

Approved by CC:

JUN 10 2013

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: MARGARET COOK

TODAY'S DATE: June 4, 2013

DEPARTMENT: PURCHASING

SIGNATURE OF DEPARTMENT HEAD: MARGARET COOK

REQUESTED AGENDA DATE: June 10, 2013

SPECIFIC AGENDA WORDING: Request court review Request For Qualifications for Architectural Services for Proposed Johnson County Jail and other services and allow Purchasing to send it out under Government Code 2254.

PERSON(S) TO PRESENT ITEM: Margaret Cook

SUPPORT MATERIAL: (SEE ATTACHED)

TIME: 5-10 minutes

ACTION ITEM: X

WORKSHOP

(Anticipated number of minutes needed to discuss item) **CONSENT:**

EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY: x

IT DEPARTMENT:

AUDITOR:

PURCHASING DEPARTMENT:

PERSONNEL:

PUBLIC WORKS:

BUDGET COORDINATOR:

OTHER: Commissioners (4)

*******This Section to be Completed by County Judge's Office*******

ASSIGNED AGENDA DATE:

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE

COURT MEMBER APPROVAL Date

JOHNSON COUNTY PURCHASING

1102 E. Kilpatrick, Ste. B Cleburne, Texas 76031 (817) 556-6384

Date: June 10, 2013

Due On: July 9, 2013 2:00 p.m.

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR PROPOSED JOHNSON COUNTY JAIL

PROPOSAL NO. RFQ 2013-317

Pursuant to the provisions listed below, sealed proposals subject to the conditions and requirements made a part hereof will be received at the Johnson County Purchasing Office, 1102 E. Kilpatrick St., Suite B, Cleburne, Texas, 76031 until 2:00 p.m. on July 9, 2013. All proposals received after that time will be returned unopened. Proposals will be opened at 2:30 p.m. on July 9, 2013 at the Johnson County Purchasing Office,, 1102 E. Kilpatrick St., Suite B. Only the names of companies submitting qualifications will be read aloud.

The offeror's signature is required for acceptance of proposal and confirms offeror has read and understands all requirements concerning this Request for Qualifications. Each proposal must be **SEALED** & the envelope **CLEARLY** marked:

Proposal No.: RFQ-2013-317 Architectural Services
Proposal Due: July 9, 2013 / 2:00 p.m.
Proposal Opening: July 9, 2013 / 2:30 p.m.

FACSIMILE TRANSMISSIONS will NOT be accepted.

Submit Proposals to: Johnson County Purchasing
1102 E. Kilpatrick St., Ste. B
Cleburne, Texas 76031
(817) 556-6384
margaretcook@johnsoncountytexas.org

DRAFT

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INTRODUCTION

Johnson County, Texas is seeking to contract with a competent firm, with the necessary credentials and qualifications to provide architectural services for the design of a proposed Jail Facility, Lock-Up Facility and repairs to current jail. This Request for Qualifications (RFQ) will be conducted in accordance with Government Code 2254, Professional Services. All design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal and Local laws and regulations.

The anticipated budget for this project total is (to be determined). Services will include a needs assessment, programming, design, specifications, and construction. It is anticipated that the Jail Facility will consist of approximately (to be determined) square feet.

The County is soliciting a Request for Qualifications from firms which have a "design" capability, can adequately demonstrate they have the resources, experience and qualifications to guide the County through a comprehensive process of developing a master site plan, preparation of plans and specifications for building design and have successfully completed similar projects related to the proposed project. All design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal and Local laws and regulations.

Services shall be provided in two (2) phases as described under the Scope of Services.

A prime firm will be selected to accomplish all services outlined in this Request for Qualifications.

DEFINITIONS, TERMS AND CONDITIONS

Definitions

In order to simplify the language throughout this Request for Qualifications, the following definitions shall apply:

JOHNSON COUNTY, TEXAS – Same as *County*.

COMMISSIONER'S COURT – The elected officials of Johnson County, Texas given the authority to exercise such powers and jurisdiction of all County business as conferred by the State Constitution and Laws.

CONTRACT – An agreement between the County and a Supplier to furnish supplies and/or services over a designed period of time during which repeated purchases are made of the commodity and/or service specified.

COUNTY – The government of Johnson County, Texas.

FIRM – The successful Offeror of this request.

RFQ – Request for Qualifications under Government Code 2254.

Receipt of Request for Qualifications

The submitted RFQ must be received by the Purchasing Agent prior to the time and date specified. The mere fact that the RFQ was dispatched will not be considered; the firm must insure that the RFQ is actually delivered and accepted by the County by the time and date specified.

Questions and Inquiries

Questions and inquiries about this RFQ shall be submitted in writing to the Johnson County, Purchasing Agent, 1102 E. Kilpatrick St., Ste. B, Cleburne, Texas 76031 or margaretcook@johnsoncountytexas.org **no later than 12:00 NOON, June 27, 2013.**

Reservations

The County reserves the right to accept or reject any or all RFQ's as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Qualifications if found in the best interest of the County. All RFQ's become the property of Johnson County, Texas.

Reimbursements

There is no express or implied obligations for Johnson County to reimburse responding firms for any expenses incurred in preparing RFQ's in response to this Request for Qualifications and Johnson County will not reimburse responding firms for these expenses, nor will the County pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Certification

RFQ's must be completed and submitted as required in this document. Certification form must be fully completed.

Communication

The County shall not be responsible for any verbal communication between any employee of the County and any potential firm. Only written requirements and qualifications provided by the Purchasing Department will be considered.

Management

Should there be a change in ownership or management of a submitting Firm; the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is non-transferable by either party.

Payment Terms

Payment will be made in accordance with the negotiated contract.

Negotiations

Negotiations may be conducted with qualified firms(s) who submit RFQ's that are reasonably susceptible of being selected. All firms(s) reasonably susceptible of being selected based on qualifications submitted in response to this request may be given an opportunity to make a presentation and/or interview with the Selection Committee or Johnson County Commissioner's Court. Following any interviews, firms will be ranked in order of preference and contract negotiations will begin with the top ranked firm(s). Should negotiations with the highest ranked firm fail to yield a contract, or if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm, etc.

Disclosure

At the public opening, there will be no disclosure of contents to competing firms, and all RFQ's will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all RFQ's will be open for public inspection after the contract award.

Award of the Contract

Award of the contract shall be based on demonstrated competence and qualifications, so long as the professional fees are consistent with, and not higher than the published recommended practices and fees of the various professional associations and do not exceed any maximums provided by State Law. (Government Code 2254)

PROJECT DESCRIPTION

The jail facility shall consist of a one-story building of approximately (to be determined) square feet utilizing a POD type design, housing 6-8 inmates, to include approximately 200 medium security jail beds, a jail kitchen, a jail medical facility, a laundry, separate areas for intake and release areas, a Sally Port that will hold two buses and any other related areas. The POD type design shall be expandable for future growth. The Lock-Up Facility would hold 48 beds, a jail kitchen, laundry and medical exam room. Consider turning current kitchen (7,868 sq ft) into a 28 maximum bed facility and enlarge control. All design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal and Local laws and regulations.

ABOVE INFORMATION FURNISHED BY SHERIFF ALFORD

SCOPE OF SERVICES

It is the County's intent that the successful firm will be involved for the full duration of the needs assessment, design development, preparation of construction bidding documents, and construction management phases of the project as described. All design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal and Local laws and regulations.

Public Review Process

The selected firm shall include coordination with the appropriate related entities of Johnson County government including, but not limited to, the Commissioner's Court, Sheriff, Purchasing, and support services related thereto. Firm shall participate, attend and present information at all public/government hearings and meetings regarding the project.

Basic Services

Phase I - Preliminary

Needs Assessment – assessment shall be conducted on the existing jail facility for renovation in accordance with and approved by the Texas Commission on Jail Standards adding an approximate 200 additional medium security beds and to provide estimated costs associated with work.

Floor Plan/Rendering – conceptual design and estimated costs for a facility floor plan and rendering of a new jail facility.

Services shall include project formation necessary for project financing including but not limited to certificates of obligation and/or bonding.

Previously, Johnson County has used the Construction Manager at Risk procedures to construct their facilities. The Commissioner's Court will review and determine the manner of construction as provided in Government Code Chapter 2267. Contracting and Delivery Procedures before Phase II is started.

Phase II – Design and Construction

Develop a functional program and a space program of the project that includes plans for communication/network requirements and present to Commissioner's Court for review.

Develop complete schematic design documents for Commissioner's Court approval including drawings/plans of the site and proposed building with an updated cost estimate. Design shall include consultation with County's representative in preparation of schematic floor plan incorporating owner requirements, preparing preliminary cost estimates, advising owner, preparation of final plans and specifications that conform to the Texas Jail Commission Standards and any recommendations applicable to State and Local building codes, and final detailed line item project cost estimates. Project design shall include geotechnical services required for design, proposal evaluations and recommendations as well as construction inspection.

Prepare detail design documents for Commissioner's Court approval including detailed and sophisticated drawings of the entire project – site master plan and all engineering features of the building with an updated cost estimate of capital and operational funding.

Develop construction plans/drawings and specifications for final Commissioner's Court approval. Prepare construction documents and specifications required for the bidding and construction process. When required these shall be done in concert with the City of Cleburne Inspection Division and Johnson County. This phase shall include a final cost estimate.

Bidding – In conjunction with the selected construction method, develop construction bid documents, assist in preparation of the notice to bidders, distribution of specifications to prospective bidders, meeting with bidders and assistance in reviewing proposals and qualifications of bidders, and making a recommendation of Award of the construction contract.

Permits - Assist with the government approval process and obtain permits from agencies such as Texas Commission on Jail Standards.

Construction Administration and Monitoring - serve as Johnson County's representative and provide administration of the Contract for Construction – to include construction meetings with contractors, site visits throughout the construction phase, reviews of submittals, work schedules and payment claims, reviewing work in progress and determining project completion. A separate cost estimate shall be provided for providing daily site supervision

Advise Johnson County of defects and deficiencies in the construction work on a timely basis and recommend when work should be rejected by the County.

Provide a complete set of as-built drawings upon completion of the project.

Provide final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

SELECTION PROCESS

The project selection advisory committee or Commissioner's Court shall be responsible for reviewing responses to the RFQ's and qualifying up to a maximum of four submittals based on past performance with the Texas Commission on Jail Standards, staff experience and team qualifications, technical competence, capacity and capability to perform, and financial strength.

The project selection advisory committee will interview the top four submittals in further evaluating compatibility and qualifications to produce the required product for the County.

Based upon the submittals and the interview process, the project selection advisory committee or Commissioner's Court will review and rank the submittals based on the information submitted. The Commissioner's Court will attempt to negotiate a contract with the firm that is ranked number one. If the County is unable to reach an agreement with the number one ranked firm, it will formally and in writing end negotiations and proceed to negotiate with the number two ranked firm, and so on until a contract is reached. All design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal and Local laws and regulations.

ACCEPTANCE OF EVALUATION METHODOLOGY

Submission of qualifications indicates Respondent's acceptance of the evaluation techniques and the recognition that subjective judgments must be made by the Owner during the evaluation process.

SCORING CRITERIA

Scoring Criteria shall be based on the following;

Factor	Weight
Past record of performance on planning and design of jail projects with respect to such factors as cost control, quality of work, and ability to meet schedules. Such projects must have been constructed and approved for occupancy by the Texas Commission on Jail Standards.	40%
Staff experience and team qualifications	30%
Evidence of understanding the Scope of Services and technical competence	10%
Capacity and capability of the firm to perform the work	10%
Financial strength	10%

STATEMENT OF QUALIFICATIONS

Information supplied in response to the identified project description and proposed scope of work will be evaluated upon the criteria as described below.

It is understood that Johnson County reserves the right to accept or reject any and/or all responses to this RFQ as it shall deem to be in the best interest of Johnson County.

Experience

A. General company information

- 1) The competence and qualifications of the individual who will be directly responsible for the proposed work based upon education and experience pertinent to the work considered.
- 2) Technical adequacy of the personnel and sub-consultants to be utilized for the proposed work based upon education and experience pertinent to the work considered.
- 3) Demonstrated experience of the prime firm based upon previous work similar to that of the type considered.
- 4) Demonstrated success of the prime firm based upon the record of performance for governmental or institutional projects.
- 5) Demonstrated commitment of the prime firm to their continued involvement in project success throughout the entire period of the project life.
- 6) Prime firms history of accuracy of cost estimates and ability to perform within budget constraints.
- 7) Prime firms workload capability and current workload as well as the firm's history of performing work within a specified schedule.
- 8) The approach proposed for the design project.
- 9) Consideration for the utilization of a prime firm or individuals that have prior experience with an existing project that is proposed for continuation or modification.
- 10) Demonstrated ability of key team personnel to work with County staff and/or other project managers in relation to the schedule and budget requirements, comments, suggestions, design rationale, and project alternatives.
- 11) Demonstrated financial stability and resources.

FORMAT REQUIREMENT

The RFQ format shall conform to the A/E Services Selection Criteria (Exhibit A) and shall not exceed 10 pages in length (exclusive of samples of previous work, certifications/acknowledgements, and resumes). An original and two (3) copies shall be provided.

1. Responses shall be clearly identified and conform to the criteria as outlined in “a” through “l” of the Selection Criteria in Exhibit A.
2. Project time-line: A proposed project schedule shall be supplied identifying the beginning and ending of each phase of the work.
3. Return signed Certification and acknowledge any Addenda issued in response to this RFQ.

EXHIBIT A

ARCHITECTURAL SERVICES SELECTION EVALUATION CRITERIA

ARCHITECTURAL SERVICES SELECTION EVALUATION CRITERIA

The following is a description of items to receive consideration in the evaluation of submittals in response to a solicitation for Request for Qualifications (RFQ) for providing Architectural (A/E) services to Johnson County. Evaluation points associated with each Consideration Item are specific to each RFQ solicited and some Consideration Items may not be applicable to some solicitations.

Consideration Item (a): General Company Information and History

- (1) How many years has your organization been in business?
- (2) How many years has your organization been in business under its present business name?
 - 2.1 Under what other or former names has your organization operated?
- (3) If your organization is a corporation, please provide the following:
 - 3.1 Date of incorporation;
 - 3.2 State of incorporation;
 - 3.3 President's name;
 - 3.4 Vice President's name(s);
 - 3.5 Secretary's name;
 - 3.6 Treasurer's name;
- (4) If your organization is a partnership, please provide the following:
 - 4.1 Date of organization;
 - 4.2 Type of partnership (if applicable);
 - 4.3 Names of all partners.
- (5) If your organization is individually owned, please provide the following:
 - 5.1 Date of organization;
 - 5.2 Name of owner
- (6) If the form of your organization is other than those listed above, please describe and name all principals, partners, officers and/or owners.
- (7) What is the location of your organization's corporate office, being defined as the office where the person or persons owning a majority interest in the company spends the majority of their work week.

Consideration Item (b): *The competence and qualifications of the individual who will be directly responsible for the proposed work based upon education and experience pertinent to the work considered.*

County is interested in the individual's experience as a project team leader on projects similar to that described in the solicitation. Only one individual shall be designated and must be a licensed architect or engineer in the State of Texas at the time of submission and must be employed by the prime firm and not by a sub-consultant. Demonstrate project management experience, technical competency, qualifications and compliance with legal requirements by providing a resume which reflects:

- (1) educational background;
- (2) license status, to include Texas registration number and expiration date of architects, engineers, or surveyors performing work and supervising subordinates in the production of design or study efforts;
- (3) continuing education efforts exhibited by involvement in short courses and professional seminars, including teaching;
- (4) technical publications including books, papers or presentations;
- (5) participation in technical code or standard or similar policy-generating efforts;
- (6) documented specialized design expertise demonstrating such specialized capabilities pertinent to similar work experience as described in the solicitation by the individual;
- (7) descriptions and examples of specific projects of a similar nature by the individual as described in the solicitation and their role in the work.
- (8) descriptions or examples of projects of a similar nature which involved or Federal or State grant funding/reporting.

Consideration Item(c): *Technical adequacy of the personnel and sub-consultants to be utilized for the proposed work based upon the education and experience pertinent to the work considered.*

County is interested in the technical qualifications and experience of the individual project team members of the prime consultant and subcontractor firms who will actually be performing work on the project described in the solicitation. Demonstrate technical competency, qualifications and compliance with legal requirements by providing resumes which reflects:

- (1) educational background;
- (2) license status, to include Texas registration number and expiration date of architects, engineers or surveyors performing work and supervising subordinates in the production of design or study efforts;
- (3) craft or applicable licenses, i.e., such as engineer-in-training, engineer technician, plumber, or master plumber, electrical, water, wastewater, HVAC, etc. to include Texas license numbers and expiration date;
- (4) continuing education efforts exhibited by involvement in short courses and professional seminars including teaching;

- (5) technical publications including books, papers or presentations;
- (6) participation in technical code or standard or similar policy-generating efforts;
- (7) documented specialized design expertise demonstrating such specialized capabilities pertinent to similar work experience as described in the solicitation by the individuals;
- (8) descriptions and examples of specific projects of a similar nature by the individuals as described in the solicitation and their role in the work.
- (9) list the names and qualifications of sub-consultants. Discuss what part of the design work each will share.

Consideration Item (d): *Demonstrated experience of the firm based upon previous work similar to that of the type considered in accordance with the Texas Jail Commission standards.*

County is interested in the firm's history with similar projects as described in the solicitation. List no more than five like projects meeting the criteria in accordance with the Texas Jail Commission Standards which have been completed within the last ten years, of which one project (jail facility) must have been built and completed through occupancy within the last three years in accordance with and approved by the Texas Jail Commission Standards. Include the project description, name of the project manager, description of the prime firm's role, cost of the project, year of the work, and name and phone number of the agency contact who can respond to questions about the work. Provide no more than one page per documented project.

- (1) applicability of projects similar in nature as described in the solicitation;
- (2) role of firm with the project;
- (3) firm's quality assurance procedures for design;
- (4) procedures for assurance of project compliance with program requirements, codes, ordinances, regulations, standards, etc.;
- (5) program of construction administration and experience.

Consideration Item (e): *Demonstrated success of the prime firm based upon the record of performance for state, federal or local government jail projects in coordination with the Texas Jail Commission.*

County is interested in the firm's success and performance record related to projects for government clients in relation to the design and construction of a jail facility. List no more than five projects. For other projects to be considered, include the project description, name of the team leader, description of the prime firm's role, cost of the project, year of the work, and name and phone number of the agency contact who can respond to questions about the work. Known projects, other than those listed may be checked for the firm's record of performance. Provide no more than one page per documented project.

- (1) quality, clarity and thoroughness of proposal documents;
- (2) number of change orders due to design errors or omissions;
- (3) conformance with project objectives and program requirements;
- (4) coordination with applicable parties.

Consideration Item (f): *Demonstrated commitment of prime firm to their continued involvement in project success throughout the entire period of the project life.*

County is interested in the firm's continued responsiveness and dedication to the success of the project throughout the entire life of the project. Projects listed in Consideration Item (d), Consideration Item (e), or other known projects or work will be considered.

- (1) oversight and responsiveness of the firm throughout the design and construction or implementation period of the project;
- (2) interaction of the firm with the contractor, owner, regulatory agencies, citizens.

Consideration Item (g): *Firms history of accuracy of cost estimates and ability to perform within budget constraints.*

County is interested in the accuracy and dependability of projected cost estimates and the ability of the firm to be sensitive and responsive to project budget constraints. List project budgets, pre-proposal cost estimates and proposal ranges from low to high proposal for projects listed in Consideration Item (d) or Consideration Item (e). Information may also be submitted documenting design alternates or other efforts initiated by the consultant firm to be responsive to budget constraints.

- (1) firm's record related to the accuracy and dependability of project cost estimates;
- (2) measures initiated by the firm to demonstrate a responsiveness to budget constraints;
- (3) procedures utilized by the firm for assuring accuracy of cost estimates and design within budget constraints.

Consideration Item (h): *Firms workload capacity and current workload as well as the firms history of performing work within the specified schedule.*

County is interested in the ability of the firm to dedicate the necessary resources to the work described in the solicitation. County reserves the right to visit the location of the firm to verify the capabilities and resources.

- (1) capabilities of the proposed project team and approach for handling multiple projects simultaneously at various stages of development;
- (2) coordination efforts and procedures of team members not located at the same location;
- (3) contingency plan and ability of the firm to sustain a loss of a key team member without compromising project quality, schedule or budget consideration;
- (4) current workload capacity (manpower and dollar volume), current workload and anticipated future workload for which the prime consultant is engaged or expects to begin in the near future;

- (5) scheduling methods utilized to manage personnel and resources;
- (6) physical resources in terms of office space, computers, software, plotters, and other equipment.

Consideration Item (i): *The approach proposed for the design project.*

County is interested in the team's organizational structure and work plan for accomplishing the work as described in the solicitation.

- (1) organization and structure of the project team;
- (2) project leadership and reporting responsibilities;
- (3) sub-consultants role adequately defined;
- (4) interface with County's project management;
- (5) coordination plan with user groups, citizens, regulatory agencies, etc.;
- (6) work plan indicating approach for accomplishment of project, identified options, and proposed solutions.

Consideration (j): *Consideration for the utilization of a firm or individuals that have prior experience with an existing project that is proposed for continuation or modification.*

County is interested in the prior experience and knowledge of the prime firm or team members that have had previous involvement with the specified project that is described in the solicitation.

- (1) background and role with the previous project;
- (2) availability of pertinent information, data, maps, drawings, etc. related to the previous project.

Consideration Item (k): *Demonstrated ability to work with County staff and/or other project management related to schedule and budget requirements, comments, suggestions, design rationale, and project alternatives.*

County is interested in the ability of the firm to be responsible and cooperative with the County staff and/or other project management for the benefit of project and the citizens of Johnson County.

- (1) identify examples of specific instances when the firm was responsive to issues related to budget considerations, comments, suggestions, design rationale, project alternatives or other issues;
- (2) list those instances where agreement with the County staff and/or other project management was not achievable and the outcome or position of the firm.

Consideration Item (I) *Demonstrated financial stability and resources.*

County is interested in the history of the firms financial stability and financial resources.

(1). Financial statement

- 1.1 Please provide a current financial statement, preferable audited, including your organization's latest balance sheet and income statement indicating the following:
- Current Assets (e.g., cash, joint venture accounts, accounts
 - Receivable, accrued income, deposits, materials inventory and prepaid expenses);
 - Net Fixed Assets;
 - Other Assets;
 - Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);
 - Other Liabilities (e.g., capital stock, authorized and outstanding shares par values, earned surplus and retained earnings.
- 1.2 Please provide name and address of firm preparing attached financial statement, and date thereof.

(2) Insurance

- 2.1 Please provide name of insurance carrier or carriers.
- 2.2 Please provide name and address of agent.
- 2.2.1 Please provide a Certificate of Insurance for all coverage.
- 2.3 Please provide total amount of excess liability insurance coverage in place.
- 2.4 Please provide your general liability insurance rate.

(3) Claims and Suites. (If the answer to any of the questions below is yes, please provide details.)

- 3.1 Has your organization ever failed to complete any work awarded to it?
- 3.2 Please describe any judgments, claims, litigation, arbitration or mediation proceedings or suits pending, outstanding or closed against your organization or its officers within the last ten (10) years.
- 3.3 Please describe any lawsuits, requested arbitration or mediation with regard to construction contracts your firm may have filed within the last ten (10) years.
- 3.4 Please describe any outstanding unresolved claims.
- 3.5 Within the last ten (10) years, has any officer or principal of your organization ever been an officer or principle of another organization when it failed to complete a contract? *(If the answer is yes, please attach details.)*

CERTIFICATION OF PROPOSAL

The undersigned affirms they are duly authorized to execute the contract, that this proposal has not been prepared in collusion with any other proposal, and that the contents of this proposal have not been communicated to any other proposal prior to the official opening of this proposal.

Signed By: _____ Title: _____

Typed/Printed Name: _____

Company Name _____ Date: _____

Mailing Address: _____
Street/P. O. Box City State Zip

Telephone #: _____ Cell #: _____ Fax #: _____

Employer Identification Number/Social Security No: _____