

Public Notice

Issuance of Request for Qualifications for Design-Build Construction Services

Iowa Park Public Safety Facilities

The City of Iowa Park will be soliciting Statements of Qualifications (SOQ) from qualified Design-Build teams interested in providing professional design and construction services for one or both of two separate and distinct public safety projects:

1. New Iowa Park Fire Station
2. New Iowa Park Police Station

Design-Build teams may express interest in either project or both projects. The City of Iowa Park reserves the right to reject any and all submittals and the right to award either or both projects to a selected team. The full Design-Build RFQ may be downloaded at <https://iowapark.com/police-fire-facilities-project/>.

Project Sites:

1. New Iowa Park Fire Station at 104 East Highway, approximately 0.5 acre in City Hall Park between the existing Fire Department (104 E Highway) and the United States Post Office (211 East Cash).
2. New Iowa Park Police Station at 400 E Highway, approximately 1.0 acre, Lot 7-A Replat, Block G, Original Town, Iowa Park, located between Victoria Ave and Texowa Street.

Topographic surveys and geotechnical reports of both sites will be provided by the City, the "Owner" of the properties.

Project Description and Scope:

The new Public Safety Facilities will provide proper facilities in support of residential growth in the area.

1. The new Iowa Park Fire Station will be an approximately 6,000 square feet, single story facility that includes at least three double drive-thru apparatus bays with concrete aprons, an office, training room, gear storage and maintenance areas, restroom with shower, and back-up generator. Construction on the new facility is slated to begin in Spring 2022.
2. The new Iowa Park Police Station will be an approximately 8,500 square feet, single story facility that includes a public lobby, offices, interview rooms, dispatch center, breakroom, restrooms with locker facilities, records storage, evidence storage, sally port, book-in area, holding cells, communications tower, and back-up generator. The police facility floor plan will provide for a Storm Shelter area within this new facility. Construction on the new facility is slated to begin in Fall 2022.

The Design-Builder's scope of work will include:

1. Preconstruction project planning including assistance in preparation of a schedule. Preliminary cost estimate, and value engineering measures.
2. Prepare site, architectural, structural, mechanical, plumbing, and electrical design plans based on the Owner's concept plans and additional criteria as discussed in the preconstruction meetings. Drawings shall include at a minimum:
 - a. Site Design: Clearing, grading and drainage plans, SWPPP plans, layout and staking plans, site elevations and sections, construction details, lighting and signage, basic landscape and planting and irrigation plans and details. Design should allow for connections to water and sewer when those improvements are made.
 - b. Building Design: Building plan configuration and elevations including exterior building skin materials and colors, foundation, structural and roofing systems, building fenestration and openings, overall dimensions, mechanical, electrical and plumbing systems, equipment and energy performance calculations, energy and performance modeling, building systems review, coordination and integration to include all utilities and controls.
3. Develop preliminary and final cost estimates and project schedule.
4. Construction administration and observations including bi-weekly site observations and Owner and Design Build Contractor meetings.
5. Project closeout, establishment of warranties, guarantees, Record Drawings and equipment operation manuals.

Anticipated Project Budget

1. The City of Iowa Park estimates an approximate Construction Budget for the new Iowa Park Fire Station of \$900,000 dollars including all costs and fees.
2. The City of Iowa Park estimates an approximate Construction Budget for the new Iowa Park Police Station of \$3,800,000 dollars including all costs and fees.

“End of Public Notice”

Request for Qualifications (RFQ) Summary

Iowa Park Public Safety Facilities

Date of Issue: November 23, 2021

Design-Build RFQ Summary

The City of Iowa Park is soliciting proposals from qualified design-build teams interested in providing professional design and construction services for 1) a new Fire Station, 2) a new Police Station, or 3) both new Fire and Police Stations for the City of Iowa Park. This RFQ provides complete information on services being sought, the submittal requirements and timeline.

The complete RFQ package may be viewed at <https://iowapark.com/police-fire-facilities-project/>. The full RFQ and supporting documents may be downloaded from this site. Acquiring from a different source could mean that this document has been superseded by a later version. Only those requesting this document from the advertised source will be included on the mailing list for updates. The City is not responsible for any reader's failure to heed this notice.

A pre-submittal conference will be conducted on Wednesday January 12, 2022, at 10am at the Iowa Park Economic Development Conference Room, 109 W Cash St, Iowa Park, Texas 76367.

Questions, requests for information and responses to this RFQ shall be addressed and **delivered in writing** by email or conventional mail to:

Jerry Flemming, City Manager
City of Iowa Park
103 N Wall St
Iowa Park, TX 76367
jflemming@iowapark.com

No RFQ related phone calls will be accepted.

Sealed proposals marked "Iowa Park Public Safety Facilities" shall be received by 2:00 pm on Friday February 18, 2022, at the Office of the City Secretary, City Hall, 103 N Wall, Iowa Park, Texas 76367. Late Qualifications, amendments and/or responses received after this time and date listed above shall not be considered for evaluation and will be returned to the Respondent unopened.

The City of Iowa Park reserves the right to reject any and all submittals. This RFQ does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a response nor does it obligate the City to accept or contract for any expressed or implied services.

Anticipated Project Budget:

1. The City of Iowa Park estimates an approximate Construction Budget for the new Iowa Park Fire Station of \$900,000 dollars including all costs and fees.
2. The City of Iowa Park estimates an approximate Construction Budget for the new Iowa Park Police Station of \$3,800,000 dollars including all costs and fees.

Design-Builder Evaluation

Each submitter will be evaluated and short-listed based on their Statement of Qualifications score (100 points maximum) as determined through a qualification review process and scoring criteria noted below.

1. Design-Build Team Experience and Qualifications as pertains to this project – 30 pts.
2. Proposed Design and Engineering Professional Experience and Qualifications-30 pts.
3. Project Understanding and Approach – 20 pts.
4. Proven ability to construct similar projects within the allotted budget, schedule and ability to acquire a Performance Bond – 10 pts
5. Statement of Qualifications, Quality and Responsiveness – 10 pts
6. Project Site Information: A topographic survey and geotechnical testing of the site will be completed by the City. These documents will be provided to Design-Build Bidders as part of the Concept Design package.

Explanation of Project Team by Submitting Design Build Firms/Teams

Each applicant submitting qualifications for this RFQ shall include an explanation of its Project Team which shall consist of either:

1. A list of the licensed design professionals, licensed contractors and subcontractors whom the Design Builder proposes to use for project design and construction; or
2. An outline of the strategy the Design Builder plans to use for open subcontractor selection.

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Section One – Definitions

1.01 Definitions of Terms in RFQ

Unless the context suggests otherwise, the terms “Firm/Team”, “Contractor”, “Proposer”, “Bidder”, “Submitter”, “Consultant” or “Vendor” as used in this RFQ (whether capitalized or not) shall refer to the same legal entity that submits qualifications and is responsible for responding to this RFQ.

Whenever the term “City” is used, it means the City of Iowa Park, Texas.

Similarly, unless the context suggests otherwise the terms “Bid”, “Qualifications”, or “Bid Qualifications” shall refer to the formal response given to this RFQ by the submitting entity incorporating all required elements of this RFQ necessary for the City to determine whether the submitting entity is a responsible, responsive Firm/Team.

Whenever the term “RFQ” is used, the reference is to this Request for Qualifications or portions thereof, together with any exhibits, attachments, or addenda it may contain.

1.01.1 Whenever the terms “can,” “may,” or “should” are used in the RFQ, the referenced specification is discretionary. Therefore, though the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the quality of the submittal.

1.01.2 Whenever the terms “apparent successful” or “top-ranked” or “highest ranking” firm/company or offeror are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the Owner in accordance with the RFQ. The selection of an apparent successful firm/company does not necessarily mean the Selection Committee accepts all aspects of the firm’s submittal or proposal.

1.01.3 Whenever the term “submittal” is used in the RFQ, the reference is to the response offered by a firm, person or corporation in accordance with the RFQ. The submittal responds only to the RFQ.

1.01.4 Whenever the term “Selection Committee” or “Review Committee” is used in the RFQ, the reference is to the Owner’s representatives responsible for administering and conducting the evaluation and selection process of the RFQ.

1.01.5 “Design-Build” refers to the construction project delivery method in which, among other things, the Owner holds a single contract with a business entity that has responsibility both to design and to construct a project, and that holds the trade contracts.

1.01.6 “Lead Design-Builder” refers to the design-build team member that will contract with the Owner for all work and holds all responsibility of project success, performance, and completion.

1.01.7 “Design Professional” (an inclusive term for all licensed building professionals), “Architect of Record,” an/or “Engineer of Record” all refer to the project’s architect(s) and/or engineer(s), whose responsibilities generally include programming, design, code compliance, and detailing of the

facility. Under the Design-Build delivery methodology, the Design Professional is an integral part of the Design-Build Team.

1.01.8 Design-Builder entity under single contract with the Owner. These entities also operate under legal definitions of the State of Texas with statutory liability and responsibility.

1.01.9 “Building Commissioning” refers to a formal and systematic process of documentation, adjustment, testing, verification, and training, focused on quality assurance and performed specifically to ensure that the finished facility operates in accordance with the Owner’s documented project requirements and the construction documents.

1.01.10 “Commissioning Provider” refers to the entity or person providing building commissioning services for a project.

1.01.11 “Owner’s Criteria” is a written document that details the specific and functional requirements of a project, sustainable objectives and the expectations of how the project will be used and operated.

1.01.12 “Qualifications Submittal” and “Initial Written Submittal” both refer to a firm’s response to the RFQ.

1.01.13 “Qualifications-Based Selection” and “QBS” both refer to a procurement process for the selection of professional construction services for public projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (Owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and price.

1.01.14 “Firm” shall be interpreted as referencing the design entity, the construction entity, or the combined (e.g., joint venture) entity, as is reasonable.

1.01.15 “Fixed Fee” shall be proposed by the Design Builder and shall be defined as a specific dollar amount (stated as a lump sum) and agreed upon by all parties at the time of Contract Negotiation. This fee shall not be a percentage of the cost of the work.

*****End of Section One*****

Section Two - Background Information

2.01 Project Goals and Objectives

With the design and construction of Public Safety Facilities the City has the following goals:

1. Utilize the concept design to provide the City of Iowa Park with new public safety facilities that incorporate the necessary program elements adequate to prepare, operate, house and maintain the departments with appropriate facilities.
2. Complete the project in a timely fashion without undue delays and within the City's funding resources available for the project
3. Incorporate high performance, energy efficient HVAC, plumbing, electrical, exhaust, mechanical, security and fire alarm systems and controls that will allow all staff to work in a safe, comfortable, operational facility.
4. Design a facility that takes into consideration energy efficiency / conservation, energy management, energy use monitoring and life cycle cost savings while incorporating environmentally responsible building practices.
5. Design and construct a facility that responds to the City's maintenance resources and long-term maintenance funding by minimizing operating and maintenance cost, maximizing energy efficiency and utilizing efficient ground maintenance.

The City of Iowa Park intends to utilize best commercial practices to accomplish the goals of this project, expects the Design-Builder to proactively address risks and challenges in the process and participate in improvement activities to achieve project success. The City also expects to work with the Design-Builder to devise and implement appropriate processes for this project that will maximize efficiency, overall quality, cost savings and efficiencies.

End of Section Two

Section Three - Scope of Work

3.01 Purpose of the RFQ and Lead Design-Builder Responsibilities

The City of Iowa Park is soliciting Qualifications for Design-Build project delivery services for new Public Safety Facilities. These facilities will provide proper police programmatic requirements and the fire department with adequate vehicle storage in support of the rapid growth of residential development.

The new Public Safety Facilities will provide proper facilities in support of residential growth in the area.

1. The new Iowa Park Fire Station will be an approximately 5,800 square feet, single story facility that includes at least three double drive-thru apparatus bays with concrete aprons. Construction on the new facility is slated to begin in Spring 2022.
2. The new Iowa Park Police Station will be an approximately 8,600 square feet, single story facility that includes a public lobby, offices, interview rooms, dispatch center, breakroom, restrooms with locker facilities, evidence room and support spaces. The police facility floor plan will provide for a Storm Shelter area within this new facility. Construction on the new facility is slated to begin in Fall 2022.

The lead Design-Builder will be expected to provide concurrent design and construction turnkey activities for this project resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural programming, design, and construction services) will hold all design professionals, testing services, trade contractors and trade supplier contracts.

The Design-Builder is to provide pricing for either Facility individually, or the two Facilities combined (with a potential discount for awarding both projects to a single Design-Builder).

3.02 Location of the Projects

1. New Iowa Park Fire Station at 104 East Highway, approximately 0.5 acre in City Hall Park between the existing Fire Department (104 E Highway) and the United States Post Office (211 East Cash).
2. New Iowa Park Police Station at 400 E Highway, approximately 1.0 acre, Lot 7-A Replat, Block G, Original Town, Iowa Park, located between Victoria Ave and Texowa Street.

NOTE: Throughout the duration of the project, the City **WILL NOT** provide workspace for the Firm/ Team. The selected Design-Build Team is responsible for/ must provide its own workspace.

3.03 Scope of Work

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Build Team.

Site Inventory and Evaluation of Owner's Criteria Confirmation

1. Site investigations, A topographical survey and Geotech investigation will be provided by the City. DB Contractor to verify field conditions as necessary including available utilities.

2. Preliminary evaluation of proposed site use, material selection, building systems and equipment and provide recommendations on constructability, time, labor and scheduling factors related to project cost.
3. Prepare written report summarizing Owner's Criteria.

Schematic / Preliminary Design (SD)

1. Prepare site, architectural, structural, mechanical, plumbing and electrical schematic design plans based on Concept Plans and prototype information (provided by Owner).
2. SD Phase plans and Preliminary Design report will minimally include:
 - a. Site Development and Design criteria including site access, easements, circulation and vehicular access, setback requirements, area of safe refuge, parking areas, general landscape concept, tree protection measures, lighting areas, utility routing and connections and storm water measure locations.
 - b. Building Design information including: reconfirming building program and design intent, space requirements and planning criteria, preliminary selection of building systems and materials, utility load review, code compliance, security plan expectations, building system integration with storm water plans and outline specification to integrate systems, products and procedures for architectural, civil and landscape.
3. Work in digital format: AutoCAD or Building Information Modeling (BIM) software.
4. Develop preliminary estimate of construction cost setting forth in detail quantities of materials, labor, profit, overhead, insurance etc. for the project including all site work.
5. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
6. Prepare Preliminary Design Report (PDR) confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options and cost model.
7. Develop Design-Builder's Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
8. Conduct regular, biweekly, design meetings.
9. Update the design schedule.
10. Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.
11. Present Design Concepts to City staff and City Council if required.

Design Development (DD)

1. Based on the approved SD plans, satisfactorily resolve all review comments from prior design phases and further refine the design to include the following revised and additional information:
 - a. Site Design: demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, planting plans and details.
 - b. Building Design: review and confirm building plan configuration and elevation elements including exterior building skin materials and colors, foundation, roof and structural systems, building fenestration and openings, overall dimensions, materials testing requirements, review MEP design including systems, equipment and calculations, prepare energy and performance modeling, review and coordinate systems integration to include all utilities and controls, assess and coordinate any LEED certification items and submittals.

2. Expand outline specification to Design Development level and integrate systems, controls, products and procedures for architectural, civil and landscape
3. Documents produced in digital format: AutoCAD or Building Information Modeling (BIM) software.
4. Conduct regular, biweekly, design meetings.
5. Conduct one community meeting to solicit community input.
6. Review and confirm total original budget from Schematic Design phase review. Review any proposed V-E items, final strategy and reconcile variances.
7. Review and confirm sustainability goals and prepare life cycle cost analysis.
8. Review, update and confirm project schedule.
9. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.

Permitting, Reviews and Approvals

1. Review and / or present design concepts to the City of Iowa Park Planning Department and any other regulatory agencies whose approval is necessary for the development of the site.
2. Submit plans and applications to regulatory agencies
3. Secure approvals from all other local and state agencies as required for the site development.
4. Coordinate the construction or relocation of privately owned utilities if necessary.
5. Coordinate utility (water and wastewater) construction with the City.
6. Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.

Construction Documents (CD)

1. Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize all construction drawings and specifications to minimally include: building systems, site utilities and components that will form the basis for the project's Construction Documents sufficiently complete to support the prepared budget, obtain necessary permits and construct the project.
2. Documents produced in digital format: AutoCAD or Building Information Modeling (BIM) software.
3. Prepare a construction documents level cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
4. Incorporate bid alternates as necessitated by the project budget.
5. Conduct regular, monthly, design meetings.
6. Conduct a final community meeting to present final design if required.

Construction Administration

1. Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
2. Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.

Construction

1. Site work to include but not be limited to:
 - a. Clearing and rough grading with excess dirt and material removed from the site. Tree protection and erosion control measures to be immediately put into place.
 - b. Site utilities including fire line and domestic water, sewer, natural gas and electrical service and site lighting.
 - c. Concrete paving, walkways, utilities, landscaping and storm water retention system.
 - d. Flag pole installation .

2. Police Station construction to include but not be limited to:
 - a. Concrete slab on grade foundations with continuous spread reinforced concrete footings.
 - b. Pre-engineered Metal Building Roof structure consisting of cold formed tapered steel roof beams and columns with steel purlins, corrugated metal deck and standing seam metal roof with matching fascia, rakes, gutters and downspouts.
 - c. Exterior building enclosure including metal wall panels with appropriate thermal barriers, exterior window systems, and hollow metal doors.
 - d. Storm Shelter construction - Interior bearing walls consisting of reinforced and grouted CMU walls and metal stud furring. Ceiling construction to be concrete plank with suspended acoustical ceiling.
 - e. Interior finishes including gypsum wall board on metal stud framed partitions, floor and ceiling finishes, interior doors, casework, painting, wall protection and window coverings.
 - f. Toilet and bath fixtures and accessories.
 - g. Specialty equipment including lockers and marker boards.
 - h. Interior and exterior signage.
 - i. Mechanical, electrical and IT systems and controls.
 - j. Security devices for access control and security cameras.

3. Fire Station construction to include but not be limited to:
 - a. Concrete slab on grade foundations with continuous spread reinforced concrete footings and thickened concrete floor slabs at apparatus bay areas.
 - b. Pre-engineered Metal Building Roof structure consisting of cold formed tapered steel roof beams and columns with steel purlins, corrugated metal deck, insulation and standing seam metal roof with matching fascia, rakes, gutters and downspouts.
 - c. Exterior building enclosure including metal wall panels with appropriate thermal barriers, hollow metal doors and bi-fold apparatus bay doors.

Post Construction Phase/Deliverables

1. Prepare as-built documents based on information received from the contractor in AutoCAD or BIM format or in such other format as the owner requires.
2. Prepare a Facility Maintenance Plan in a format selected by Owner.
3. Assist in project closeout, establishment of warranties and guarantees.
4. Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.

3.04 Project Budget

1. The City of Iowa Park estimates an approximate Construction Budget for the new Iowa Park Fire Station of \$900,000 dollars including all costs and fees. Total costs include construction related expenses; architectural programming, design and construction related services; testing services; public jurisdiction fees and charges; permits; and other building related professional service fees necessary to fully complete the project.
2. The City of Iowa Park estimates an approximate Construction Budget for the new Iowa Park Police Station of \$3,800,000 dollars including all costs and fees. Total costs include construction related expenses; architectural programming, design and construction related services; testing services; public jurisdiction fees and charges; permits; and other building related professional service fees necessary to fully complete the project.

3.05 Anticipated Schedule

The City reserves the right to make adjustments in this schedule as necessary.

Anticipated Project Schedule	Date
Issue/Advertise RFQ in official advertising publications	23 Nov 2021
Issue RFQ packages to Design-Build Contractors	23 Nov 2021
Pre-Submittal Conference for RFQ Responders	10 am 2 Jan 2022
Deadline for all written questions and clarifications on the RFQ	28 Jan 2022
Deadline for Submittal of Statement of Qualifications	2 pm 18 Feb 2022
Owner selects top qualified firm(s) for interview	23 Feb 2022
City Council Award of Contract (Fire Station)	14 Mar 2022
DB Guaranteed Max Price and Design Approvals (Fire Station)	22 Mar 2022
City Council Award of Contract (Fire Station)	28 Mar 2022
Notice to Proceed (Fire Station)	8 Apr 2022
City Council Award of Contract (Police Station)	9 May 2022
DB Guaranteed Max Price and Design Approvals (Police Station)	17 May 2022
City Council Award of Contract (Police Station)	23 May 2022
Notice to Proceed (Police Station)	3 June 2022
Fire Station Project Completion (estimated)	8 Apr 2023
Police Station Project Completion (estimated)	3 June 2024

3.06 Pre-Construction Project Planning

The Design-Builder, as a part of its design and its preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures. At an appropriate point during the project and prior to contracting, the Owner will ask the Design-Builder to commit to a Lump Sum price for all its design and construction services.

3.07 Project Delivery and Objectives

At all times and project stages the Design-Builder shall act in the best interests of the Owner and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Owner's project requirements, time constraints and budget. The Design-Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling and coordination of all construction work in addition to miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. **A spirit of cooperation, collaboration and a commitment among professional design and construction services providers to work in the best interests of the project is of utmost importance.**

End of Section Three

Section Four- Design-Builder Evaluation and Selection Criteria

4.01 Design-Build Team Experience Requirements and Capabilities

Responders should identify their Team's experience with public or privately bid emergency response design-build projects and specifically describe those projects that best characterize the proposers' capabilities including work quality and cost control measures. These projects must have included the completion of construction drawings, technical specifications and construction estimates that led to a complete constructed project currently in operation. Completed public sector projects and experience with the public bidding process is preferred.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Responsively and successfully designing to a user compliant program employing a prototype basis of design.
2. Demonstrated history of successful collaboration constructing complex facilities utilizing a Design-build methodology.
3. Effectively providing contract and construction administration services utilizing effective team communication and working methods.

See the Qualifications Submittal Checklist section of this RFQ for additional information which should be included.

4.02 Design-Build Team Minimum Qualifications

Firms must meet the criteria in the bullet points immediately below. Firms that do not meet these criteria are automatically disqualified.

1. Firm's "Designer(s) of Record" MUST have a current Texas Architectural and/or Engineering license(s) as appropriate for their portion of the design work.
2. The City's Risk Management Division prefers a safety Experience Modification Rate of 1.0 or less over the last three years. A builder with an EMR greater than 1.0 MUST provide a written explanation of their current safety program and safety training initiatives directed toward minimizing future work-related injuries.
4. Lead Design-Build firm MUST have bonding capacity to provide a Labor and Material Payment and Performance bonds in accordance with Chapter 2253 of the Texas Government Code with coverage each equal to the total cost of the project.
5. Lead Design-Build firm MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
6. Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish the City with certificates of insurance for each type of insurance described herein. The Owner reserves the right to negotiate different limits and coverage in the final contract.)

Commercial General Liability:	\$1,000,000 per occurrence Commercial
Auto Liability:	\$1,000,000 combined single limit Excess
(Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory
Employer's Liability:	\$1,000,000 each accident/total disease/employee disease

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

All insurance companies must be authorized to do business in Texas with a Best rating A-VIII or higher.

NOTE: In order to be deemed eligible for evaluation, the submitting lead Design-Build firm must include the Declaration Statement (signed) included in this RFQ attesting to the above requirements and coverages in its submittal.

4.03 Statement of Qualifications (SOQ) Evaluation Criteria and Scoring (100 Total Points)

Submitting Design-Build Teams' responses to this RFQ will be evaluated and ranked by an RFQ Evaluation Team comprised of City of Iowa Park Employees appointed to assess submitted qualifications. Each submitter will be evaluated and short-listed based on their SOQ score (100 points maximum) as determined through the qualification review process and criteria noted in this section.

Design-Build Team Experience and Qualifications - 30 Points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed lead Design-Builder and Design-Builder's General Contractor/Builder (if a different entity.) Evaluation criteria will focus on the submittals' clear identification of each proposed Firm/Company, the expertise each will bring to the Design-Build process, their track record with 'on-time and on budget' projects and achieving acceptable levels of quality, any current, pending or past project legal matters or litigation and submitting Firm/Company safety records and professional reputation credentials.

Proposed Design & Engineering Professionals' Experience and Qualifications - 30 Points

Evaluation points for this criterion will be awarded based on the qualifications, experience and demonstrated availability of the proposed Project Personnel. Responses should have identified each key individual, their experience with the overall Design-Build process (including specific experience with the team's lead General Contractor) as well as experience with similar projects. Also, of importance are individuals' litigation and/or arbitration records and the design/engineering professionals'/firms' reputation, references and referrals. Submittals should also have included a listing of other firms proposed Personnel have worked for along with specific project phases, tasks and activities they are expected to contribute to this project.

Project Understanding and Approach - 20 Points

This criterion will award points for the Firm/Team's understanding of the goals and objectives for the project and their proposed methodology for meeting those goals and objectives.

Firm/Teams must have provided a comprehensive narrative statement illustrating their clear and concise understanding of the requirements of the project, potential issues (and proposed solutions) and a preliminary overall project schedule.

The Team should also have clearly addressed their approach to dealing with key tasks, activities and issues (including the permitting process) required to complete each project phase including deliverables, proposed construction schedule and project coordination issues.

Proven Ability to construct similar projects within the allotted budget, schedule and ability to acquire a Performance Bond – 10 pts

Provide examples of recent projects of similar scope and function as the proposed project. Firms demonstrating a portfolio of completed work that was delivered on budget and schedule will be preferred.

Statement of Qualifications, Quality and Responsiveness – 10 pts

Points for this criterion will be awarded based on the extent to which the RFQ instructions were followed and qualities including accuracy, responsiveness, organization, clarity and completeness of the submitted Statement of Qualifications. Respondents are encouraged to prepare high quality documents that make it clear to the Evaluation Team what value their Firm/Team/Products have to offer the City.

4.04 Clarifying Qualification During Evaluation

During the evaluation process, the City has the right to require any clarification it needs in order to understand the Firm/Team's view and approach to the project and scope of the work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/Team contract.

4.05 Short List Ranking

After evaluating the responses to this RFQ, the City will rank the three most highly qualified candidates for ranking. The highest ranked candidate shall be asked to interview with the City.

4.06 Interviews of Short-listed Firms/Teams

The purpose of this interview will be to meet the proposed Project team (if applicable), become familiar with key personnel and/or with the selection strategy proposed by the submitter and to

understand the Firm/Team's project approach and ability to meet stated objectives for the project. Short Listed Firms/Teams should be prepared to discuss with specificity their capacity to conduct this work in compliance with the project timeframe, budget and good-faith obligations.

4.07 Design-Build Firm/Team Final Selection

After making final Team selection and taking into consideration quality, performance and the time specified in the Qualifications for performance of the contract the City will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and City will enter into a professional services contract for the work.

All respondents are considered fully informed as to intentions of City regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include scope of work, staffing plans, action plan, CPM Schedule and fee proposal to GSD during negotiations.

The City may withdraw this RFQ, reject qualifications or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous to the City.

4.08 Exceptions

It is the City's intention to use a similar contract to the one attached in this RFQ's Appendix. Any Firm/Team that objects to any element of the contract should state those objections in the submittal.

End of Section Four

Section Five - Qualifications Submittal Requirements and Format

5.01 Physical Submittal

Department Contact, Deadline for Receipt of Qualifications, Format Submitters must submit seven (7) total copies of their written Qualification in a sealed package (including one unbound original suitable for photocopying and one in PDF digital format) to the City of Iowa Park by the submission deadline noted in this RFQ. The name and address of the submitter should appear on the outside of the submittals and the package should include the RFQ title and reference the project; i.e. "*RFQ for Design-Build Services for Police and Fire Facilities.*"

5.01.1 Each submittal copy shall be identical in content. Submitters shall follow in their responses the checklist outlined in this RFQ. Responses should be concise, clear, and relevant. Submitter's cost incurred in responding to this RFQ is the submitter's alone and the Owner does not accept liability for any such costs. The Owner will not and shall not be required to return any item submitted.

5.01.2 In order for the City to evaluate Qualifications fairly and completely, Firm/Teams should concisely follow the format set out herein and provide all of the information requested:

1. SOQ's shall be bound, numbered consecutively, double-sided, on 8-1/2" x 11" sheets with maximum of 30 pages {not including the coversheet, back cover, cover letter, Table of Contents, Resumes and other City required attachments such as Form of Contract Notations/Exceptions, Insurance Certificates, Privilege License(s), Non-Collusion Form, Corporate Resolution Form and authorized signatures.
2. Up to a maximum of two (2) sheets may be 11" x 17" for schedules or other information necessary to depict the proposed Project Approach/Action Plan.

5.02 Statement of Qualifications Provisions

The Owner intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple firms are proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

Qualifications must confirm that the Firm/Team will comply with all of the provisions in this RFQ, and if applicable, provide notice that the Firm/Team qualifies as a City of Iowa Park certified business.

Qualifications must be signed by a company officer empowered to bind the company. A Firm/Team's failure to include these items in their Qualifications may cause their Qualification to be determined to be non-responsive and the Qualification may be rejected.

5.03 Minimum Number of Responses

In order to consider proposals, the City must receive at least three responses to its RFQ. If the City receives fewer than three responses, it will re-advertise the RFQ in accordance with General Statute requirements. After the second solicitation, the City may consider proposals even if three are not received and will follow the same procedures used for the initial solicitation.

It is the sincere intention of the Owner to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the City should determine that none of the Design-Build teams submitting are advantageous to the City of Iowa Park, **the City reserves the right to accept or reject any or all Statement(s) of Qualifications with or without cause.** Issuance of this Request for Qualifications does not commit the City of Iowa Park to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies.

End of Section Five

Section Six - Checklist for Qualifications Submission

6.01 Required Statement of Qualifications items

Submitters must include the following mandatory checklist items (☐) as part of their SOQ:

☐ **Cover Letter – 1 page**

Qualifications must include a Cover Letter with the complete name and address of the prime firm/company and the name, mailing address, and telephone number of the person the City should contact regarding the Qualification. If there are multiple firms proposed as one team, each firm must describe itself accordingly in the RFQ submittal. **Indicate on the first page of the submittal which firm company is the lead Design-Builder, any firm/company qualifying as a minority entity and the individual whose signature grants authority to bind Submitter to the provisions of the RFQ.**

☐ **Executive Summary – 1 page**

A brief narrative statement of understanding of the scope of work, key challenges and the submitter's overall vision and approach for the successful development of a high-quality project consistent with the minimum criteria requirements outlines in this RFQ.

☐ **Design-Build Team Experience and Qualifications as pertains to this project – 1 page**

Include a brief description of the Firm/Team's knowledge of the Project Background and context.

☐ **Project Understanding and Approach – 2 pages**

Provide a detailed statement of the Firm/Team's proposed Approach and Action Plan to successfully complete the work. Firm/Team's plan of action should include both functional and personnel organization which indicates the Firm/Team's specific approach to accomplishing the Project Scope. Describe the challenges anticipated for performing the requested services that may impact the scope, schedule or budget and the proposed solutions to address these concerns. Include references where such solutions were utilized in the past.

☐ **Proven ability to construct similar projects within the allotted budget, schedule and ability to acquire a Performance Bond – 4-6 pages**

Section shall include a brief description and history for each firm/company on the proposed team including number of years the firm/company has been in business and its growth history, experience of any past or current experience with the proposed Design-Build team. Indicate:

1. Company / Firm name.
2. Physical address- and if different, mailing address & zip code.
3. E-mail address and name of primary contact at each company/firm.
4. Main telephone number and direct telephone number for contacts.
5. Number of years in business for each company/firm.

6. Form of firm/company ownership including state of residency or incorporation. Include description of the submitter/s company structure: i.e. sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture or other structure.
7. Also briefly describe projects that your firm/company has completed in the past five years that also required design-build services and were valued at or above \$1,000,000. Also briefly describe the largest project your firm/company has completed within the past five years and indicate the delivery method used on that largest project. These projects may also be described in further detail in related experience section. (See following section below for additional information.)
8. List any active or pending litigation with owners, subcontractors and other construction- related entities and explain. List and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action. **Failure to fully comply with this item will be grounds for elimination from the RFQ process.**
9. Has the firm/company ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? If so, explain.
10. Ability to obtain a Performance Bond for equal in the amount of the project costs.

□ Related Design-Build Project Experience – 3 pages

Provide 1/2 page descriptions for three (3) reference projects for which the Firm/Team has provided professional design and construction services of a nature, quality, size and scope specifically similar to those required in this RFQ. Include:

1. Name of the organization to which services were provided.
2. Project location.
3. Start and complete dates during which services were performed.
4. Brief description of the project.
5. Cost description (which at a minimum must include: original project budget, final project cost and an explanation of any difference in original and final costs if applicable, construction value, fee for professional services)
6. Proposed team members that worked on the projects including their title and role on that project.
7. Identification of a current contact reference including organizational title, address, telephone numbers and e-mail address for each project.
Obsolete contact information will be grounds for elimination from the RFQ process.
8. List five (5) major trade contractor references. Include company name, contact name, e-mail address and telephone number.

Office Submitting Qualifications: If the firm/company has multiple offices, the qualification statement should include information about the parent company and branch office separately.

Identify the office from which the project will be managed and that office's proximity to the project site. Parent company (or general office) financial information as totals will be acceptable if "parent" (or "general office") means that it is financially responsible for the liabilities of the branch office. If the parent company is not so responsible, meaning that its financial resources are not available to the office that will perform the contract, it will be misleading to the Owner to offer the financials of any office other than the one with the prospect of a contract with the Owner.

□ Project Team Personnel Selection or Proposed Selection Strategy – 1-2 pages

Provide either of the following (and include SDBE goals / requirements where applicable):

1. An explanation of project team selection to accompany a list of licensed contractors, licensed subcontractors and licensed design professionals whom the design-builder proposes to use for the project's design and construction.

Project Experience of the Designer should include:

Relevant experience on other Design-Build projects as designer especially with buildings comparable to this project in directly applicable ways. **If the designer claims experience acquired by hiring of or participation by personnel who were/are members of another firm(s) at the time of the experience, please express that fact and disclose the name of the other firm(s).** Describe no fewer than five projects in order of most relevant to least relevant that demonstrate the Designer/Team's capabilities to provide design services for the project at hand. Identify whether the projects involved any of the firms/companies included in responder's submittal for this RFQ. For each project, the following information should be provided:

1. Project name.
2. Project location.
3. Dates during which services were performed.
4. Physical description (e.g., square footage, number of stories, site area).
5. Cost description (this description, at a minimum, must include: original project budget; final project cost and explanation of any differences in the original and final costs, if applicable)
6. Brief description of project.
7. Services performed as Designer.
8. Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
9. Owner reference(s).

□ Project Schedule and Project Budget – 2-3 pages

Provide a proposed milestone schedule that illustrates total project time (in weeks) from award of contract through project completion, an estimate of project construction costs based on the provided concept design.

□ Qualification Appendix Attachments

Include copies of:

1. Signed Team Declaration form (see Section 8 of this RFQ) confirming certifications and submission item
2. Joint Venture agreement (if applicable)
3. Professional Architectural / Engineering and Contractor's licenses
4. Financial responsibility information with signed statement of Current Assets/Current Liabilities

Please do not place or ask to place in the appendix any additional information not explicitly required to be placed there.

End of Section Six

Section Seven - Pre-Submittal Conference and Clarifications

7.01 Pre-Proposal Conference

A pre-submittal conference will be conducted on Wednesday January 12, 2022, at 10am at the Iowa Park Economic Development Conference Room, 109 W Cash St, Iowa Park, Texas 76367. The project will be described, and key City participants will be introduced.

Questions concerning the Project may be asked at the pre-bid conference; however, oral answers are not authoritative. Pre-proposal conference questions should be submitted to the City Manager in writing prior to the pre-proposal meeting. Questions that arise during the pre-proposal conference must also be submitted in writing per the schedule noted in this RFQ. Meeting minutes will not be taken. Written questions will be answered in an addendum posted on the City's website:

<https://iowapark.com/police-fire-facilities-project/>.

Questions received by the City Manager after the pre-submittal conference will not receive a response or be the subject of addenda. Any oral questions that are asked at the pre-proposal conference and not received in writing will not be recorded in the addendum. Firms who are registered as interested firms will receive the addendum via email.

Except for submission of questions, discussed further below, proposers should not contact any members or employees of the City of Iowa Park regarding any aspect of this procurement until after the award of the contract. Questions may be asked at the pre-submittal conference.

Questions not asked at the pre-submittal conference must be submitted in writing via email to:

Jerry Flemming, City Manager
City of Iowa Park
103 N Wall St
Iowa Park, TX 76367
jflemming@iowapark.com

All follow-up questions from the pre-submittal conference, as well as any questions that have been submitted in writing before the deadline, will be compiled and answered in writing. The deadline for submission of questions relating to the RFQ is the time and date shown in the Project Schedule in this RFQ. Answers will be distributed simultaneously by email to the contact person in the firms/teams that attended the pre-submittal conference and to the firms/teams that have made their interest in the project known.

7.02 Submittals and Clarifications

It is the responsibility of each submitter to examine the entire RFQ, seek clarifications in writing, and review their submittal for accuracy before submitting their qualifications. Once submission deadlines have passed, all submissions will be final. The Owner will not request clarification from any individual submitter relative to their submission, but reserves the right to ask for additional information from all parties that have submitted qualifications.

7.02.1 It is the sincere intention of the Owner to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the City should determine that none of the Design-Build teams submitting are advantageous to the City of Iowa Park, **the City shall have the absolute right to reject any and all submittals.**

****End of Section Seven****

Section Eight – Design-Build Team Declaration Statement

(Include a signed copy of this form in the submitted Statement of Qualifications appendix section)

1. *We (the submitting Design-Build entity) certify that each licensed design-build team member including design professionals and sub-consultants included in this submittal was selected based upon demonstrated competence and qualifications.*
2. *We certify that our Design-Build entity's "Designer(s) of Record" have current Texas Architectural and/or Engineering license(s) as appropriate for their portion of the design work.*
3. *We certify that our firm/company will have and maintain liability insurance coverage for a total of \$1 million/occurrence & \$1 million/general aggregate for commercial general liability, and not less than \$1 million per claim for commercial business automobile liability.*
4. *We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record / Design Professionals of not less than \$1 million per claim*
5. *We certify that our firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the project.*
6. *We certify that our firm can and will obtain a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.*
7. *We certify that our firm/company/personnel have/has no potential or actual conflict of interest to report and that no relationships, transactions, circumstances or positions held are believe to contribute to any such conflict of interest.*
8. *I hereby certify that the information set forth in this declaration is true and complete to the best of my knowledge.*

(Authorized Signature, Title, Design-Build Entity Name and Date)

By signature on this Qualification, responders certify that they comply with:

- a. The laws of the State of Texas
- b. The Equal Employment Opportunity Act and the regulations issued there under by the federal government
- c. The Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government
- d. All terms and conditions set out in this RFQ
- e. A condition that the Qualification submitted was independently arrived at, without collusion, under penalty of perjury
- f. That their bids, if applicable, will remain open and valid for at least 120 days.
- g. If any responder fails to comply with sections [a] through [g] of this paragraph, the City of Iowa Park reserves the right to disregard the Qualification, terminate the contract, or consider the Firm/Team in default.

****End of Section Eight****

Section Nine – Equal Employment Opportunity (EEO) Provisions

9.01 Non-Discrimination Provision

The City of Iowa Park opposes discrimination on the basis of race and sex and urges all of its Firm/Teams to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under city contracts.

9.02 EEO Provisions

During the performance of this Contract the Firm/Team agrees to conform to the EEO provisions as described in the appendix to include the following:

1. The Firm/Team shall not discriminate against any employee or applicant or employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Firm/Team shall take affirmative action to ensure applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Firm/Team shall post in conspicuous places, available to employees and applicants for employment, notices setting forth these provisions.
2. The Firm/Team shall in all solicitations or advertisements for employees placed by or on behalf of the Firm/Team, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

End of Section Nine

Section Ten - Appendices

- 10.01 Appendix A - Insurance Requirements
- 10.02 Appendix B - Non-Collusion Form and Corporate Resolution Form
- 10.03 Appendix C - Topographic Surveys
- 10.04 Appendix D - Geotechnical Reports
- 10.05 Appendix E - Sample Form of Contract

Appendix A - Insurance Requirements

Firm/Team shall maintain insurance not less than the following:
 Consultant agrees to maintain, on a primary basis and at its sole expense and at all times during the life of this Contract the following coverage and limits. The requirements contained herein, as well as City’s review or acceptance of insurance maintained by Consultant is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Consultant under this Contract.

1. Lead Design-Build firm must obtain a Builder’s Risk Insurance Policy for this project with coverage equal to the total cost of the project.
2. Lead Design-Build firm must keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers’ compensation, employer’s liability, and umbrella coverage with at least the minimum limits shown below. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

Commercial General Liability:	\$1,000,000 per occurrence Commercial
Auto Liability:	\$1,000,000 combined single limit Excess
(Umbrella) Liability:	\$1,000,000
Workers’ Compensation:	Statutory
Employer’s Liability:	\$1,000,000 each accident/total disease/employee disease

3. Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

4. Additional Insured- Consultant agrees to endorse the City of Iowa Park as an additional Insured on the Professional Liability coverage.
5. All insurance companies must be authorized to do business in Texas with a Best rating A-VIII or higher.

Certificate of Insurance- Consultant agrees to provide the City of Iowa Park with Certificates of Insurance evidencing that all coverage's, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Consultant's insurer. If Consultant receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to the coverage no longer in compliance. Certificate Holder address should read:

City of Iowa Park. 103 N. Wall St., Iowa Park, Texas 76367

Appendix B - Non-Collusion Form

E.1 Non-Collusion Affidavit

By executing this bid, I certify that this bid is submitted to the City of Iowa Park competitively and without collusion. I am authorized to represent the bidder both in submitting this bid and in making this Non-collusion Affidavit. To the best of my knowledge and belief, (1) the bidder has not entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with its bid, and (2) the bidder intends to do the work with its own employees or subcontractors and is not bidding for the benefit of another contractor. In this Non-collusion Affidavit, "bid" includes bids and proposals, and "bidder" includes bidder and proposer. The neuter includes the masculine and the feminine. The bidder to which this Non-Collusion Affidavit refers is:

(Insert name of Consultant)

(Signature of individual authorized by Corporation)

State of ACKNOWLEDGMENT

County of

I, a notary public in and for the aforesaid county and state, certify that personally appeared before me this day and having been duly sworn, stated that the contents of the foregoing Non-collusion Affidavit are true to the best of his or her knowledge and belief, and he or she acknowledged the execution of the foregoing Non-collusion Affidavit in connection with the bidder named above.

This, the day of , 2022

My commission expires:

Appendix C – Topographic Surveys

Appendix D – Geotechnical Report

Appendix E – Sample Form of Contract