



**PORT AUTHORITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS**

ROOF CONSULTING SERVICES

Response Submittal Deadline: **March 4, 2020**
2:00 PM CST

SECTION 1 – Request for Qualifications

PURPOSE

Port San Antonio (“The Port”) is soliciting Requests for Qualifications (RFQ) under both the Texas Professional Services Procurement Act “TPSPA”, and Texas Government Code Chapter 2254 and Texas Government Code Chapter 2269, to qualify firms for the selection of the Roof Consulting Services:

This will be a “**one-step**” procurement pursuant to Texas Government Code Chapter 2269, Sections 2269.253 and 2269.254. It is the sole initial intent of this RFQ to determine only the most qualified firm(s) to which the Port could then negotiate with to contract for these consulting services.

1.1 General Instructions

Request for Qualifications for Roof Consulting Services

Port San Antonio (“The Port”) is redeveloping the former Kelly Air Force Base to its highest and best use, creating the conditions that maintain and grow quality jobs. The 1,900-acre site consists of an industrial airport, railport and mixed use-development. The Port is home to over 80 private and public organizations and 12,000 workers centered in the aerospace, logistics, manufacturing, government/military and other key industries. The Port has almost 8 million square feet of leased facilities that include hangars, workshops, warehouses, offices, educational/training centers and workforce housing. Future development areas include 360 acres of build-to-suit sites with access to Kelly Field, the Port’s industrial airport featuring the region’s longest runway, and over 150 acres for build-to-suit rail-served sites at East Kelly Railport, with access to Union Pacific and BNSF Railway trains supporting logistics and manufacturing operations

The Port Authority of San Antonio (“Authority” and “Owner”) is requesting responses from qualified firms/teams with sufficient information to enable them to prepare and submit a Statement of Qualifications to provide all labor, materials, equipment, personnel and professionals to conduct roof condition examination and assessment services, develop re-roof specifications, roof design and related construction management and other related services at Port San Antonio.

The awarded firm/team may be required to coordinate with the Authority and/or its consultants for all project related activities during the various assignments associated with this contract.

Responses to this RFQ must be received by the Authority, Attn: Ashley Ramirez, no later than 2:00 PM CST, March 4, 2020. Any Response received after this time shall not be considered and will not be opened. The mailing address is as follows:

**Attn: Ashley Ramirez, Contracting Manager
Roof Consulting Services
The Port Authority of San Antonio
907 Billy Michell Blvd., Suite 110
San Antonio, TX 78226-1802**

The RFQ response forms are represented herein the RFQ and the attachments, which are to be completed and returned as part of responses. Where applicable, please use the enclosed current forms and organize the responses to this RFQ in the order in which the forms are presented herein. Please submit one (1) electronic copy, one (1) original and six (6) copies of the RFQ response and identify each as an original or copy accordingly. Responses sent to the Authority are subject to disclosure pursuant to the Open Records Act, Government Code, Chapter 552. All timely responses become the property of the Authority upon receipt and shall not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where the confidential information is contained. The Authority, however, cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by the Respondent may not be considered confidential under Texas law, or pursuant to a Court Order. The materials submitted must be enclosed in a sealed envelope box or container; the package must show clearly the submittal deadline; and the name and the return address of the Respondent must be clearly visible.

Respondents submitting qualifying responses, including their agents and representatives, shall not lobby or contact any member of the Authority Board of Directors or Authority Staff except in the course of the Authority-sponsored inquiries, briefing, interviews and presentations between the qualification statement submission date and award by the Authority Board of Directors. Questions regarding this solicitation will be directed, in writing only, to the Contracting Department, and may be submitted by email to: contractinginfo@portsanantonio.us; or by Fax to: (210) 362-7832. Include the title of this RFQ (Roof Consulting Services). Verbal questions are not permitted other than during Authority-sponsored inquiries, briefings, interviews and presentations. Any violation of this provision may result in disqualification of the submitting firm.

Entities submitting qualifying responses shall execute by signature the attached Affidavit of Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying and return the signed affidavit with their response.

The Authority reserves the rights to contact any Respondent for clarification after responses are open.

The selected Firm/Team will be required to execute a standard Authority professional services agreement.

The selected Firm/Team shall carry insurance in the types and amounts specified by the Authority for the duration of the Agreement and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof.

Respondent understands and agrees that this RFQ is issued predicated on anticipated requirements for the Roof Consulting Services, and that the Authority has made no representation, written or oral, that any such requirements be furnished under a Contract arising from this RFQ. Furthermore, Respondent recognizes and understands that any cost borne by the Respondent which arises from Respondent's performance hereunder shall be at the sole risk and responsibility of Respondent.

Questions concerning the projects included in this RFQ are to be submitted in writing no later than 4:00PM CST, February 24, 2020. Any questions or concerns regarding this RFQ shall be directed in writing by email to: contractinginfo@portsanantonio.us; or by fax to: (210) 362-7832. Please reference the title of this contract, Roof Consulting Services Projects, for all inquiries. The Authority specifically requests that Respondents restrict all contact and questions regarding this RFQ as indicated above.

Upon receipt of inquiries received by email and/or fax, and those inquiries and clarifications provided during the Pre-Proposal Conference, the Authority will provide, in an Addendum document, a summary of all inquiries, responses and clarifications and provide a copy of the addendum on the Authority's website at www.portsanantonio.us/bizops. The addendum document will be available prior to the close of business on **February 27, 2020**.

Section 2 - Notice to Respondents

2.1 Special Concerns

- A. **Governmental Entity:** A municipality, county, river authority, or defense base development authority established under Chapter 378 as added by Chapter 1221, Acts of the 76111 Legislature, Regular Session, 1999.
- B. **Scope, Schedule, Budget:** Detailed information about scope, and schedule are contained herein. Budget information is subject to be disclosed under separate cover to the awarded Firm.

2.2 Authority is accepting proposals from qualified firms/teams in accordance with the terms, conditions and requirements set forth in this Request for Qualifications ("RFQ"). This RFQ provides sufficient information for interested parties to prepare and submit responses for consideration by the Authority. All provisions in Respondent's qualifications statement, shall remain valid for ninety (90) days following the deadline for submissions or, if a response is accepted, throughout the entire term of the contract.

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFQ CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

2.3 Port Authority's Approach

The requirements for Roof consulting services may include a wide range of projects as may be required for the overall redevelopment envisions at Port San Antonio. Such efforts may include, but may not necessarily be limited to the following tasks:

- A. Roof Condition Examination and Assessment:
- Thorough visual examination of existing roof systems.
 - Perform non-destructive roof moisture surveys to locate wet insulation.
 - Conduct core sampling and field analysis to determine roof system construction.
 - Use systematic testing and other diagnostic procedures to locate concealed source of leaks.
 - Provide photographic illustrations to document observed deficiencies.
 - Determine probable cause of deficiencies.
 - Develop specifications for corrective actions.
 - Provide cost estimates for corrective action required.
- B. Re-roof Specifications:
- Perform examination of existing site conditions.
 - Conduct consultation with owner to review options and costs for re-roof option.
 - Prepare detailed project manual containing: detailed drawings, roof plans, complete specifications, and any other bid items as may be required.
 - Review bids and provide recommendations to owner.

- Assist owner with roof system negotiations.
- C. Roof Design and Construction:
 - Conduct research and perform evaluations of roof systems for compatibility of components for use in buildings located at Port San Antonio.
 - Evaluate and compare manufacturer’s guarantees of potential roof systems.
 - Roof design for facilities ranging from warehouses, industrial production buildings to office buildings.
 - Provide quality control monitoring during construction phase of roof application.
- D. Special Services:
 - Provide expert testimony in roof system related issues.
 - Perform research and provide assistance for case preparation.
 - Depositions and courtroom testimony if required in support of roof system failures.
 - Conduct in-house training for maintenance personnel in support of minor roof repairs.
 - Develop in-house roof management program.

The resulting deliverables for these tasks may include engineering reports, design development and construction documents suitable for bidding purposes, construction design specifications and electronic and “hard-copies” for record keeping purposes. The selected consultant may also be requested to participate in any pre-bid and pre-construction conferences as required to assist the Authority’s construction management team in executing a project. The successful Roofing Consultant shall be a Registered Roof Consultant (RRC) as certified by the Roof Consultant’s Institute, Raleigh, North Carolina. Also, Registered Roof Observers (RRO) must be used during construction phase to observe all work. Registered Roof Observers must also be certified by the Roof Consultant’s Institute. All deliverables must be signed and sealed by a State of Texas Registered Engineer or Architect upon final submission.

Section 3 – Commitment

Respondent understands and agrees that this RFQ is issued predicated on anticipated requirements for the Roof Consulting Services at The Port Authority, and that the Authority has made no representation, written or oral, that any such requirements be furnished under a Contract arising from this RFQ. Furthermore, Respondent recognizes and understands that any cost borne by the Respondent which arises from Respondent's performance hereunder shall be at the sole risk and responsibility of Respondent.

Section 4 – Selection Criteria

4.1 Selection Criteria

The Authority will conduct a comprehensive, fair and impartial evaluation of all responses received in response to this RFQ. Responses will be evaluated by the appropriate Authority staff for the purpose of seeking the proposal that provides the best overall value to the Authority. The criteria for evaluation of responses, and selection of the qualified respondent(s), will be based on the factors listed below. If the Authority elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria. The Authority may also request additional information from Respondents at any time prior to final approval of a selected Respondent. Respondents are requested

to submit a complete response to each of the following Criteria. Responses requiring additional space should be brief and submitted as an attachment to your submittal package. Please reference each response by its corresponding item number. ***Authority reserves the right to select one or more, or none of the Respondents to provide the services. Final approval of a selected Respondent is subject to the action of the Port Authority's Board of Directors.***

Note: Please divide your proposal into the following sections.

No. 1 - CRITERION: Experience – Respondent's demonstrated capability to provide the Roof Consulting services for this project (maximum points – 40)

Describe experience with similar projects within the past 5 years. Projects should emphasize experience with the design and construction administration. Include project name, location, date of completion, construction contract value, square footage, brief description of project scope, project duties and contact information (name, address, phone number, fax number, e-mail address) for Owner's representative and contractor. Note sustainable design features incorporated into projects. List team members who worked on all projects listed. Respondents must have a fully staffed office within 75 miles of Port San Antonio and be able to respond to an emergency within one hour at a jobsite on the PSA property. Respondents must submit a minimum of three (3) customer references that you have worked with the last 3 years from the local area.

No. 2 - CRITERION: Respondent's professional qualifications of key personal (maximum points – 30)

Describe team structure and reporting responsibilities, including designated point of contact. Provide one page resumes for all team members specified, listing education, professional registration and certifications, current office location, years of experience, years with current employer, and experience with requirements specified above, including project names, location, date of completion and project contacts.

- a) Key Personnel (principal, project manager, architect/engineer in charge and other professionals) – State amount of time devoted to the project. List education, registrations/certifications, and experience.
- b) Actual prior project experience of the proposed Team working together as a team.
- c) List sub-consultants if applicable, their area of responsibility and experience, state amount of work to be shared and area of work.
- d) Attach organizational chart.
- e) Equipment and Facilities: List any special equipment or facilities available to do the required work accurately and expeditiously.
- f) Firm's Availability: When can firm start work? Does the firm have any concurrent commitments that would impede progress on anticipated projects, i.e., other jobs?

Prime firm and sub-consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and sub-consultants must commit that staff proposed in this submittal would be available for the proposed work. The Authority may decide to visit team’s business addresses on a regular basis to follow progress of work. Attach a resume of no more than one (1) page for each key individual.

No. 3 - CRITERION: Respondents utilization of project scheduling throughout the design phases and professional capacity to complete projects within the time required (maximum points – 20)

- a) Describe your ability to establish and maintain project delivery dates.
- b) Identify all key process steps, phases, milestones, approvals, and project meetings you commonly anticipate.

No. 4 – CRITERION: SMWVBE AND LOCAL PARTICIPATION (maximum points – 10)

It is the policy of the Authority to encourage involvement of *qualified* Small, Minority, Woman-Owned and Veteran-Owned Business Enterprises (SMWVBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific aspirational goals shown below. Responses will be evaluated and points given based on contributions toward the Authority’s overall Small, Minority, Woman-Owned, and/or Veteran-Owned Business Enterprises and Local Business Enterprises goals for Professional Services. *Percentages represented below are percentages of contract dollar values for prime and sub-prime firms:*

<i>Category Description</i>	<i>Aspirational Goals – Construction Services</i>	<i>Aspirational Goals – Professional Services</i>	<i>Aspirational Goals – General Services & Materials/Equipment</i>
<i>Small Business Enterprise (BE)</i>	<i>35%</i>	<i>35%</i>	<i>35%</i>
<i>African American (BE)</i>	<i>10%</i>	<i>10%</i>	<i>10%</i>
<i>Asian (BE)</i>	<i>10%</i>	<i>10%</i>	<i>10%</i>
<i>Minority/Woman (BE)</i>	<i>10%</i>	<i>10%</i>	<i>10%</i>
<i>Woman (BE)</i>	<i>10%</i>	<i>10%</i>	<i>10%</i>
<i>Hispanic (BE)</i>	<i>15%</i>	<i>15%</i>	<i>15%</i>

Goals associated with Disadvantaged Business Enterprises (DBE) and Historically Underutilized Businesses (HUB) are contingent upon the goals specified for contracts funded by the State and/or Federal Department of Transportation.

Only companies certified as SBE, MBE, WBE, AABE or DBE through a State Authorized Certification Agency, TxDOT or the South Central Texas Regional Certification Agency (SCTRCA) or other approved agency (State of Texas HUB Certification etc.) or that the a Texas Certifying entity

has reciprocity, can be applied toward the contracting goals. Proof of certification must be submitted utilizing, in part or in whole, an SBE, MBE, AABE, WBE or DBE firm in order to receive any points under this criterion. If certified by another state, provide the certification documentation. If not certified, you may contact the South Central Texas Regional Certification Agency (SCTRCA) at (210) 227-4722 to initiate the steps to obtain the applicable certification. Responses will include the following information:

Estimated Prime firm's and applicable sub-firm's percent (%) participation (percent of the contract applicable to the scope of work) in this proposed project(s) and include all associated certification documentation. (See Attachment 1)

Points are based on the following:

- a. Prime firms or sub-firms meeting the definition of a Local Business or a local office shall receive **5 points**.
- b. Prime firms or sub-firms meeting the definition of a SMWVBE shall receive **5 points**.
- c. SMWVBE certifications must be included with the proposal.

Definitions:

African American Business Enterprise (AABE): a sole proprietorship, partnership or corporation owned, operated and controlled by an African American Group member(s) who has at least 51% ownership. The African American group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories.

Asian American Business Enterprise (ABE): a sole proprietorship, partnership or corporation owned, operated and controlled by an Asian American minority group member(s) who has at least 51% ownership. The Asian American group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories.

Disadvantaged Business Enterprise (DBE): a small business concern, as defined pursuant to Section 3 of the Small Business Act and implementing regulations, that is owned and controlled by one or more disadvantaged individuals. Owned and controlled means a business, which is at least 51% owned by one or more socially and economically disadvantaged individuals. In the case of any publicly owned business, at least 51% of the stock must be owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Hispanic Business Enterprises (HBE): a sole proprietorship, partnership or corporation owned, operated and controlled by an Hispanic minority group member(s) who has a least 51% ownership. The Hispanic American group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories.

Historically Underutilized Business (HUB): a sole proprietorship, partnership or corporation, operated and controlled by a 51% owner that is an Asian Pacific American, African American, Hispanic American, Native American and/or American woman; is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC 20.23, and has its principal place of business in Texas, and has an owner residing in Texas with a proportionate interest that actively participates the entity's affairs.

Local Business (LB): a corporation, partnership, sole proprietorship, or other legal entity, which is headquartered within Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, McMullen, Medina, or Wilson County for at least one year. For a branch office of a non-headquartered business to qualify as an LBE, the branch office must be located in one of the above mentioned counties for at least one year and must employ a minimum of ten (10) FTE (full time equivalent) residents of said respective County for use at the local branch office.

Minority Business Enterprise (MBE): a sole proprietorship, partnership or corporation owned, operated, and controlled by a minority group member(s) who has at least 51% ownership. The minority group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories.

(A) Group Member(s) – There are five ethnic categories into which group members may fall in accordance with the Small Business Administration's identifiers. {(Small Business Act 2(f)(1)(A)(B)(C)} They are African Americans, Hispanic Americans, Asian Americans, and Native Americans legally residing in or that are citizens of the United States of America or its territories. Within these categories, the following classifications are recognized in this region through the Regional Certification Agency:

- African American: Persons having origins in any of the black racial groups of Africa as well as those identified as Jamaican, Trinidadian or West Indian.
- Hispanic American: Persons of Mexican, Puerto Rican, Cuban, Spanish or Central or South American origin.
- Asian-Pacific American: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- Asian-Indian American: Persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Maldives Islands, Bhutan, or Nepal.
- Native American: Persons having no less than 1/16 percentage origin in any other American Indian Tribes, as recognized by the United States Department of the Interior, Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents, to include persons who are Eskimos, Aleuts, or Native Hawaiians.

Minority/Woman Owned Business Enterprise (M/WBE): A business that is 51% owned, controlled and managed by one or more women and/or an ethnic minority. The minority/woman group member(s) must have operational and managerial control, interest in capital, expertise and earnings

commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories.

Small Business Enterprise (SBE): a business structure that is formed with the purpose of making a profit, which is independently owned and operated and which meets the United States Small Business Administration (SBA) size standard for a small business (refer to <http://sba.gov/size> click table).

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

Woman Owned Business Enterprise (WBE): A sole proprietorship, partnership or corporation owned, operated, and controlled by one or more women who have a total of at least 51% or more ownership.

ATTACHMENT 1 - AFFIDAVIT

Entities submitting qualification statements, including their agents and representatives, shall not lobby or contact any member of the Authority Board of Directors or Authority Staff except in the course of the Authority-sponsored inquiries, briefings, interviews and presentations between the qualification statement submission date and award by the Authority Board of Directors. Any violation of this provision may result in disqualification of the submitting firm. Entities submitting qualification statements shall execute by signature the attached Affidavit of Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying and return the signed affidavit with their response. The Affidavit form follows:

**ENTITY'S AFFIDAVIT OF NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING
FOR
Roof Consulting Services**

- (1) Neither I nor any of my officers, partners, owners, agents, representatives, employees, or parties in interest, have in any way colluded, conspired, or agreed, directly or indirectly, with any person, firm, corporation or other entity submitting a qualification statement on this project or potential participant in this procurement action in regard to the terms or conditions of this qualification statement. I have not paid or agreed to pay, directly or indirectly any person, firm, corporation or other entity submitting a qualification statement on this project or potential participant in this procurement action, any money or anything of value in return for assistance in obtaining or attempting to obtain the contract anticipated to result from this procurement action. I will not pay any money or anything of value in the future for that purpose.
- (2) None of the deciding factors set forth in the Request for Qualifications (RFQ) or in the subsequent agreement were my idea or the idea of anyone representing my company, unless the suggestion was made at a public meeting.
- (3) No officer or stockholder of my company is an employee of the Authority, or is related to any employee or elected official of the Authority that will exercise authority in the selection of the project consultant.

(4) My agents, representatives, sub-consultants and I will not undertake any activities or actions to promote or advertise my proposal to any member of any technical evaluation team reviewing the proposals, member of the Authority Board or Authority Staff except in the course of Authority-sponsored inquiries, briefings, interviews or presentations between the qualification/proposal statement submission date and award by the Authority.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Firm/Entity: _____

State Tax ID No.: _____

ATTACHMENT 2 – INSURANCE REQUIREMENTS

Prior to the commencement of any work under this Contract, consultant shall furnish a completed Certificate of Insurance to the Contracting Office, 907 Billy Mitchell Blvd, San Antonio TX 78226. The Certificate of Insurance shall be completed by an agent authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon, and which shall furnish and contain all required information referenced or indicated thereon. The AUTHORITY shall have no duty to pay or perform under this Contract until such certificate shall have been delivered to the Contracting Office, and no officer or employee shall have authority to waive this requirement.

The AUTHORITY reserves the right to review the insurance requirements of this Article during the effective period of this Contract and any extension or renewal hereof and to modify insurance coverage and their limits when deemed necessary and prudent by the Authority’s Contracting Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Contract, but in no instance, will the AUTHORITY allow modification whereupon the AUTHORITY may incur increased risk.

A consultant’s financial integrity is of interest to the AUTHORITY therefore, subject to consultant’s right to maintain reasonable deductibles in such amounts as are approved by the AUTHORITY, consultant shall obtain and maintain in full force and effect for the duration of this Contract, and any extension hereof, at consultant’s sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company and/or otherwise acceptable to the AUTHORITY, in the following types and amount

<u>TYPE</u>	<u>AMOUNT</u>
1. Workers’ Compensation	Statutory
2. Employers’ Liability	500,000/500,000/500,000
3. Commercial General (public) Liability Insurance to include coverage for the following:	<u>C</u> ombined <u>S</u> ingle <u>L</u> imit for <u>B</u> odily <u>I</u> njury and Property
a. Premises operation	<u>D</u> amage of \$1,000,000 per occurrence
b. Independent contractor’s	

c. Products/completed operations

d. Contractual liability

4. Business Automobile Liability	1,000,000 combined single limit any one accident
5. Professional Liability (applicable)	1,000,000 per claim and 1,000,000 aggregate
6. Excess Umbrella Liability	2,000,000 per claim and 2,000,000 aggregate

The AUTHORITY shall be entitled, upon request and without expense, to receive copies of the policies and all endorsements thereto as they apply to the limits required by the AUTHORITY, and may make a reasonable request for deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Upon such request by the AUTHORITY, the consultant shall exercise reasonable efforts to accomplish such changes in policy coverage, and shall pay the cost thereof.

Consultant agrees that with respect to the above required insurance, all insurance Contracts and Certificate(s) of Insurance will contain the following required provisions.

- Name the AUTHORITY, the AUTHORITY and its officers, employees, and elected representatives as additional insureds with respect to operations and activities of, or on behalf of, the named insured performed under Contract with AUTHORITY, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the AUTHORITY where the AUTHORITY is an additional insured shown on the policy;
- Workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of the AUTHORITY.

Consultant shall notify the AUTHORITY in the event of any notice of cancellation, non-renewal or material change in coverage and shall give such notices not less than seven (7) days prior to the

change, or ten (10) day notice for cancellation due to non-payment of premiums, which notice must be accompanied by a replacement Certificate of Insurance. All notices shall be given to the AUTHORITY at the following address:

**Port Authority of San Antonio
907 Billy Mitchell Blvd
San Antonio, Texas 78226-1802**

If consultant fails to maintain the aforementioned insurance, or fails to secure and maintain the aforementioned endorsements, the AUTHORITY may obtain such insurance, and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; however, procuring of said insurance by the AUTHORITY is an alternative to other remedies the AUTHORITY may have, and is not the exclusive remedy for failure of consultant to maintain said insurance or secure such endorsement. In addition to any other remedies the AUTHORITY may have upon consultant's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the AUTHORITY shall have the right to order consultant to stop work hereunder, and/or withhold any payment(s) which become due, to consultant hereunder until consultant demonstrates compliance with the requirements hereof.

Nothing herein contained shall be construed as limiting in any way the extent to which consultant may be held responsible for payments of damages to persons or property resulting from consultant's or its sub-consultants' performance of the work covered under this Contract.

ATTACHMENT 3 – FORM A - GENERAL INFORMATION

PRIME FIRM - GENERAL INFORMATION:

Form "A"

Project Name: **Roof Consulting Services**

Firm Name: _____

Firm Address: _____

Headquarters Address (For parent company other than above listed firm): _____

Office Telephone # _____

Fax Telephone # _____

Federal Tax I.D. No. _____

If Joint Venture, Name Participating Firms and Percentage Control. _____ % Control

Firm A:

Firm B:

If you are submitting as a joint venture, the following information should be completed for each of the joint venture firms.

YEARS IN BUSINESS:

Number of years firm in business: _____

Type(s) of Organization(s): (Individual, Partnership, or Corporation) _____

Date(s) of Organization: (Month and Year) _____

Name and Date of Predecessor Organization(s): _____

OFFICE PERSONNEL

List principals and titles:

Personnel other than Principals:

Total number of employees in firm(s): _____

Number of other professionals: _____

Number of support personnel: _____

SMWVBE CERTIFICATION OF PRIME FIRM OR JOINT VENTURE

Attach copy of SBE/MBE/WBE or VBE certificate indicating certification is current or provide certification number(s).

SUBCONSULTANT INFORMATION

Attach a letter from each sub consultant on the proposed team, confirming that they have been contacted and are prepared to provide services for the project.

OTHER CONSIDERATIONS

1. Does your firm have and generally carry:

- Worker’s Compensation and Employers’ Liability Insurance
 Yes No; if yes, please state limits: _____

- Commercial General Liability Insurance
 Yes No; if yes, please state limits: _____

- Business Automobile Liability Insurance
 Yes No; if yes, please state limits: _____

- Professional Liability Insurance
 Yes No; if yes, please state limits: _____

2. Describe the quantity and nature of any work, interest in work, partnership interest, land ownership or other interest in any project, property or business dealing within the proposed project area or past or current business relationship which may give rise to a potential conflict of interest for your firm or associated firms in the execution of this project.
