monitor and control site traffic.
- 2.6.5 Monitor and perform periodic checks for alcohol and drugs.
- 2.6.6 Monitor and control tools.
- 2.6.7 Monitor material storage.
- 2.6.8 Monitor trailers and all equipment within.
- 2.6.9 Maintain proficiency first-aid and CPR programs.
- 2.6.10 Monitor and control employee, vendor theft.

**3 PROJECT POST CONSTRUCTION SERVICES:**

- 3.1 Provide operating and maintenance manuals.
- 3.2 Secure and assemble warranties or guarantees.
- 3.3 Provide check-out of equipment.
- 3.4 Instruct operating personnel in equipment operating and maintenance procedures.
- 3.5 Assist in actual start-up of equipment.
- 3.6 Implement close-out procedures and ensure requirements are met:
  - 3.6.1 Subcontractors' and vendors' final payment
  - 3.6.2 Resolution of claims
  - 3.6.3 Final change orders
  - 3.6.4 Lien releases
  - 3.6.5 Final lien waivers
  - 3.6.6 Consent of sureties
- 3.7 Assist Owner in enforcement of warranties or guaranties.
- 3.8 Conduct walk-through with Owner and Contractor one year after Project completion.

## **REQUEST FOR QUALIFICATIONS/PROPOSALS**

The required contents and limitations for the preparation of the SOQ/P, as well as the anticipated Scope of Services, are described in this section. Failure to provide the requested information or adhere to any County limitations may result in disqualification of the submitted SOQ/P.

The following sections should be clearly marked in the submitted SOQ/P – (1) Cover Letter, (2) Understanding of the Project, (3) Firm Qualifications and Approach, and (4) Personnel & Staffing, & (5) Cost Proposal Form (Refer to Attachment D)detailed as follows:

### **(1) COVER LETTER**

Include a cover letter introducing your firm (or team), highlighting relevant experience as a CMAR, the “value-add” your team presents, and any other information you deem important to highlight. The cover letter should also include a Point of Contact with email and phone number.

*This section is limited to no more than one (1) page.*

### **(2) UNDERSTANDING OF THE PROJECT**

#### **Narrative**

This section of the SOQ should demonstrate the Respondent's understanding of this Project, the services that may be required and any local issues or concerns. In narrative format, describe the issues that may apply to this project, such as local labor and material issues, site concerns, working on an operating, etc. The SOQ should list, in table format, any relevant experience on similar projects completed within the state of Texas within the past seven (7) years, to include overall square footage and final construction cost. This section should also identify previous work experience within the Rio Grande Valley, with focus on previous work within Hidalgo County.

*This section is limited to no more than three (3) pages.*

### **(3) FIRM QUALIFICATIONS AND APPROACH:**

This section of the SOQ should demonstrate how the Respondent is qualified to act as County's CMAR delivering the fully constructed Project.

The SOQ should demonstrate a highly qualified ability to accomplish the objectives of this RFQ including, without limitation, delivering the project on time and within budget. The selected firm and its key personnel must have substantial CMAR experience in the construction of similar major, public, capital improvement projects including, without limitation, project delivery under Cost of the Work Plus a Fee with Guaranteed Maximum Price contracts. The SOQ should describe strategies the Respondent has used to achieve high-performing CMAR construction building delivery and how those would be employed on this project. The SOQ should provide information that demonstrates the strength of the firm to assist the owner during the preconstruction phase to work with project constraints.

#### **Project Sheets (1 per page)**

In the second part of this section, provide at least three (3), and no more than five (5) similar, relevant projects that demonstrate an understanding of this Project through experience with similar major, public, capital improvement projects using the same or similar project delivery method. Similar, relevant projects are defined as being between 10,000 SF and over \$2 million in construction cost. Indicate clearly if the project(s) were not constructed by the prime firm. For each project, list the following factual information:

- (1) a client contact name and phone number
- (2) Pre-Construction phase and Construction phase fee percentages (as percent of the construction cost limitation)
- (3) original construction budget versus final construction cost (and any explanations for substantial

- deviations)
- (4) Accuracy (in percentage) of final Design Development estimate versus final construction cost (and any explanations for substantial deviations)
  - (5) gross square footage of project
  - (6) original scheduled substantial completion versus actual substantial completion
  - (7) actual duration from substantial completion to final completion
  - (8) number of open punch list items at substantial completion
  - (9) number of submitted change proposals
  - (10) number of approved change proposals
  - (11) number of approved change orders
  - (12) number of submitted Requests for Information (RFI)
  - (13) architecture firm's name
  - (14) Identify any key personnel who worked on the referenced project that are proposed for this Project
  - (15) other relevant information.

This section should also address the following:

- Cost Control
  - Describe Respondent's typical cost estimating methods during the pre-construction and construction phases.
  - Describe Respondent's methodology for working with the Project Team (Architect, Engineers, Project Manager, Owner, and others) to deliver a Guaranteed Maximum Price within budget.
  - Describe typical cost control methods during construction.
  - Describe the means of procuring subcontracts, scope confirmation, amounts, and ensuring proper payment.
  - The owner intends to accept a Guaranteed Maximum Price prior to completion of Construction Documents. Describe:
    - your process for ensuring that the design documents provide the information necessary to arrive at a complete GMP, including all owner requirements with reasonable contingencies, and
    - your process for subsequently ensuring that the final construction documents align with the Project scope in the previously accepted GMP proposal documents.
  - Provide a sample of a cost estimate used to establish a contract amount from any project listed in response to Section II.2.
- Schedule Control
  - Describe Respondent's typical scheduling methods during the pre-construction and construction phases.
  - Describe typical schedule control methods during construction.
  - Give examples of how you assured timely completion of other projects, including methods for schedule recovery, if necessary. From the projects listed in response to Section II.2, provide examples of how these techniques were used including specific scheduling challenges/requirements and actual solutions.
  - Describe Respondent's experience with using CPM scheduling. From the projects listed in response Section II.2, provide one (1) sample of the monthly schedule reports, including identified milestones and schedule recovery plans.

The SOQ should disclose any litigation or claims related to relevant projects within the past five years and whether the Respondent has ever been barred from performing public works projects.

Respondent shall provide a list of at least three (3) references where like services have been supplied by their firm. Include the name of the client, address, telephone number, and the name of a representative or contact person.

*This section is limited to no more than fifteen (15) pages, not including requested examples.*

**(4) PERSONNEL AND STAFFING:**

The SOQ should provide an organizational chart for the proposed Project key personnel and a summary paragraph of the Project services to be performed by each proposed staff member. Key personnel should include at a minimum the firm's proposed Project Manager and Site Superintendent. Biographic summaries (resumes) that highlight the experience relevant to the specific Project responsibilities should be provided for all proposed personnel. A statement should also be included about such personnel's education, training, and experience related to the services to be provided. There is a one (1) page limitation for each biographic summary provided (multiple resumes per page are acceptable).

*This section is limited to no more than three (3) pages, not including distinct resume pages.*

**(5) COST PROPOSAL:**

The Cost Proposal should follow the Cost Proposal Form attached to the RFQ/RFP labeled Attachment D

**INSURANCE AND BOND REQUIREMENTS**

The SOQ/P should affirm in writing that the Respondent's insurance program meets or will meet the mandatory insurance requirements described in Exhibit C, Insurance Requirements. Provide proof of compliance with the key coverages and limitations of such insurance requirements. The SOQ/P should affirm that the respondent can obtain the required bonds. (Reference bond section page 4 of legal notice item 18.) **BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT**

**AGREEMENT COMMENTS**

Once a contractor has been selected, The Agreement will be provided for review and comment If Respondent chooses to request a deviation, modification or takes exception to any of the components of the Agreement, Insurance Requirements, or other areas of this solicitation, the appropriate section shall be referenced, cited verbatim, and the substitution verbiage/exception clearly stated. The County reserves the right to determine the responsiveness, acceptable level and best value of any such deviation(s)/exception(s) and will, at its sole discretion, accept or decline the deviation(s)/exception(s). Failure of the County to accept deviation(s)/exception(s) may result in the Respondent's response being eliminated from further consideration.

# **SECTION-III**

## **SELECTION / EVALUATION**

### **RFQ/P SELECTION/EVALUATION PROCESS**

The respondent's SOQ/P will be evaluated based on the criteria presented below. The evaluation system consists of a 100-point system.

### **SCORING PROCESS**

Each submitted SOQ/P will be graded by up to five evaluators of the selection committee according to these criteria and then assigned a rank, based on the grade, for each evaluator (from 1<sup>st</sup> place to however many firms submit). Each evaluator's *rank*s will then be summed together for a final ranked score. The lowest ranked scores will represent the most qualified firms (for example, if Firm X is ranked 1, 3, 4, 2, 7, then the ranked score would be 17 and then sorted from lowest to highest against the other firms). In the case of a tie in the ranked scores (e.g. two firms received a ranked score of 17), the evaluators may use the average of the grades to break the tie and rank them accordingly.

### **RFQ/P EVALUATION CRITERIA**

#### **1) Understanding the Project** **(10 Points)**

The SOQ should demonstrate the Respondent's understanding of this Project, the services that may be required and any local issues or concerns. Consideration will be given to the following:

- Experience with relevant projects that demonstrate an understanding of this Project;
- Experience in working in the same or similar geographic conditions.
- Understanding of the scope of services expected during Pre-Construction, Construction and Close-Out phases

#### **2) Firm Qualifications & Approach** **(30 Points)**

The SOQ should demonstrate how the Respondent is qualified to act as County's CMAR delivering the fully constructed Project. Consideration will be given to the following:

- Experience with similar major, public, capital improvement projects using the same or similar project delivery method;
- Experience with similar projects;
- Evidence of a highly qualified ability to accomplish the objectives of this RFQ including, without limitation, delivering the project on time and within budget;
- The experience of the firm and its key personnel acting in a CMAR capacity in the construction of similar major, public, capital improvement projects including, without limitation, project delivery under Cost of the Work Plus a Fee with Guaranteed Maximum Price contracts;
- Accomplishments in delivering similar projects on schedule and within budget;
- Strategies the Respondent has used to achieve high-performing CMAR construction building delivery;
- Experience and capability in providing the Scope of Required Services;
- Ability to provide the required insurance.
- Experience in assisting the client and design team in meeting budget and schedule constraints through the preconstruction phase
- Quality of Respondent's cost control methodology
- Quality of Respondent's schedule control methodology

**3) Personnel & Staffing (15 Points)**

The SOQ should demonstrate the appropriateness of the personnel that the firm will commit to the Project:

- Experience in similar projects, education, and training of proposed personnel;
- Roles of committed personnel in this Project and experience in such roles in prior projects;
- Commencement date and time commitment of proposed personnel to this Project;
- Lines of communications and decision-making as evidenced in an organizational chart and otherwise;
- Experience of proposed personnel on public works projects.

**4) Previous Experience in RGV and Hidalgo County (5 Points)**

The SOQ should describe any previous experience working in the Rio Grande Valley and Hidalgo County. A maximum of 5 points will be awarded for significant demonstrated experience (extensive history working on similar size projects) working in Hidalgo County. 4 points will be awarded for significant demonstrated experience working in the Rio Grande Valley, though not necessarily specifically in Hidalgo County. 0 points will be awarded for insignificant experience (minimal history or only small projects) working in the region.

**5) Fee Proposal (40 Points)**

**Total: 100 Points**

# **ATTACHMENT A**

## **SCOPE STATEMENT**

<p><b>Project Mission</b></p>	<p>The County of Hidalgo plans to construct administrative facilities consisting of two buildings to house Judicial and Law Enforcement and several County Wide Departments. The new facilities will alleviate crowding in existing County buildings, create an ideal work environment for County employees and provide constituents a safe and accessible multi-purpose services facilities.</p>
<p><b>Project Description</b></p>	<p>Hidalgo County plans to construct two (2) new facilities that will total 22,000 square feet and will house multiple departments.</p> <p style="padding-left: 40px;">Building 1 – Judicial and Law Enforcement (~10,500 SF)</p> <ul style="list-style-type: none"> <li>• Justice of the Peace Pct. 4 Place 1</li> <li>• Justice of the Peace Pct. 4 Place 2</li> <li>• Constable Pct. 4</li> </ul> <p style="padding-left: 40px;">Building 2 – County Service Facility (~11,500 SF)</p> <ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Fire Marshal</li> <li>• Nuisance Abatement</li> <li>• Health Inspectors</li> <li>• Environmental</li> <li>• Planning Department</li> <li>• EOC/Training Room</li> </ul>
	<p>The work of this project includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• masonry wall structure</li> <li>• structural steel</li> <li>• drywall</li> <li>• plastic laminate surface</li> <li>• acoustic ceiling tile</li> <li>• electrical work</li> <li>• flooring</li> <li>• metal stud framing</li> <li>• insulation</li> <li>• windows (glass and glazing)</li> <li>• brick veneer</li> <li>• toilet partitions and accessories</li> <li>• fire alarm system</li> <li>• site/civil</li> <li>• HMAC paving</li> <li>• Curb and gutter</li> <li>• Perimeter fencing</li> <li>• CCTV data/telecom infrastructure</li> <li>• Permanent and temporary project signage</li> <li>• concrete slab foundation</li> <li>• roofing</li> <li>• stucco/EIFS</li> <li>• paint</li> <li>• solid stone surfaces</li> <li>• doors and hardware</li> <li>• plumbing work</li> <li>• resilient wall base (cove base)</li> <li>• rough carpentry</li> <li>• finish carpentry</li> <li>• window treatments</li> <li>• stucco</li> <li>• fire sprinkler system</li> <li>• underground utilities</li> <li>• earthwork</li> <li>• Concrete paving</li> <li>• Security systems</li> <li>• Controlled access system</li> </ul>

# **ATTACHMENT B**

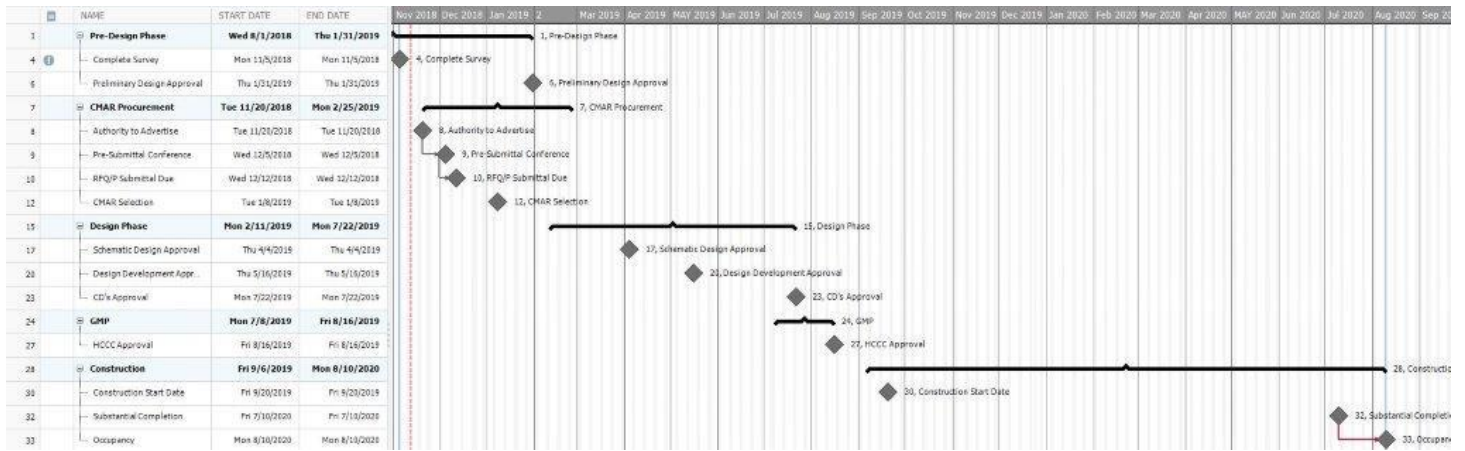
## **PROJECT BUDGET**

The construction budget (Fixed Limit of Construction) is Four Million Four Hundred Thousand Dollars and 00/100 (\$4,400,000.00).

This budget includes all general conditions, personnel and staffing costs, and ALL contractor fees.

# ATTACHMENT C

## DRAFT PROJECT SCHEDULE SUMMARY



# **ATTACHMENT D**

## **DRAFT COST PROPOSAL FORM**

### ATTACHMENT 'D' COST PROPOSAL FORM

**RFQ BID NO. 2018-XXX-12-12-RFV "County Services Facilities Project"**  
**FOR CONSTRUCTION MANAGER AT RISK SERVICES**  
**COUNTY OF HIDALGO**

NOTE: CM AT RISK PROPOSER SHALL FILL IN AMOUNTS FOR ALL APPLICABLE COSTS AND PROVIDE TOTALS FOR EACH LINE. IF THERE IS NO COST BY THE PROPOSER FOR AN ITEM, THE PROPOSER MUST PLACE A ZERO TO ILLUSTRATE NO COST. IF A LINE ITEM IS NOT REASONABLY PRICED BY THE PROPOSER, THE OWNER WILL ASSUME AN AVERAGE COST (FROM OTHER PROPOSERS) FOR THAT ITEM. THE OWNER WILL NOT ALLOW ANY ITEM LISTED BELOW TO BE TRANSFERRED TO SUBCONTRACTORS OR TO THE "COST OF THE WORK" UNLESS NOTED BY THE OWNER ON THE PROPOSAL FORM INCLUDED IN THE RFP DOCUMENTS.

Summary		
1	Pre-construction Fees (Lump Sum):	
2	Construction Services Fee Percentage:	%
3	Construction Budget Amount	\$ 3,950,000
4	Construction Fee Amount - (% x Budget Amount)	\$ -
5	Field & Office Staff Cost: (from line 17 below)	\$ -
6	General Conditions (from line 54 below)	\$ -
7	Total = (Pre-Construction fees + Construction Budget Amount + Construction Fee Amount + Field & Office Staff Cost + General Conditions) (1+3+4+5+6=7)	
<b>Proposal Signature</b>		
Name of Company		Signature / title
<b>Staff to be charged to the project:</b> Include all necessary overhead, insurances, and multipliers within each line where applicable. General home office staff will be included in Construction Fee.		<b>Staff</b>
8	Project Manager	\$ -
9	Number of weeks included	w
10	Percentage of time dedicated to the project	%
11	Superintendent On-Site	\$ -
12	Number of weeks included	w
13	Percentage of time dedicated to the project	%
14	Pre-Construction Services Lead	\$ -
15	Number of weeks included	w
16	Percentage of time dedicated to the project	%
17	<b>Subtotal for Field &amp; Office Staff</b>	<b>\$ -</b>
<b>General conditions:</b> Include all necessary overhead, insurances, taxes and multipliers within each line where applicable:		<b>General Conditions</b>
18	Field office including accommodations for architect:	
19	Job office including rental, moving and set-up	\$
20	Office equipment	\$
21	Computers	\$
22	Office supplies	\$
23	Phone, fax and internet service	\$
24	Utilities for job office	\$
25	Drinking water, ice, cups, coffee and etc for meetings	\$

26	Office furniture & furnishings	\$
27	Postage and express shipping costs	\$
28	Miscellaneous document printing	\$
29	Janitorial services	\$
30	Staff support services:	
31	Vehicle, rental, fuel and insurance	\$
32	Cell phone	\$
33	Miscellaneous project requirements:	
34	Temporary project signage	\$
35	Layout	\$
36	Temporary sanitary facilities	\$
37	Equipment / storage trailers	\$
38	Safety equipment, labor & supplies	\$
39	Field engineering labor, equipment & supplies	\$
40	Small tools and consumables	\$
41	Temporary fencing	\$
42	Erosion control	\$
43	Barricades/protection/Safety Rails/Equipment	\$
44	Equipment Rentals/Scaffolding	\$
45	Construction clean up (daily and weekly)	\$
46	Final cleaning (site & building)	\$
47	Dumpsters (rental & disposal costs, exclude demolition)	In cost of work
48	Independent testing and inspections	By Owner
49	Permit and impact fees	\$
50	CM Insurance & bonding:	
51	Builder's risk insurance	\$
52	General commercial liability	\$
53	Performance & payment bonds	\$
54	<b>Subtotal for General Conditions</b>	<b>\$ -</b>

# **ATTACHMENT E**

## **PROCUREMENT SCHEDULE**



## **HIDALGO COUNTY PROCUREMENT SCHEDULE**

*RFQ/P No.:* **2018-XXX-12-12-RFV**

*PROJECT NAME:* **RFQ/P: CMAR Services for County Services Facilities (One Step Process)**

<b><u>RFQ/P ACTIVITIES</u></b>		
	<b>EVENT DESCRIPTION</b>	<b>DATE:</b>
1.	Hidalgo County Commissioner's Court Approval of RFQ/P Packet and Authority to Advertise	11/20/18
2.	1 <sup>st</sup> Advertisement	11/24/18
3.	Start RFQ/P Packet Distribution	11/26/18
4.	2 <sup>nd</sup> Advertisement	12/01/18
5.	PRE-RFQ/P SUBMITTAL CONFERENCE-Hidalgo County Purchasing Dept. (Conference Room) 2802 S. Bus. Hwy 281 Edinburg, TX 78539	12/05/18 @ 2:00 PM
6.	Deadline for Questions	12/07/18 5:00 PM
7.	Deadline for Answers	12/10/18 5:00 PM
8.	RFQ/P SUBMITTAL/OPENINGS	12/12/18 @ 9:30 AM

# ***ATTACHMENT F***

## ***PROJECT LOCATION***



EXHIBIT “B”  
EVALUATION CRITERIA  
HDALGO COUNTY  
“CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR  
COUNTY SERVICES FACILITIES”  
RFQ/P No. 2018-xxx-12-12-RFV

# EXHIBIT "B" Evaluation Form

This form is provided for Respondent's reference and will be used by the selection committee's evaluators to grade and rank each Respondent's submitted Statement of Qualifications.

## RFQ Evaluations - Evaluator's Respondent Grading Sheet (one per respondent)

RFQ/P NO. 2018-xxx-11-20-RFV

RFQ/P Project: Construction Manager at Risk (CMAR) for County Services Facilities

Respondent's Name: \_\_\_\_\_

Evaluation Criteria	Max Points	Points Awarded
Understanding the Project	10 Points	
Firm Qualifications & Approach	30 Points	
Personnel & Staffing	15 Points	
Previous Experience in RGV and Hidalgo County	5 Points	
Fee Proposal	40 Points	
<b>Total Score</b>	100 Points	

Evaluator's Name: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

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

**RFQ Evaluations - Evaluator's Ranking Sheet (one per evaluator)**

**RFQ/P NO. 2018-xxx-11-20-RFV**

**RFQ/P Project: Construction Manager at Risk (CMAR) for County Services Facilities**

Evaluator is to rank firms based on grades given on individual score sheets. In the case of a tie, evaluator shall give each tied firm the same rank.

<b>Rank</b>	<b>Grade (Max 100)</b>	<b>Respondent's Name</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Evaluator's Name: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

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



EXHIBIT “C”  
INSURANCE REQUIREMENT,  
INSURANCE/PROJECT  
ACKNOWLEDGEMENT FORMS  
HIDALGO COUNTY  
“CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR  
COUNTY SERVICES FACILITIES”  
RFQ/P NO. 2018-xxx-12-12-RFV

# EXHIBIT “C”

## **Insurance Requirements Professional Services (i.e...Engineers, Architects, Appraisers & Surveyors)**

The proposer awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the proposer in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. Professional liability insurance policy with limits of at least One Million Dollars (\$1,000,000) per occurrence, or limited to claims made, include at least a five (5) year extended reporting period.
2. A Five Hundred Thousand Dollars (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
3. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand Dollars (\$500,000.00) arising out of the services provided to County hereunder.
4. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
5. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

**Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto).**

Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

# ACORD

## CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

### INSURERS AFFORDING COVERAGE

INSURED

INSURER A:  
 INSURER B:  
 INSURER C:  
 INSURER D:  
 INSURER E:

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THEIR TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<b>GENERAL LIABILITY</b>				EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS MADE OCCUR				MEDICAL (Any one person) \$
	<input type="checkbox"/> OWNER'S & CONT. PROT				PERSONAL & ADV INJURY \$
	<input type="checkbox"/> OWNER'S PROTECTIVE LIABILITY				ANNUAL AGGREGATE \$
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT <input type="checkbox"/> LOC				PRODUCTS - COMPIOP AGG \$
B	<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				
	<b>GARAGE LIABILITY</b>				AUTO ONLY-EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY EA ACC AGG \$
C	<b>EXCESS LIABILITY</b>				EACH OCCURENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
D	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b>				WC STATU- <input type="checkbox"/> OTHER TORY LIMITS
					E.L. EACH ACCIDENT \$
					E.L. DISEASE-EA EMPLOYEE \$
					E.L. DISEASE-POLICY LIMIT \$
	<b>OTHER</b>				

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER: _____	CANCELLATION
<b>Hidalgo County</b> <b>Attn: Purchasing Department</b> <b>2812 S Highway Bus. 281</b> <b>Edinburg, Texas 78539</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.	AUTHORIZED REPRESENTATIVE

# Insurance Requirement Acknowledgment

I, \_\_\_\_\_, authorized representative for \_\_\_\_\_,  
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners= Court;
- will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners= Court; currently carry the following

Professional Liability (Errors & Omissions): \$ \_\_\_\_\_

Automobile Liability: \$ \_\_\_\_\_ General Liability: \$ \_\_\_\_\_

- have already been met, see attached copy of insurance certificate.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

## **Notice to Proposer:**

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the award to be rescinded and re-awarded to next qualified vendor. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company=s obligation to maintain the appropriate insurance coverage throughout the term of the contract.

**THIS FORM MUST ACCOMPANY YOUR PACKET**

# PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, \_\_\_\_\_, possess all of the **APPLICABLE:**

1. Licenses: \_\_\_\_\_

2. Bonds: \_\_\_\_\_

3. Certificates: \_\_\_\_\_

4. Permits: \_\_\_\_\_

5. Other: \_\_\_\_\_

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this project, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

**\* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the packet in order to expedite the evaluation process. Failure to provide said documentation will result in the disqualification of your proposal/qualification.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

EXHIBIT “D”  
(CIQ) CONFLICT OF INTEREST QUESTIONNAIRE  
HIDALGO COUNTY  
“CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR  
COUNTY SERVICES FACILITIES”  
RFQ/P NO. 2018-xxx-12-12-RFV

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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 176.001(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 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), 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.

### OFFICE USE ONLY

Date Received

**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. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th 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 is being disclosed.

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

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

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 or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with 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.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

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

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

EXHIBIT “E”  
VENDOR/BIDDER APPLICATION AND W-9 FORMS  
HIDALGO COUNTY  
“CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR  
COUNTY SERVICES FACILITIES”  
RFQ/P NO. 2018-xxx-12-12-RFV



**HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION**

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?:  Yes  No

If yes, by whom?:  Texas Building & Procurement Commission  Other \_\_\_\_\_

Indicate Certification No(s): \_\_\_\_\_ or Are Certificate(s) Attached?:  Yes  No

---

**LIST OF CERTIFIED HUB SUBCONTRACTORS**

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?: \_\_\_\_\_%  
(List HUB Subcontractor information below).

HUB Subcontractor Name: \_\_\_\_\_ HUB Status:  
Certifying Agency (Check all applicable):  Texas Building & Procurement Commission  Other  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip:  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: ( )  
Subcontract Amount: \$ \_\_\_\_\_ Description of Work to be Performed:

---

HUB Subcontractor Name: \_\_\_\_\_ HUB Status:  
Certifying Agency (Check all applicable):  Texas Building & Procurement Commission  Other  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip:  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: ( )  
Subcontract Amount: \$ \_\_\_\_\_ Description of Work to be Performed:

---

HUB Subcontractor Name: \_\_\_\_\_ HUB Status:  
Certifying Agency (Check all applicable):  Texas Building & Procurement Commission  Other  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip:  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: ( )  
Subcontract Amount: \$ \_\_\_\_\_ Description of Work to be Performed:

---

# Request for Taxpayer Identification Number and Certification

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

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

## Part I Taxpayer Identification Number (TIN)

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

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

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

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

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

### Purpose of Form

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

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

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

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

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

By signing the filled-out form, you:

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

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in Items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

\*Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>  The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

EXHIBIT “F”  
CERTIFICATION REGARDING DEBARMENT  
HIDALGO COUNTY  
“CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR  
COUNTY SERVICES FACILITIES”  
RFQ/P NO. 2018-xxx-12-12-RFV

**Certification  
Regarding Debarment, Suspension and Ineligibility**

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

EXHIBIT “G”  
TITLE VI APPENDICES  
HIDALGO COUNTY  
“CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR  
COUNTY SERVICES FACILITIES”  
RFQ/P NO. 2018-xxx-12-12-RFV

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the **COUNTY OF HIDALGO** will accept title to the lands and maintain the project constructed thereon in accordance with all applicable federal statutes, the Regulations for the Administration of all Department of Transportation programs, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the **COUNTY OF HIDALGO** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit 1 attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto **COUNTY OF HIDALGO** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the **COUNTY OF HIDALGO**, its successors and assigns.

The **COUNTY OF HIDALGO**, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the **COUNTY OF HIDALGO** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and(3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverted clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **COUNTY OF HIDALGO** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permitted, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, **COUNTY OF HIDALGO** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the **COUNTY OF HIDALGO** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **COUNTY OF HIDALGO** and its assigns.\*

(\*Reverted clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by **COUNTY OF HIDALGO** pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, **COUNTY OF HIDALGO** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, **COUNTY OF HIDALGO** will there upon revert to and vest in and become the absolute property of **COUNTY OF HIDALGO** and its assigns.\*

(\*Reverted clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

### **Pertinent Nondiscrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23U.S.C. § 324et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49CFRPart 27;
- The Age Discrimination Act of 1975, as amended,(42U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49U.S.C. § 4 71, Section 4 7123),as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987,(PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189)as implemented by Department of Transportation regulations at 49C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

EXHIBIT “H”  
PROPOSER AFFIDAVIT  
HIDALGO COUNTY  
“CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR  
COUNTY SERVICES FACILITIES”  
RFQ/P NO. 2018-xxx-12-12-RFV

**PROPOSER'S AFFIDAVIT**

**Exhibit "H"**

**PROPOSER'S AFFIDAVIT OF NON-COLLUSION  
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING FOR  
"CONSTRUCTION MANAGER AT RISK FOR  
COUNTY SERVICES FACILITIES"  
PROJECT NO.: 2018-XXX-12-12-RFV**

STATE OF TEXAS  
COUNTY OF HIDALGO

Affiant, \_\_\_\_\_, being first duly sworn, deposes that:

(1) Affiant does hereby state neither the proposer nor any of the proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or other proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or other reward will be hereinafter paid.

(2) Affiant further states they have neither recommended or suggested to Hidalgo County or nay of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.

(3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.

(4) Affiant further states no officer, or stockholder of the proposer is a member of the staff, or related to any employee of the Hidalgo County except as noted herein below:

\_\_\_\_\_  
Signature/Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_, 20\_\_\_\_.

**REQUEST FOR QUALIFICATIONS/PROPOSALS**  
**Hidalgo County**  
**“Construction Manager at Risk (CMAR) for County Services Facilities”**

RFQ/P No.: 2018-XXX-12-12-RFV

**RFQ/P SUBMITTAL CHECK LIST**

**All forms listed below must be included in the RFQ/P response.**

**Indicate with a check mark (✓) the Forms completed and included in this response:**

- \_\_\_\_\_ Addendum Acknowledgement
- \_\_\_\_\_ Bid Bond
- \_\_\_\_\_ Page 9 of Legal Notice
- \_\_\_\_\_ Exhibit "C" - Insurance & Project Acknowledgement forms
- \_\_\_\_\_ Exhibit "D" - CIQ Form -Copy of Co. Clerk Recording fee receipt (if applicable)
- \_\_\_\_\_ Exhibit "E" - Vendor Bidder Applications and IRS form W-9
- \_\_\_\_\_ Exhibit "F" - Certification Regarding Debarment
- \_\_\_\_\_ Exhibit "G" – Title VI – Appendices “A” through “E”
- \_\_\_\_\_ Exhibit "H" - Proposer's Affidavit
- \_\_\_\_\_ SAMS.gov Registration - Acknowledgement [www.sam.gov](http://www.sam.gov)
- \_\_\_\_\_ One (1) Original, five (5) Copies of Qualification(s)/Proposal(s) and two (2) USB Flash Drive in PDF format (see number 2 of Legal Notice).