



**REQUEST FOR PROPOSALS
FOR
PROJECT MANAGEMENT SUPPORT SERVICES
COMAL COUNTY, TEXAS**

RFP #: 2016-310

DUE: February 4, 2016, 2:00 P.M.

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PRE-PROPOSAL CONFERENCE

All bidders are encouraged to attend a Pre-Proposal Conference to be held:

DATE: TUESDAY, JANUARY 26, 2016

TIME: 10:00 A.M.

LOCATION: COMAL COUNTY GOODWIN ANNEX
PURCHSING OFFICE/TRAINING ROOM
1297 CHURCH HILL DR.
NEW BRAUNFELS, TX 78130

RSVP: Firms planning to attend the pre-bid conference should RSVP, in writing, via e-mail, no later than 5:00 p.m., Friday, January 22, 2016.

Send RSVP'S to Ramona Womack, purrjw@co.comal.tx.us with a subject line RSVP 2016-310 Pre-Proposal Conference

Questions from bidders will be addressed at the pre-proposal conference. Any Firm who submits a proposal without attending the scheduled pre-proposal conference does so at his own risk. Such applicant who submits a proposal and does not attend the scheduled pre-proposal conference waives any right to assert claims due to undiscovered conditions.

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Comal County is soliciting proposals and qualification packages for Project Management Support Services for the Comal County Capital Improvement Program.

THE ORIGINAL AND SIX (6) COPIES
OF THE COMPLETED PROPOSALS MUST BE RECEIVED IN THE
COMAL COUNTY PURCHASING OFFICE
1297 CHURCH HILL DRIVE
NEW BRAUNFELS, TX 78130
ON OR BEFORE FEBRUARY 4, 2016 AT 2:00 P.M.

All Proposals, including a "NO BID", are due in the Purchasing Office by the due date, in sealed envelopes or boxes. All Proposals must be clearly marked with the RFP Number, the name of the company/firm submitting the proposal, and date and time of opening on the outside of the envelope/box. Original proposal/response must be clearly marked "**ORIGINAL**" and contain all original signatures.

Any Proposal received after the date and/or hour set for proposal opening will be returned unopened. If Proposals are sent by mail to the Purchasing Office, the proposer shall be responsible for actual delivery of the proposal to the Purchasing Office before the advertised date and hour for opening of Proposals. If mail is delayed either in the postal service or in the internal mail system of Comal County beyond the date and hour set for the opening, proposals thus delayed will not be considered and will be returned unopened.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by proposer guaranteeing authenticity. After the official opening, Proposals become the property of Comal County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Director and the approval of Commissioners Court.

Comal County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this proposal.

No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Request from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:

Ramona Womack, Purchasing Director
E-MAIL: purrjw@co.comal.tx.us
FAX: 830-608-2031

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All documents relating to this RFP including but not limited to, the RFP document, questions, responses to questions, addenda and special notices will be posted under the RFP number on the Comal County web site. It is the proposers' sole responsibility to review this site and retrieve all related documents prior to the RFP due date.

The deadline for receipt of written questions shall be 12:00 (Noon), CST, Friday, January 29, 2016.

Proposal Response Forms must be fully completed and included in your response. Forms that have been retyped or altered may result in rejection of proposal/response.

This RFP is issued in compliance with the County Purchasing Act, Section 262.030(d). Negotiations shall be conducted with responsible Firm(s) who submit proposals determined to be reasonably susceptible of being selected for award.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Comal County will make every effort to protect these papers from public disclosure as outlined in LGC, Section 262.0320(cb) of the State of Texas County Purchasing Act.

Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All Proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the Proposals and identified as such.

The successful Contractor shall defend, indemnify, and hold harmless Comal Count from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

Continuing non-performance of the Firm in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Firms will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Comal County reserves the right to waive any irregularities and to make award in the best interest of the County.

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Comal County reserves the right to accept or reject in part or in whole any Proposals submitted, and to waive any technicalities for the best interest of the County. Firms may be disqualified and their Proposals not considered, among other reasons, for any of the following specific reasons:

1. Proposals containing any irregularities.
2. Unbalanced value of any items.
3. Reason for believing collusion exists among the Firms.
4. Reasonable grounds for believing that any Firm is interested in more than one Bid for the work contemplated.
5. The Firm being interested in any litigation against Comal County or any other Texas County..
6. The Firm being in arrears on any existing contract or having defaulted on a previous contract
7. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
8. Uncompleted work which in the judgement of the County will prevent or hinder the prompt completion of additional work, if awarded.
9. Respondents shall not owe delinquent property tax in Comal County.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Comal County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful proposer may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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SPECIAL CONDITIONS

INSURANCE REQUIREMENTS

- A. The Project Management Firm shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Comal County.
1. Workers' Compensation — statutory
 2. Employer's liability — \$500,000
 3. Comprehensive Commercial General Liability:
 - a. Bodily Injury/Personal Injury — \$1,000,000 per occurrence
 - b. Property Damage — \$1,000,000 aggregate
 4. Professional Liability and/or Errors and Omissions — \$1,000,000 per occurrence
- B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Project Management Firm.
- C. Required Provisions:
1. Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Office.
 2. All certificates shall provide Comal County will receive an unconditional thirty days written notice in case of cancellation or any major change.
 3. As to all applicable coverage, certificates shall name Comal County and its officers, employees, and elected representatives as an additional insured.
 4. All copies of the certificates of insurance shall reference the project name and RFP number for which the insurance is being supplied.
 5. The Project Management Firm agrees to waive subrogation against Comal County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent same may be covered by the proceeds of insurance.

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I. PROPOSED SERVICES:

- A. The County is soliciting the services of Project Management Firm. The firm selected shall be responsible for managing one or more design and construction projects over a period of time that may exceed five (5) years. The County reserves the right to add, delete, or modify projects during the term of this agreement.
- B. Comal County is interested in construction project management services in two areas: 1) the Comal County Jail Construction and Sheriff's Office Building Renovation; and 2) project management services on an indefinite quantity basis for ongoing and future projects.
1. Comal County Jail Construction and Sheriff's Office Building Renovation
 - a. The overall concept for this project is as follows:
 - 1) PHASE ONE - Construct a new County Jail of approximately 155,000 square feet containing 573 long-term beds, a 16-bed infirmary, a booking area with temporary holding cells, support areas, a detention administration area and visitation spaces for attorneys and families.
 - 2) PHASE TWO - Once the new jail is built, all of the inmates will be transferred from the existing jail; the interior of the existing jail will be demolished and renovated as offices for the Sheriff's Office.
 - 3) PHASE THREE - Upon completing the renovation of the existing jail, the Sheriff will relocate staff into the newly renovated office space completed in Phase Two. The previously occupied Sheriff's Office area will then be demolished and renovated into additional office space. Upon completion, the Sheriff's Office will contain approximately 68,000 square feet, including space for future expansion.
 2. Project Management Services – Indefinite Quantities
 - a. From time to time, the County may require additional project management services. Project scope can range from existing building renovations to construction of new buildings.
- C. The entire agreement between Comal County and the Project Management Firm shall include the complete RFP, any addenda, the complete response of the responding firm, any additional information or presentations delivered by the responding firm during the course of contract negotiations, and the negotiated and fully executed contract.

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II. SCOPE OF SERVICES:

A. Designated Project Manager

1. The County seeks to engage a firm to provide a Designated Project Manager to manage the Comal County Jail Construction and Sheriff's Office Building Renovation (the "Project").
 - a. The Project Management Firm shall identify within its Proposal submission the individual who shall be the Designated Project Manager for the Project from conception through completion. The Designated Project Manager, and not subordinate staff, shall at all times be directly responsible for the management of the Project. The Designated Project Manager shall not be replaced without the prior written consent of Comal County.
 - b. The scope of services includes managing all activities necessary in a highly collaborative environment to meet project goals, including but not limited to: identifying and prioritizing the needs of Comal County; coordinating the Project work flow of Comal County's Designated Representatives, the architect/engineer, contractor, and the Designated Project Manager (the "Project Team"); ensuring that efficiencies are maximized in all aspects; ensuring that all alternatives are considered, including those not currently under consideration; and ultimately overseeing the implementation process, all while maintaining schedule and scope within the defined budget. The scope includes extensive communication responsibilities to keep the County informed of the Project's progress.
2. Required Qualifications of the Designated Project Manager
 - a. The Designated Project Manager must have recent experience managing the design and construction of jail or correctional facilities of similar size and scope as the Project. It is desirable for the Designated Project Manager to have a minimum of ten years recent experience working in the design and construction industry. Further, the Designated Project Manager should have recent experience in renovation of existing facilities of similar size and scope as the Project.
 - b. The Designated Project Manager must be able to work effectively in a very collaborative environment. With a focus on quality customer service, the Designated Project Manager must be able to work with various committees and an extensive list of stakeholders to achieve expected outcomes through a team approach. Exceptional communication, interpersonal and organizational skills and computer literacy are requirements of this position. The ability to read and interpret project manuals, construction plans and specifications, geotechnical reports and topographical surveys is required. Thorough

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knowledge of applicable building codes, construction contracts, state procurement laws, jail standards, and other related statutes, laws, and regulations is required. Knowledge of proper construction procedures is also required. A working knowledge of scheduling software and AutoCAD is an asset.

- c. It is desirable, but not mandatory, that the Designated Project Manager hold a current Project Management Professional (PMP) designation from the Project Management Institute.

B. General Services

- 1. The Project Management Firm will work under the direction of Comal County's Designated Representative(s) and shall:
 - a. Plan, manage, coordinate, and control all aspects of the Project;
 - b. Direct and coordinate the efforts of the Project Team to achieve the objectives of the Project and to meet the County's requirements;
 - c. Work closely with the County to foster a team environment among all members of the Project Team;
 - d. Have the ability to work independently, guided only through broad direction;
 - e. Have the ability to communicate at all levels, including exercising discretion, confidentiality, and diplomacy;
 - f. Become familiar with and adhere to all related Comal County policies;
 - g. Determine Project related applicable regulations, codes, laws, etc., and where necessary, work with the authorities having jurisdiction;
 - h. Identify key decisions and facilitate approvals, including bringing the necessary people to the table to get decisions made;
 - i. Clearly establish the responsibilities of the Project Team and provide overall coordination and implement controls to ensure the Project is completed efficiently;
 - j. Establish, monitor, and control a program of progressive reviews including, scope, cost, schedule, and risk;
 - k. Identify and assess scope, schedule, and budget changes and make recommendations to meet Project goals and objectives;
 - l. Identify and advise the County of any potential obstacles or issues that need special attention during the Project, assess options, and provide a recommendation to the County;
 - m. Regularly assess the status of the work, establish and administer quality assurance and control programs;
 - n. Ensure all reports and submissions are identified and included in the Project schedule of deliverables;
 - o. Implement Project data control and retrieval systems (files: digital and hardcopy) to fully track the evolution of decisions, ensure appropriate approvals are obtained and preserved, and be able to provide copies

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of documents within 24 hours of receiving a request from the Project Team;

- p. Ensure all activities, especially decisions and financial commitments, are documented, tracked and retrievable on request; and
- q. Maintain proper Project records in a format acceptable to the County and turn over Project documents at the completion of the Project, and at such other times as the County may require.

C. Communications and Project Status Reports

- 1. Through all phases, the Project Management Firm will be responsible to maintain an open communication process and will develop such a strategy to keep the Project Team and the County informed of the Project's progress. This program will include, but not be limited to:
 - a. Development of a Project Charter and Project Plan;
 - b. Develop and implement a comprehensive communications strategy throughout the Project to keep the Project Team and the County informed of Project's progress;
 - c. Develop a means by which the Project Team can be promptly advised as to the status of requests;
 - d. Identify information distribution protocols, including meetings, hard document distribution, shared access networks and electronic databases, fax, email, voicemail, etc.;
 - e. Prepare monthly project management reports and executive summaries, covering:
 - 1) Budgets by activity/contract showing to date and expected;
 - 2) Committed and anticipated costs;
 - 3) Scheduled and actual progress of the work;
 - 4) Bidding and contractual issues;
 - 5) Design status/construction status;
 - 6) Scope changes and scope status;
 - 7) Issues and risks;
 - 8) One month look-ahead; and
 - 9) Three month look-ahead; and
 - f. Maintain close communications with Comal County Designated Representative(s) through regular meetings.

D. Project Scope and Control Requirements

- 1. Develop a strategy and plan to control the Project scope;

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E. Design & Contract Document Control

1. Through all phases, the Project Management Firm will be responsible for preparing and monitoring the design and contract document process, including:
 - a. Attend all design meetings, monitor and control the design review process;
 - b. Implement change control procedures and advise Comal County regarding proposed changes to the consultant's scope of work;
 - c. Monitor the development of the design and advise Comal County regarding cost and quality impact of alternative design solutions;
 - d. Identify all costs that must be captured in Project budgets, including but not limited to base construction costs, fees, contingencies (design and pricing, construction, inflation, implementation and other), new maintenance and operating equipment, new furniture, permits, costs of other services;
 - e. Manage the design process in conformity with the Project plan;
 - f. Identify items that require early procurement;
 - g. Develop, implement, and manage a process to minimize changes through design consultant oversight and/or Comal County requests.

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F. Schedule Control

1. Through all phases, the Project Management Firm will be responsible to prepare and monitor the overall project schedule, including:
 - a. Preparation of a comprehensive and detailed master project schedule using a project management software to include the work of architects, engineers and other consultants, the construction manager, Comal County staff and any others involved in the Project;
 - b. Clear identification of tasks, linkages and responsibilities;
 - c. Making note of all key milestones, such as Project deliverables including design submissions, approvals, procurement and delivery of all materials and equipment, construction, commissioning, turn over and occupancy;
 - d. Monitoring and updating of the Project schedule on a monthly basis, both roll-up and detailed schedules, to reflect actual progress of the work versus the approved baseline;
 - e. Identify issues and risks related to the Project schedule, recommend and implement corrective measures; and
 - f. Prepare monthly status reports identifying work that has been completed, variances in the work completed, corrective actions to be implemented and a one month look-ahead noting key activities to be achieved.

G. Risk Management

1. Through all phases, the Project Management Firm will be responsible for the risk management aspects of the Project, such as:
 - a. Develop a Project risk plan, identify and quantify potential Project risks.
 - b. Develop risk avoidance and/or mitigation strategies for all identified risks.
 - c. Monitor risks, implement response controls and identify residual risk.

H. Financial Management & Cost Control

1. Through all phases, the Project Management Firm will be responsible to monitor and control all Project expenditures including:
 - a. Deliver the Project within the agreed budget;
 - b. Coordination of the value engineering;
 - c. Working with Comal County systems and personnel, determine appropriate reporting and controlling expenditures;

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- d. Prepare projected monthly cash flows (tracking budgeted versus actual), monitor and report actual expenditures versus forecasts and submit monthly Project reports, including:
 - 1) Expenditures;
 - 2) Change orders & potential change orders;
 - 3) Variances; and
 - 4) Cash flows to date and forecast of future cash flows including expenditures.
- e. Monitor, control and document all changes in line item allocations, cost, change orders and potential change orders during construction including:
 - 1) Approved costs to date;
 - 2) Forecast estimates for contractor quotation not yet resolved;
 - 3) Prepare an “Uncommitted Costs Forecast”;
 - 4) Review and analyze contractor bids, recommend the best value; and
 - 5) Track reasons for additional expenditures.
- f. Review and approve monthly progress billings for contractors and consultants.
- g. The Project Management Firm shall sign all invoices the Project Management Firm approves for payment, and track payments using protocols approved by Comal County.
- h. Comal County will sign/countersign all documents in accordance with Comal County protocols where the documents bind Comal County or commit funds, such as contracts, change orders, change directives, etc. or where the payment of funds is concerned. Such signature shall not relieve or reduce the Project Management Firm’s responsibility for ensuring all such documents are accurate, complete and properly financially coded, filed and tracked.

I. Quality Control

- 1. Through all phases, the Project Management Firm will be responsible to prepare and monitor the quality control plan, including:
 - a. Develop the overall project quality plan and ensure that team members comply with the plan;
 - b. Implement peer review or other quality control techniques as appropriate to the phase of the Project; and
 - c. Review all consultant, contractor and vendor quality programs for compliance to the project quality plan.

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III. PRE-PROPOSAL CONFERENCE:

- A. A pre-proposal meeting will be held Tuesday, January 26, 2016 at 10:00 a.m. in the Comal County Goodwin Annex, Purchasing Office/Training Room, 1297 Church Hill Dr., New Braunfels, TX 78130. Attendance is highly encouraged for all firms interested in submitting proposals. This conference will be used to discuss the expected type of services and answer questions regarding this RFP.

IV. PROPOSAL FORMAT:

- A. Interested Proponents must provide the following information in their Proposal.
1. Organization and Experience: The original and ten (10) copies, maximum of twenty (20), 8-½" x 11" pages, excluding resumes and Project Information Sheets (see paragraph 2.h. below), one sided, minimum of 12 point font.
 2. Responses should be organized in the order specified below along with a cover letter/introduction:
 - a. Description of your firm and the type of services offered.
 - b. Company background and brief history.
 - c. Ownership, organization and management structure.
 - d. A general statement of the experience of the firm on relevant projects. Describe your approach to delivering institutional projects, as well as working with committees and multiple user groups or stakeholders.
 - e. Provide name(s) of personnel who would be assigned as the Designated Project Manager and briefly outline their general experience, capability, and capacity. Experience of the personnel while with other employers shall identify the name of the other employer.
 - f. Confirm familiarity of personnel with software such as Microsoft Windows, Excel, Word, and Project.
 - g. State your firm's approach to bringing a project back on schedule.
 - h. Provide "details" for at least 5 projects involving the provision of project management services for new construction and renovation in an institutional environment. Attach additional pages (maximum one additional page per project) if required to describe the project and your services/roles.
 - i. Provide resumes for all personnel nominated for Comal County work, clearly indicating their experience, educational qualifications, professional affiliations, and the number of years with the firm.

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- j. Provide a comprehensive overview of the consultants' approach to providing services for the project, including the management systems and controls to be used and the benefits, the major difficulties that might be expected, and the methods that would be used to overcome them.
 - 1) State how your firm will ensure deliverables free of errors.
- k. Audited financial statement of the firm for the previous two years.
- l. Discuss past (in the last five years), current, and potential litigation, mediation and arbitration regarding the firm's work in a project manager role.

V. PRICE PROPOSAL: (Maximum of two (2) 8-1/2" x 11", pages -one sided)

- A. Provide:
 - 1. Monthly price for one (1) Designated Project Manager, (named in this RFP) for the Project.
 - a. Advise and discuss any cost not included in the monthly rate that may impact the County in the use of your firm's services.
 - 2. Monthly price for one (1) Designated Project Manager for indefinite quantities projects on an as needed basis.
 - a. Advise and discuss any cost not included in the monthly rate that may impact the County in the use of your firm's services.
- B. Costs that are to be part of the quoted monthly rate and are not reimbursable include, but are not limited to:
 - 1. Monthly cost for cell phone service;
 - 2. All of the firm's overhead and profit, including, but not limited to home office costs, telephone service, Internet service, computer and software costs, office rentals legal fees, office equipment, etc.
 - a. Advise and discuss any cost not included in the monthly rate that may impact the County in the use of your firm's services.
 - b. Discuss reimbursable costs that would not be included in the monthly rate as described above.

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VI. SELECTION PROCESS OVERVIEW:

- A. After the due date, proposals will be distributed to an evaluation committee. During the evaluation process, the evaluation committee will rank all respondents based on the information specified in Section VIII, Criteria for Selection. Comal County may perform interviews with the top tier firm(s). The top tier firm(s) may be required to make presentations to clarify all or part of their proposal. The committee will look for a demonstrated understanding of Comal County's expectations of the project.
- B. Comal County may make any investigation it deems necessary to determine the ability of the respondent(s) to provide satisfactory performance in accordance with these instructions, terms, conditions, and specifications. Respondents shall provide to Comal County such additional information and data that may be requested for this purpose. Respondent(s) may be required to provide a sample of item(s) proposed for evaluation purposes.
- C. The County will enter into negotiations with the top ranked firm deemed to be fully qualified and best suited among those submitting responses. The County will ask this firm for pricing scenarios. Negotiations on pricing targets and other areas of interest will then be conducted.
- D. Should Comal County determine it is unable to reach an agreement on terms for a satisfactory contract with the top ranked firm, negotiations will be terminated with that respondent and enter into negotiations with the next ranked firm and so forth until either a satisfactory contract has been executed or Comal County has rejected all proposals.
- E. Comal County reserves the right to award to a single firm or multiple firms, if it deemed by Comal County to be in its best interest.
- F. Comal County reserves the right to award by whichever pricing scenario is deemed necessary to accommodate budgetary, operational, and/or specification requirements. In doing so, Comal County may separate and accept or reject any proposal in part or in whole.

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VII. CRITERIA FOR SELECTION:

A. The following criteria for selection

	<u>Maximum Points</u>
1. Project Manager and/or Firm experience relating to the County's requirements	25
2. Qualifications and Resumes	10
3. Successful Completion for similar work completed, including references	15
4. Methodology or approach to the scope of work (Management Plan)	10
5. Location in general geographic area to the project(s)	5
6. Responsiveness to the Request for Proposals (RFP)	5
7. Price	30



COMAL COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Comal County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Comal County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically Underutilized Businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned, and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Comal County.

Businesses include firms, corporations, sole proprietorships, vendors, supplier's contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provisions that require competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Comal County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services shall not discriminate on the basis of race, color creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the County.
- B. Comal County will use and recognize the State of Texas Historically Underutilized Business certification process in conjunction with the implementation of this policy. The County may recognize other agencies certifications processes recognized by the State of Texas. Comal County reserves the right to review the certification status of any vendor applying to do business with the County. The review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 - 1. Target goals should consider:
 - a. The availability of HUB firms within the specific category of goods or services to be procured; and
 - b. The diversity of the County's population.
 - 2. The goals should be reviewed and amended periodically.
 - 3. The program may apply to all County procurements including construction and professional services.
 - 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 - 5. Commissioners Court will use good faith efforts to meet the goals of this policy.
- D. Comal County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
 - 1. Utilize the State of Texas Historically Underutilized Business vendor database.

2. Advertise bids on the County's website and in the local newspaper.
 3. Provide bid notice to minority Chambers of Commerce within Comal County, if applicable.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively search the State Comptroller's HUB vendor list in the quotation process for purchases under the statutory bid limit.
- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Office shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Director shall serve as the County HUB Officer.
1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.

4. Any complaints and/or recommendations regarding the implementation of this policy will be received and reviewed by the HUB Officer. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioner's Court regarding any irregularities or misrepresentations of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.

COMAL COUNTY
FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Comal County's bid process. The Purchasing Office will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of the Texas Comptroller of Public Accounts Historically Underutilized Business Program. All companies seeking information concerning DBE certification are urged to contact The Texas Comptroller of Public Accounts at 800-531-5441, extension 3-6958 or 512-463-6958.

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE _____ FAX _____

E-MAIL _____

Indicate all that apply:

_____ Minority-Owned Business Enterprise

_____ Women-Owned Business Enterprise

_____ Disadvantaged Business Enterprise

**COMAL COUNTY
BIDDER/OFFEROR'S AFFIRMATION**

This sheet must be completed, signed, and returned by Bidder/Offeror with RFP.

1. Bidder/Offeror affirms that they are duly authorized to execute this Contract, that this company, corporation, firm, partnership or individual has not prepared this bid/offer in collusion with any other Offeror, and that the contents of this bid/offer as to prices, terms or conditions of said bid/offer have not been communicated by the undersigned nor by any employee or director to any other person engaged in this type of business prior to the official opening of this bid/offer.
2. Bidder/Offeror hereby assigns to purchaser any and all claims for overcharges associated with this Contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.
3. Pursuant to Section 262.076 (a) of the Texas Local Government Code, Bidder/Offeror, hereby affirms that Bidder/Offeror:

(Please check all that are applicable)

_____ Does not own taxable property in Comal County.

_____ Does not owe any ad valorem taxes to Comal County or is not otherwise indebted to Comal County.

Bidder/Offeror Company Name _____

Bidder/Offeror (Signature) _____ Date _____

Bidder/Offeror (Print Name) _____ Date _____

Position with Company _____

Signature of Company Official
Authorizing the Bid/Offer _____ Date _____

Company Official
(Printed Name) _____

Official's Position _____

Corporate Offerors Shall Furnish the Following Information:

Where Incorporated Charter Number _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

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

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

Yes No

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

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

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

4

Signature of person doing business with the governmental entity

Date

**REQUEST FOR PROPOSALS FOR PROJECT MANAGEMENT SUPPORT SERVICES
COMAL COUNTY, TEXAS**

FIRM REFERENCES

Please list five (5) references, **other than Comal County**, who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this RFP.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

**REQUEST FOR PROPOSALS FOR PROJECT MANAGEMENT SUPPORT SERVICES
COMAL COUNTY, TEXAS**

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FOUR

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FIVE

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

**REQUEST FOR PROPOSALS FOR PROJECT MANAGEMENT SUPPORT SERVICES
COMAL COUNTY, TEXAS**

The undersigned agrees this proposal becomes the property of Comal County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and a storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be sixty (60) calendar days unless a different period is noted by the proposer/respondent.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Proposer/Respondent, nor any employee of Comal County, and that the contents of this proposal have not been communicated to any other proposer or to any employee of Comal County prior to the official opening of this RFP.

Firm hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package.

NAME AND ADDRESS OF COMPANY:

Tel. No. _____

E-Mail Address: _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Name _____

Title _____

FAX No. _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

This form must be signed and returned with proposal

**REQUEST FOR PROPOSALS FOR PROJECT MANAGEMENT SUPPORT SERVICES
COMAL COUNTY, TEXAS**

DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements and/or provisions as outlined in this Request for Proposals and Qualifications. Unless specifically listed here, your response will be considered to be in FULL compliance with the RFP. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the RFP stipulated must be fulfilled at no additional expense to Comal County.

Company

Signature of Authorized Representative

Date