Request for Qualifications:
Prequalification of General Contractors

South Texas International Airport at Edinburg
TxDOT CSJ No. 16HGEDNBG
Department of Public Safety Hangar Project
1300 East FM 490
Edinburg, Texas 78542

Texas Department of Transportation and City of Edinburg seek to prequalify General Contractors seeking to bid on the new Hangar for South Texas International Airport at Edinburg, Edinburg, Texas.

February 2017
NOTICE FOR PRE-QUALIFICATION OF CONTRACTORS
South Texas International Airport at Edinburg
TxDOT CSJ # 16HGEDNBG

TxDOT Aviation and KSA Engineers, Inc. are soliciting pre-qualification statements from contractors for the South Texas International Airport at Edinburg Department of Public Safety Hangar Project with an estimated bid date in 2017. Contractors who wish to bid on the South Texas International Airport at Edinburg project are required to complete a pre-qualifications statement and be determined a pre-qualified contractor under the process described below.

This pre-qualification process shall not supersede the bidder qualification and contract requirements set forth in TxDOT Aviation’s General Construction Contract Provisions, Volume Dated February 2013 or the current TxDOT Aviation Special Provisions that will be published in the notice to bids.

Sealed pre-qualification statements for the construction of airport improvements at the South Texas International Airport at Edinburg need to be addressed and delivered to Beverly Longfellow, TxDOT Aviation Division, using one of the delivery methods below, by 2:30 p.m. on March 23, 2017. Any statements received after closing time will be returned unopened.

Overnight Delivery
TxDOT – Aviation
200 East Riverside Drive
Austin, TX 78704

*Hand Delivery or Courier
TxDOT Riverside Campus, Building 150
150 East Riverside Drive, 1st Floor (Check in at the guard’s desk)
Austin, TX 78704

*If hand delivering your statement, you must check in with the guard at the 1st floor visitor’s entrance on the east side of Building 150. The guard will contact the Aviation Division’s front desk reception to announce your arrival. If the guard contacts the Aviation Division’s reception desk by the due date and time specified in the Notice for Pre-Qualification of Contractors, your statement will be considered on time. An Aviation Division representative will meet you downstairs to accept your statement. Please plan to arrive at least 30 minutes before the due date and time in order to accommodate any wait time while others are checking in with the guard.

Contractors may view and obtain the pre-qualification packet, free of charge, from Plans Online http://www.txdot.gov/business/plansonline/plansonline.htm on the TxDOT website.

All questions must be sent as attachments to an email sent to the following email addresses: phuseman@ksaeng.com and nmikell@ksaeng.com and must include the following in the email subject line: “GC Prequalification: RFQ Questions plus (the name of your organization)”.
Request for Qualifications: Prequalification of General Contractors

Date: February 21, 2017

To: General Contracting Firms

From: TxDOT Aviation Division, Agent
For City of Edinburg

Project Title:
Prequalification of General Contractors
South Texas International Airport at Edinburg
DPS Hangar Project
RFQ No: 16HGEDNBG

Send Prequalification submittals To:
Beverly Longfellow
TxDOT – Aviation
200 East Riverside Drive
Austin, TX 78704
(indicate RFQ number and project name on lower left corner of envelopes)

Contact: phuseman@ksaeng.com and nmikell@ksaeng.com

Schedule of Events

<table>
<thead>
<tr>
<th>No.</th>
<th>Events</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Issue RFQ</td>
<td>February 19, 2017</td>
</tr>
<tr>
<td>2</td>
<td>Pre-Prequalification Submittal Conference @ South Texas International</td>
<td>March 1, 2017 at 11:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>Airport at Edinburg 1300 East F.M. 490 Edinburg, TX 78542</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Deadline for submission of Respondents Requests for Clarifications Re:</td>
<td>March 6, 2017</td>
</tr>
<tr>
<td></td>
<td>the RFQ – to KSA Engineers at: <a href="mailto:phuseman@ksaeng.com">phuseman@ksaeng.com</a> and <a href="mailto:nmikell@ksaeng.com">nmikell@ksaeng.com</a></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Final Clarifications, Modifications and/or Answers to Questions posted</td>
<td>March 9, 2017</td>
</tr>
<tr>
<td>5</td>
<td>Prequalification Submittal Due Date and Time</td>
<td>March 23, 2017 at 2:30 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>Posting of Prequalified Respondents on website (estimated)</td>
<td>March 30, 2017</td>
</tr>
<tr>
<td>7</td>
<td>Intent to Issue for Bids (estimated)</td>
<td>2017</td>
</tr>
<tr>
<td>8</td>
<td>Intent to open Bids (estimated)</td>
<td>2017</td>
</tr>
<tr>
<td>9</td>
<td>Intent to Issue Notice to Proceed (estimated)</td>
<td>2017</td>
</tr>
</tbody>
</table>
1.0 Introduction

This Request for Qualifications (RFQ) is the means for prospective General Contractors to submit their qualifications to TxDOT Aviation Division for the services described in this document. The RFQ and all associated documents and addenda are available in electronic form at TxDOT Plans Online website: http://www.txdot.gov/business/projects/aviation.htm

The successful pre-qualified respondent will be required to comply with the Davis Bacon prevailing wage determination for Hidalgo County and Historically Underutilized Business (HUB) contract conditions.

2.0 Purpose of this RFQ

TxDOT Aviation Division, agent for the City of Edinburg, seeks to prequalify a pool of General Contractors from which to solicit bids for the construction of new hangar and office space for the South Texas International Airport at Edinburg. Respondents selected as Prequalified will be given the opportunity to submit bids for the construction of the Project as described in Article 3. Subject to the conditions prescribed by TxDOT Aviation Division and provided herein, TxDOT Aviation Division and KSA Engineers, Inc., are hereby soliciting qualifications for furnishing General Contracting Services for the Project. This pre-qualification process shall not supersede the bidder qualification and contract requirements set forth in TxDOT Aviation’s General Construction Contract Provisions, Volume Dated February 2013 or the current TxDOT Aviation Special Provisions that will be published in the notice to bids.

In responding to this RFQ, all Respondents are required to adhere to all of TxDOT Aviation requirements provided herein.

3.0 Project Description

Located at the existing South Texas International Airport at Edinburg, one new single story facility will be the DPS hangar. The hangar will be approximately 15,000 square feet of usable space. The hangar bay where aircraft will be stored will be approximately 10,500 square feet. The office space will be approximately 4,500 square feet. The foundation will be slab on grade. In addition to the vertical construction of the hangar, the project will include site grading, HMAC pavement, water, septic system, fire suppression system, and HVAC systems.
4.0 Responding to this Request for Qualifications

TxDOT Aviation Division has developed the schedule of events with dates showing the key events in this solicitation process. The RFQ and schedule are subject to change, and TxDOT Aviation Division does not send notifications of changes to this RFQ or the schedule to prospective respondents and is not responsible for failure of any Respondent to receive notification of any change in a timely manner. Potential contractors are responsible for checking the TxDOT Aviation Division website: http://www.txdot.gov/business/projects/aviation.htm regularly for any changes to the Pre-Qualification packet, such as Addenda. Respondents must take the following actions according to the specified timelines in order to participate in this process.

4.1 Optional: Submit Questions Prior to the Optional Pre-Prequalification submittal Conference:

If your organization wishes to submit questions that will be answered at the Pre-Prequalification submittal Conference, please submit your written questions via email as described below and use Attachment C, Form of Submission for Questions. Pay particular attention to correct identification and citation of areas of the RFQ about which you raise questions. Questions at this stage should address the particulars of the RFQ process and general questions about the overall nature of the Project. Respondents are requested to withhold highly specific questions regarding the Project until after the Pre-Prequalification Submittal Meeting. Posting of answers to this initial set of questions to TxDOT Aviation Division website will be made after the Pre-Prequalification submittal Conference.

All questions must be sent as attachments to an e-mail sent to the following e-mail addresses: phuseman@ksaeng.com and nmikell@ksaeng.com and must include the following in the e-mail subject line: “GC Prequalification: RFQ Questions + (the name of your organization)”.

4.2 Optional Pre-Prequalification Submittal Conference:

To be held March 1, 2017 at 11:00 a.m. at the South Texas International Airport at Edinburg, 1300 East FM 490, Edinburg, Texas 78542. Members of TxDOT Aviation Division project team and design consultants will provide an overview of the Project. Questions about the RFQ process and the Project in general will be answered. Although questions will be responded to verbally, the official and binding response will be the written response posted to TxDOT Aviation Division website.

NOTE: Respondents that become pre-qualified through this process will be required to attend the pre-bid meeting which will be held at the South Texas International Airport at Edinburg. Once scheduled, the pre-qualified respondents will be notified of the date and time of this mandatory meeting.

4.3 Optional: Submit Requests for Clarifications:

If your organization wishes to submit questions prior to submission of a Prequalification submittal, please submit using Attachment C, Form of Submission for Questions, and the process as described in section 4.1 above. Answers to questions will be posted to the TxDOT Aviation website on the page/link of this RFQ.
Prequalifying your prequalification submission:

Prequalification submissions should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to TxDOT Aviation Division’s instructions, selection criteria of this RFQ, and completeness and clarity of content. Organizing prequalification submittals into the tab order suggested below will not only help each Respondent achieve the proper emphasis, but will also facilitate review and evaluation. Attachments, except as noted, will not be accepted.

Each Respondent’s Statement of Qualifications (SOQ) should clearly and accurately demonstrate specialized knowledge and experience required for consideration. In a sealed envelope (clearly marked “Prequalification submittal – (firm name). Project Name, RFQ Number”), submit the following:

a) One (1) compact disk (CD) or flash drive containing the complete SOQ.
b) Five (5) copies in paper form of the complete SOQ.

Tab 1. Cover Letter:

Provide a cover letter that references this RFQ and confirms that all elements of the RFQ have been read and understood and that the Respondent takes no exception to the materials provided. The cover letter shall be one page maximum and signed by an individual authorized to bind the Respondent contractually. Include in the letter:

- The exact legal name, address, telephone and fax numbers, and federal tax identification number of the organization proposing to do business with TxDOT Aviation Division (or social security number if the organization is a sole proprietorship),
- The name, telephone, fax, address, and e-mail address of one business person who is the organization’s designated representative,
- The name, telephone, fax, address, and e-mail address of the contracts management or legal person who will liaise with TxDOT Aviation Division in contractual matters.

Tab 2. Application for Prequalification of General Contractors:

Complete Application form in full, per specific instructions included therein.

Section 1: Part A – General Information
- Part B – Data Required

Section 2: Parts I through V. The prospective Contractor shall describe its specific responses to the selection criteria, numbered and titled as listed in section. Responses should provide specific information regarding experience, expertise of the key personnel, description of continuous quality improvement process, and capacity to deliver high quality General Contractor construction services for this project, and any other relevant selection criteria information not provided elsewhere in the Application form.
Tab 3. Proposed Approach:

Provide a Project Plan for performing the construction activities described in this RFQ. The intent is to demonstrate the firm’s clear understanding of the purpose, services, scope, and objectives of this project. TxDOT Aviation Division recommends that the Project Plan should deal directly with the issues identified by TxDOT Aviation Division as critical to a successful outcome, including but not limited to the following: safety of construction site and related activities, maintenance of project schedule, coordination with adjacent/concurrent infrastructure improvements, facilitating installation of owner-provided equipment and furniture, and with the requirements of the current SWPPP program.

At a minimum, respondents should consider the following:

Provide a preliminary construction schedule to show proposed durations of major activities, critical elements and milestones necessary to complete the work. Provide a plan explaining strategies for addressing site security, quality control, anticipation and resolution of issues throughout the project, methodology for coordination and issue tracking, how project objectives will be met, as well as any other information the contractor feels is pertinent. Provide approach to staffing the job, and indicate strategy for outreach to the local subcontracting community, and address means of maintaining all subcontractor performance level and filtering of unjustified change order proposals. It is TxDOT Aviation Division’s expectation to have the General Contractor provide, at a minimum, a part time Project Executive, one part time Project Manager, one full time Superintendent that will be at the Project site at all times during the course of construction. The contractor may, at its discretion, supplement with MEP coordinators, QA inspectors, etc. The staffing approach should directly relate to personnel identified in the Application Part III.

This section shall be signed by an authorized representative of the prospective Contractor.

Questions may be submitted to KSA Engineers, Inc. via e-mail to: phuseman@ksaeng.com and nmikell@ksaeng.com no later than the date identified on page 2 of this RFQ. Please indicate the RFQ number and title in the subject line. Contact with KSA Engineers shall be made only through these email addresses; telephone calls will not be accepted.

5.0 Submitting Your Prequalification submittal

In order to be considered for pre-qualification, TxDOT Aviation Division requires that statements of qualifications shall be provided, in written form, not later than the time and date indicated in the Schedule of Events on page 2 of the most current version of this RFQ, to the following address:

Overnight Delivery
Beverly Longfellow
TxDOT – Aviation
200 East Riverside Drive
Austin, TX 78704
Prequalification submittals are not to be submitted as e-mails. Prequalification submittals may be sent by US mail service certified mail, or overnight delivery carrier, or may be delivered in person. The Respondent assumes all risk of loss regarding any delivery method it chooses to use, and TxDOT Aviation Division shall not be held responsible for any failure of any delivery service/method. The Respondent is solely responsible for ensuring delivery no later than the date and time specified. TxDOT Aviation Division will return unopened, any prequalification submittal received after the time specified in the most current RFQ Schedule.

6.0 Selection Process

6.1 Prequalification submittal Evaluation Process

An evaluation team will evaluate the Prequalification submittal to determine its responsiveness to TxDOT Aviation Division’s expressed needs.

6.1.1 Prequalification submittal Evaluation Process:

The Prequalification submittals received will be analyzed by members of an evaluation team based upon the following criteria.

Demonstrated Experience of the Firm
Firm experience as it relates to this project as described in the Application.

Demonstrated Experience and Training of Project Personnel Assigned to This Project
Personnel experience as described in the Application.

Proposed Approach
The proposed Project Plan shall demonstrate the respondent’s approach to this project indicating a clear understanding of the purpose, service, scope, and objectives of this solicitation. Please see 4.4, Tab 3 of this document for more specific criteria.

Subcontracting
Include approach to staffing the job, and strategy for sub-contracting and reaching out to the local subcontractor and vendor community.

Familiarity With Similar Projects

6.1.2 Prequalified Contractors Eligible to Bid the Project:

The elements above will be used to establish the list of prequalified contractors that will be eligible to bid the project.

End of RFQ Form
Attachment A

Application for Pre-Qualification of General Contractors

CONTENTS OF PRE-QUALIFICATION PACKAGE

1. General Instructions and Information
2. Application for Pre-Qualification [documents to submit]
   - Part I – Organization Information and Affidavit
   - Part II – Essential Requirements for Qualification
   - Part III – Organization’s Statement of Experience and Recent Construction Projects Completed
   - Part IV – Organization’s Surety and Bonding Requirements, and Insurance Requirements
   - Part V – Attachments Required
1. General Instructions and Information

A. General Information

This Prequalification for General Contractors to TxDOT Aviation Division, is required. Prequalification by TxDOT Aviation Division, shall remain valid until the contract for construction is awarded or until respondents are notified in writing by TxDOT Aviation Division in the unexpected event that no construction contract is awarded. It is mandatory that all Contractors who intend to submit fully complete the pre-qualification questionnaire, provide all materials requested, and be approved by TxDOT Aviation Division to be on the final qualified General Contractors list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

NOTES:

1. Each partner of joint venture proposals must individually meet the conditions of General Contractor’s Evaluation Form.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety and any accompanying notes and supplemental information are required. TxDOT Aviation Division will use these documents as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified. TxDOT Aviation Division reserves the right to check other sources available. TxDOT Aviation Division’s decision will be based on objective evaluation criteria.

TxDOT Aviation Division reserves the right to adjust, increase, limit, suspend or rescind the prequalification rating based on subsequently learned information.

While it is the intent of the pre-qualification questionnaire and required documents to assist TxDOT Aviation Division in determining a select list of qualified General Contractors neither the fact of pre-qualification, nor any pre-qualification rating, will preclude TxDOT Aviation Division from considering and/or determining whether a General Contractor has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness to be awarded a contract.

B. Data Required

All portions of Application for Prequalification Parts I through V should be completed, with additional information attached if the space provided does not suffice. Failure to include the information called for may result in disqualification. It is essential that construction experience of the general contractor be demonstrated, as such experience is considered in establishing prequalification.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify TxDOT Aviation Division and provide updated accurate information in writing, under penalty of perjury.
TxDOT Aviation Division reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future public works project.

2. Application for Pre-Qualification

The specific documents that must be submitted are attached.

- Part I – Organization Information and Affidavit
- Part II – Essential Requirements for Qualification
- Part III – Organization’s Statement of Experience and Recent Construction Projects Completed
- Part IV – Organization’s Bonding and Insurance Requirements
- Part V – Attachments Required
PART I. ORGANIZATION INFORMATION and AFFIDAVIT

The following documents, Prequalification Application, Parts I through V, are to be filed with TxDOT Aviation Division by the Organization requesting Prequalification, for the aforementioned Project:

Firm Name: _______________________________  Check One:  
☐ Corporation  
☐ Partnership  
☐ Sole Proprietor

Contact Person: ________________________________

Address: ________________________________

Phone: ________________________________  Fax: ________________________________

If firm is a sole proprietor or partnership:

Owner(s) of Company ________________________________

AFFIDAVIT

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of Texas, that the foregoing is correct.

Dated: ________________________________

________________________________________
(Signature)

________________________________________
(Printed name and title)
PART II. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

1. Contractor maintains commercial general liability insurance with a policy limit of at least:
   Not less than $600,000 each occurrence
   □ Yes   □ No

2. Contractor has current workers’ compensation insurance policy for off Project site employees as required by the Labor Code or is legally self-insured.
   □ Yes   □ No    □ Contractor is exempt from this requirement, because it has no employees

3. Contractor maintains business automobile liability insurance with a policy limit of at least:
   Bodily Injury $500,000 each occurrence; Property Damage $100,000 each occurrence, $100,000 for aggregate; not less than $600,000 combined single limit.
   □ Yes   □ No

4. Have you attached a notarized statement from an admitted surety insurer (approved by the Texas Department of Insurance) and authorized to issue bonds in the State of Texas, which states: (a) that your current bonding capacity is a minimum of $2,400,000.00 for the project for which you seek pre-qualification?
   □ Yes   □ No
   NOTE: Notarized statement must be from the surety company, not an agent or broker.

5. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
   □ Yes   □ No

6. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract?
   □ Yes   □ No
   If the answer is “Yes,” state the beginning and ending dates of the period of debarment:

7. At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
   □ Yes   □ No

8. At any time during the past five years, has any surety company made any payments on your firm’s behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm’s behalf, in connection with a construction project, either public or private?
   □ Yes   □ No

   If “yes,” explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.
9. In the past five years has any claim against your firm concerning your firm’s work on a construction project been filed in court or arbitration or gone to mediation?
   ☐ Yes   ☐ No

   If “yes,” on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

10. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration or taken it to mediation?
    ☐ Yes   ☐ No

    If “yes,” on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or if resolved, a brief description of the resolution).

11. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
    ☐ Yes ☐ No

    If “yes,” identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

12. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?
    ☐ Yes ☐ No

    If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies, which denied coverage; and the period during which you had no surety bond in place.

13. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

    NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

    ☐ Yes ☐ No

    If “yes,” attach a separate signed page describing each citation.
PART III. ORGANIZATION’S STATEMENT OF EXPERIENCE AND RECENT CONSTRUCTION PROJECTS COMPLETED

1. Relevant Projects

Submit at least three (3) examples of your organization’s relevant projects with construction values of approximately $2,000,000.00 completed within the last six (6) years, including at least one (1) project which is a public works project in the state of Texas. Relevant projects shall include as many of the following components and construction types, as applicable:

- Aviation facilities, including terminal or hangar type construction.
- Commercial office facilities.
- Projects involving intermediate milestone construction schedules. Include strategies employed to accomplish timely mobilization, scheduling of trades, coordination with owner vendors, punch list activities, Owner occupancy, project closeout activities, etc.

Clearly identify the relevance of each project and be specific as to the nature of any self-performed work and the role of your organization in the management of the overall project. Label responses consistent to the categories listed above. List each project by name, location, year of completion, construction value, and owner’s name, owner’s project manager’s name and current contact information including phone number. Include a description of the construction type, project schedule, and the construction value of the work performed. Photos and other graphic materials would be helpful to delineate each project. A Sample Format is included following this listing of categories.

2. Project Management Expertise

Provide a summary of the following key indicators of project management expertise:

- Indicate how your organization has managed, directed or participated in the projects submitted under Section 1 above.
- Indicate your organization’s management structure, lines of authority and hierarchy.
- Provide information on how schedules, costs, and quality are maintained throughout a project. Indicate how communications between the various stakeholders (owner, project design consultants, tenants and inspectors) and the general contractor are managed to ensure all project requirements are addressed and met. This should include both on-site personnel and home office staff.
- Outline how your organization will work with the adjacent building occupants to address concerns over construction noise, impacts of construction traffic, etc.

3. Quality Control & Technology

Describe your organization’s philosophy for producing quality buildings and your approach to quality control. Provide information on how you handle minimizing warranty callbacks and typical response time for warranty callbacks. (Typical response time is from initial request by Owner to final resolution of issue to Owner’s established requirements.) Describe how coordination has been achieved and communicated to subcontractors and other tradespersons on projects of similar size, scope and complexity. Outline/describe your organization’s use and application of technology for coordination, including discrepancy detection, trade coordination and the shop drawing/fabrication process. Outline your approach regarding the use/application
of mock-ups and provision of samples for key interior and exterior building finishes.

4. Key Personnel

Provide proposed key personnel's qualifications, experience, length of employment with company, and training to competently manage this project. Key personnel shall include principal(s), or officer(s) having overall project responsibility, as well as on-site project manager(s), superintendent(s), project controls engineer(s), schedule manager(s), and all others involved in the management of the project. See RFQ 4.4 Tab 3 for assumed minimum staffing. Provide an overview of how your organization intends to structure on-site management operations and interface with the home office, owner, specialty subcontractors and Owner representatives during the construction of the project. In particular, outline how your organization will staff and support a project in this area of the State. Show where and how your organization has done this successfully on other projects of similar size, scope and remote location.

5. Safety Program

TxDOT Aviation Division is committed to the safety of all employees, the existing staff on-site, the surrounding community, visitors and the environment. While TxDOT Aviation Division has the responsibility for conducting our business in a manner that strives to prevent accidents, the general contractor will have primary responsibility for the safety at the project site.
SAMPLE FORMAT
Example Project Description and Information
Names and references must be current and verifiable. Use separate sheets that contain all of the following information:

Project Name: _____________________________________________

Location: ________________________________________________

Owner: _________________________________________________

Owner Contact (name and current phone number):

_____________________________________________________

Architect or Engineer: _________________________________

Architect or Engineer Contact (name and current phone number):

_____________________________________________________

Construction Manager (name and current phone number):

_____________________________________________________

Description of Project, Scope of Work Performed:

_____________________________________________________

Total Value of Construction (including change orders): _____________

Original Scheduled Completion Date: _________________________

Time Extensions Granted (number of days): ______________________

Actual Date of Completion: _________________________________

NOTE: Include information to address all the previously listed categories; Relevant Projects, Project Management Expertise, Quality Control & Technology, Key Personnel and Safety Program.
**PART IV. ORGANIZATION’S BONDING AND INSURANCE REQUIREMENTS**

**Surety and Bonding Requirements**

A. Attach a notarized statement from the bonding company your firm proposes to use indicating their commitment to provide a Performance and Payment Bond for the full amount of the contract.

B. List the names of the Bonding firms utilized by your organization in the last five (5) years, for projects over $1,000,000.00

<table>
<thead>
<tr>
<th>Name of Bonding Company No. 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Amount Bonded</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Bonding Company No. 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Amount Bonded</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project
Name: ____________________________________________
Amount Bonded: ________________________________ %
Completed ________________________________

Project
Name: ____________________________________________
Amount Bonded: ________________________________ %
Completed ________________________________

Name of Bonding Company No.3
______________________________________________

Address: ____________________________________________

Contact
Name: ____________________ Telephone: ____________ Fax: ____________

Project
Name: ____________________________________________
Amount Bonded: ________________________________ %
Completed ________________________________

Project
Name: ____________________________________________
Amount Bonded: ________________________________ %
Completed ________________________________

Project
Name: ____________________________________________
Amount Bonded: ________________________________ %
Completed ________________________________
PART IV. ORGANIZATION’S BONDING AND INSURANCE REQUIREMENTS

Insurance Requirements
If awarded, Contractor shall furnish a TxDOT insurance certificate with a waiver of subrogation in favor of TxDOT. Please refer to the attached link: http://www.txdot.gov/business/contractors_consultants/contractor_insurance.htm

Insurance History

List the workers compensation and commercial general liability insurance companies that have provided your firm with insurance over the past five (5) years.

Workers Compensation of Insurance Company No. 1

Address: ____________________________
Contact Name: ____________________ Telephone: ______________ Fax: ______________
Best’s Rating: ______________________

Commercial General Liability Insurance Company No. 1

Address: ____________________________
Contact Name: ____________________ Telephone: ______________ Fax: ______________
Best’s Rating: ______________________

Workers Compensation of Insurance Company No. 2

Address: ____________________________
Contact Name: ____________________ Telephone: ______________ Fax: ______________
Best’s Rating: ______________________

Commercial General Liability Insurance Company No. 2

Address: ____________________________
Contact Name: ____________________ Telephone: ______________ Fax: ______________
Best’s Rating: ______________________
PART V. ATTACHMENTS REQUIRED

The following documents, Attachments 1 through 5, are to be provided to TxDOT Aviation Division by the Organization requesting Prequalification, for the aforementioned project.

Provide all of the attachments listed below:

- **Attachment 1** – Notarized Statement from Bonding Company
- **Attachment 2** – Notarized Statement from Worker's Compensation Insurance Carrier
- **Attachment 3** – Certification declaring that the applying Organization has not has a surety company finish work on any project within the last five (5) years.
- **Attachment 4** – Certification declaring that the applying Organization, in the last five (5) years has not been found by a judge, arbitrator, jury, or a nolo contendere plea to have submitted a false or fraudulent claim to a public agency
- **Attachment 5** – Certification declaring that the applying Organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation.
Attachment 1 – Notarized Statement from the Bonding Company

Exchange this page for a notarized statement from the bonding company that your organization proposes to use, indicating their commitment to provide Performance and Payment bonds for the full amount of the contract.
Attachment 2 – Notarized Statement from the Worker’s Compensation Carrier

Exchange this page for a notarized statement from the Worker’s Compensation carrier that your organization proposes to use, specifying Contractor’s current Experience Modification Rating for Workers’ Compensation for the State of Texas.
Attachment 3 – Certification Declaring Applying Organization Has Not Had Surety Finish Work on any Project within last Five Years

Exchange this page for a certification declaring that the applying organization has not had a surety company finish work on any project within the last five (5) years.

**Sample Declaration**

I, ________________________________________________, authorized agent of ____________________________________________

(Name of Organization)

hereby certify, under penalty of perjury under the laws of the State of Texas, that the organization has not had surety company finish work on any project within the last five (5) years.

Signed: ____________________________________________

Dated: __________
Attachment 4– False or Fraudulent Claim

Exchange this page for a certification declaring that the applying organization in the last five (5) years has not been found by a judge, arbitrator, jury, or nolo contendere plea to have submitted a false or fraudulent claim to a public agency.

Sample Declaration

I, ___________________________, authorized agent of ___________________________, hereby certify, under penalty of perjury under the laws of the State of Texas, that the foregoing is true and correct. In the last five (5) years that the organization, any affiliate, parent or subsidiary company has not been found by a judge, arbitrator, jury, or nolo contendere plea to have submitted a false or fraudulent claim to a public agency.

Signed: ___________________________

Dated: ____________
Attachment 5 – Disqualification or Removal

Exchange this page for a certification declaring that the applying organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation.

Sample Declaration

I, ___________________________________________________________, authorized agent of ____________________________________________________________

(Name of Organization)

hereby certify, under penalty of perjury under the laws of the State of Texas, that the organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state or local government project because of violations of law or a safety regulation.

Signed: ________________________________________________

Dated: __________

End of Attachment A
Attachment B

Building Information

CONTENTS OF PRE-QUALIFICATION PACKAGE

1.0 Project Description
2.0 Selected Drawings

1.0 Project Description

The new hangar will be located at the South Texas International Airport at Edinburg.

The facility will be a new structure that has a total 15,000 sq. ft. area. Of the structures overall 15,000 sq. ft. area 10,500 sq. ft. will be dedicated to aircraft storage and 4,500 sq. ft. will be dedicated to office space. The structure shall be a free-standing structure located on the grounds of a City operated airport. The hangar is to be a pre-engineered metal building with large doors to accommodate aircraft.

The proposed site is flat and is relatively open, with an existing developed hangar and terminal building adjacent to it.

This hangar will be used by the Texas Department of Public Safety (DPS) to store aircraft and to station personnel at.

The hangar is to be a pre-designed steel frame structure with metal studs supported by an engineered foundation. Exterior finishes include metal panels with vinyl faced batt insulation. Roof materials include both standing seam metal roof and single ply roof materials.

Interior finishes for the office space vary within typical quality grade commercial finishes and include painted gypsum board walls and ceilings, concrete floors, durable resilient tile or carpet for the office space with suspended acoustical grade ceilings.

It is intended to initiate construction in the year of 2017 and complete the project in approximately 10 months.

Anticipated construction costs for this project is $2,400,000 and may include additive and or deductive alternates.
2.0 Selected Drawings

5 Project Layout/Dimensional Control
A2.00 Floor Plan
A3.00 Building Elevations
A4.00 Building Sections

Note: The above drawings are based on a 90% Construction Document set and are intended to provide a simple overview of the project and not to be used for bidding purposes.

End of Attachment B
PROPOSED IMPROVEMENTS (BASE BID):
1. CONSTRUCT 100' X 200' DPH HANGAR BUILDING
2. CONSTRUCT AUTO PARKING ISLAND
3. CONSTRUCT S HANGAR/APRON TRANSITIONAL PAVEMENT
4. CONSTRUCT APRON ACCESS PAVEMENT

ADDITIVE ALTERNATIVES:
1. INSTALL SECURITY FENCE WITH (28') ELECTRIC ACCESS GATE
2. CONSTRUCT ASPHALT PAVEMENT OVER EXISTING DRIVEWAY
3. INSTALL STANDBY POWER GENERATOR AND PAD

NOTES:
1. CONTRACTOR SHALL PROMPTLY REPORT ANY DISCREPANCIES IN PLAN ELEVATIONS TO THE ENGINEER. ANY DISCREPANCIES DEEMED SERIOUS BY THE CONTRACTOR SHALL BE REPORTED TO THE ENGINEER IMMEDIATELY SO THAT GRADE ADJUSTMENTS CAN BE MADE.

2. CONTRACTOR SHALL PROMPTLY REPORT ANY DISCREPANCIES IN PLAN ELEVATIONS TO THE ENGINEER.

PROJECT NAME:
DEPARTMENT OF PUBLIC SAFETY (DPS) HANGAR - SOUTH TEXAS INTERNATIONAL AIRPORT AT EDINBURG, TEXAS

DATE: 12/16/2016

SURVEY CONTROL INFORMATION

SITE LAYOUT POINTS

NOTE: This document is released with the understanding and agreement that the same is for use by the Contractor and is not to be used or reproduced by any person without the consent of the Engineer.

This document is protected under the provisions of the Copyright Act, 1956, and the Copyright Amendment Act, 2002.

This document is released with the understanding and agreement that the same is for use by the Contractor and is not to be used or reproduced by any person without the consent of the Engineer.

This document is protected under the provisions of the Copyright Act, 1956, and the Copyright Amendment Act, 2002.

This document is released with the understanding and agreement that the same is for use by the Contractor and is not to be used or reproduced by any person without the consent of the Engineer.

This document is protected under the provisions of the Copyright Act, 1956, and the Copyright Amendment Act, 2002.
Attachment C

Form for Submission of Questions

<table>
<thead>
<tr>
<th>No.</th>
<th>Questions</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>