

# RFQ-23-75-TC-SHOOTING RANGE DESIGN SERVICES



## REQUEST FOR QUALIFICATIONS BY THE ALAMO AREA COUNCIL OF GOVERNMENTS FOR ARCHITECTURAL & ENGINEERING SERVICES

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**Submission Address:** Debbie Ugarte, Procurement Manager  
Alamo Area Council of Governments  
Procurement Department  
2700 NE Loop 410., Suite 101  
San Antonio, TX 78217  
(210) 362-5302  
dugarte@aacog.com

**AACOG RFQ link:** <http://www.aacog.com/bids.aspx>  
<http://www.txsmartbuy.com>

**NOTICE:** Prospective proposers who have received this document from a source other than AACOG should immediately contact AACOG and provide their name, company, and email address in order that an addendum to this document or other communication can be sent to them. Any prospective proposers who fail to provide the agency with this information assumes complete responsibility for complete submission requirements.

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**1. Purpose**

The Alamo Area Council of Governments on behalf of the Alamo Area Regional Law Enforcement Academy (AARLEA) is soliciting responses from qualified firms for Architecture and Engineering Services (AE) for **Shooting Range Design Services, Project No. 23-75-TC**. To be eligible for consideration, the proposing firm must be capable of supplying the A&E Services described herein, and must meet all other criteria outlined in this RFQ.

**2. Background Information**

AACOG is a voluntary association of municipal and county governments and special districts located in Bexar County and the surrounding thirteen counties. Defined as a political subdivision of the State of Texas, the Alamo Area Council of Governments (AACOG) was established in 1967 under Chapter 391 of the Local Government Code as a voluntary association of local governments and organizations that serves its members through planning, information, and coordination activities. AACOG serves the Alamo Area/State Planning Region 18, which covers 13 counties and 12,582 square miles. Comprising the area planning region are Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson counties.

**3. Project Description**

- 3.1. This Project is to design a 25 meter shooting range that will be primarily open to the public while also supporting local law enforcement training needs. The new AACOG Range ("Range") located within the Alamo Area Council of Governments ("Facility"). AACOG is the recipient of a planning grant from the Texas Parks and Wildlife Department ("TPWD") that is being used to plan and design a shooting range to serve the community. If approved, AACOG will be seeking additional grants from TPWD to construct the Range. As part of the grant requirements, the Range must be available primarily for public use, to include firearms safety classes and actual use of the Range for live fire recreational and training exercises. Additionally, the Alamo Area Regional Law Enforcement Academy (AARLEA) is committed to supporting our law enforcement officers by providing the skills they require through comprehensive training to serve and protect our community. The Range will be used to train its cadets and law enforcement officers in AACOG's 13 county region.
- 3.2. The Range shall be designed and built in accordance with all governing bodies and their recognized codes including, but not limited to, the AARLEA, the American with Disabilities Act (ADA), International Energy Conservation Code, National Institute for Occupational Safety and Health (NIOSH), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), military specifications, and any other federal and state agencies relative to building requirement or health regulations.
- 3.3. The Project Site designed for the RANGE is owned by AACOG and located in San Antonio, Texas (SATX) at the intersection of Interstate 410 and Perrin Beitel Road, San Antonio, Texas. Precisely stated, the location is between 2700 NE Loop 410 (SATX, 78217) & 8200 Perrin Beitel Road, (SATX, 78218). It is estimated at Latitude N 29°30'49.2336" & Longitude W -98°24'35.8122"
- 3.4. Proposals will include certain professional architectural and engineering services related to the scope of work. The project is to be located on the acreage site located at approximately 8306 Perrin Beitel Road, San Antonio, TX 78218, San Antonio, Texas. The site is approximately one acre in size and is a portion of a larger existing development and includes a parking lot and former bank teller drive through. The proposed project may require a conditional use permit.

**4. Solicitation Method**

AACOG has chosen the Design-Bid-Build method of delivery and needs to maximize the value of the established budget for the Work. The selected A&E firm shall assist AACOG in refining their budget for the Range. The AE shall be responsible for all disciplines required to design, engineer, estimate, and perform construction administration for the Project in accordance with all governing codes and requirements. The AE's compensation for design and pre-construction Work will be subject to a Not-to-Exceed amount and paid on hourly rates. Upon completion of Pre-Final Design Documents, AE shall present a construction estimate proposal to AACOG, which AACOG intends to use to propose funds for the Project. Subsequent

to approval by AACOG Board of Directors, the AE shall assist AACOG in securing a General Contractor for the project.

**5. Program Purpose:**

The primary purpose of the Range is to provide an indoor shooting experience for members of the public as well as on site training classes related to gun safety, licensing and other relevant topics. As stated above, the Range is required to be used at least 90% of the time to open to the public.

The AARLEA offers Basic Peace Officer and Basic Correction Officer programs, as well as Basic Telecommunications Certification for individuals seeking licensure through the Texas Commission on Law Enforcement.

In addition, the academy provides continuing education for licensed law enforcement professionals. Peace officers, corrections officers, and telecommunicators are able to advance their proficiency certifications through the intermediate, advanced, and master-level courses available through the academy. In support of its mission, AACOG anticipates using the Range for firearms training and annual qualification testing for its cadets and local law enforcement officers that may also include military security police assigned to Joint Base San Antonio ("JBSA")

**6. Scope of Work**

6.1. Architectural Design services required for AACOG's proposed 15,000 square foot indoor live fire shooting range and retail training facility to include:

6.1.1. Schematic Design Floor Plan & Space Planning

6.1.1.1. Schematic Design Floor Plan programmatic function locations

6.1.1.2. Schematic Design Space Planning development of formal space plan

6.1.1.3. Development of scheduled start date and estimated deliverables

6.1.1.4. Development of pricing documents for general requirements

6.1.1.4.1. Development of pricing for job specific requirements identified by AACOG

6.1.1.4.2. Development of pricing for ceiling and lighting requirements that meet energy code

6.1.1.4.3. Finalize schedule with material designations, locations and material allowances

6.1.2. Finish Selection

6.1.2.1. Coordinate with AACOG and select finish schemes

6.1.2.2. Confirm selected finish scheme

6.1.2.3. Finalize finish selection for use by Project Architect

6.1.3. Structural Design

6.1.3.1. Development of plans for loads and HVAC opening locations to include supports

6.1.3.2. Coordinate development of CAD drawings for final review of completeness of drawings

6.1.4. Project Architect responsibilities:

6.1.4.1. Per square foot fee for all exclusions on prior pages given the uses in the facility

6.1.4.2. Coordination with client to obtain final sign-off on floor plan, finishes, electrical and lighting before proceeding with Construction Documents

6.1.4.3. Shooting range bays - Assist with owner and GC with determining the best construction solutions (wall and roof structure prior to Design Development kick-off) and coordination with Range Development Services, LLC structural engineering design documents to be provided for the range bays. This will accommodate the range equipment (ballistic and HVAC) vendor specific needs.

6.1.4.4. Architectural design, including building exterior design for all non-shooting range bay square footage mechanical, electrical, plumbing and structural engineering design.

6.1.4.5. Preparation of Design Development and Construction Documents to include all required documents for design and permitting to include wall types, wall sections, millwork details, legends, notes, door schedules and exterior details as required

- 6.1.4.6. Managing city/review authority tasks including submission, reviews, revisions through permit issuance and all changes required by code, municipal and review authority(s), or client requests. Also includes the need for public hearings, as required.
  - 6.1.4.7. Design Development portrayed in signed-off pricing documents.
  - 6.1.4.8. Permit coordination and submittal
  - 6.1.4.9. Coordination of engineering and consultants
  - 6.1.4.10. Construction Administration that includes but is not limited to RFI/submittal review, change order reviews, meetings / calls as required, site visits, final punch list
  - 6.1.4.11. Project Management - Coordination with the client for the duration of the project
  - 6.1.4.12. General Contractor bid coordination and review
  - 6.1.4.13. Coordination with client's shooting range equipment vendors, security system, access control, point of sales needs, and retail display and custom equipment vendors
  - 6.1.4.14. Review and coordination of final design connections to building systems / utilities. Client's selected range ballistic and range HVAC vendors will provide a turnkey scope of services including design, equipment, installation, test, balance and commissioning
  - 6.1.4.15. Range bay structural design review of the roof joists and wall. and design of the entire structure for requisite wind loads, seismic loads and the roof live loads
  - 6.1.4.16. Assume all liability holding AACOG harmless
- 6.2. Engineering Design services required for AACOG's proposed 15,000 square foot indoor live fire shooting range and retail training facility to include:
- 6.2.1. Surveying
    - 6.2.1.1. American Land Title Association (ALTA) Boundary survey.
    - 6.2.1.2. Topographic survey.
    - 6.2.1.3. Title commitment ensuring the tile is clear of any liens, defects, burdens and obligations shall be submitted to the A&E representative
  - 6.2.2. Plat development and submission to the Department of Planning & Development
    - 6.2.2.1. Prepare Final Plat based on the approved General Plan Conditions.
    - 6.2.2.2. Submission of Plat to the Department of Planning and Development (DPD) of requisite authority for issuance of a Memorandum of Conformance.
    - 6.2.2.3. Coordinate the review of the submitted Plat with DPD prior to recording.
  - 6.2.3. On-Site Engineering Services
    - 6.2.3.1. Coordinate with requisite agencies, utility providers, and the City of San Antonio to determine utility availability to the site.
    - 6.2.3.2. Prepare a Dimensional Site Plan based on AACOG's approved plan.
    - 6.2.3.3. Prepare a Trip Generation Report as required by the City of San Antonio for new developments or for approval.
    - 6.2.3.4. If the results of the Trip Generation Report indicate the need for a full Traffic Impact Study. AACOG will negotiate the additional fee required for the Traffic Impact Study.
    - 6.2.3.5. Prepare Grading and Drainage Plans and associated details.
    - 6.2.3.6. Perform a detention analysis and provide design of required detention facilities or prepare a detention waiver request for submission to City Engineer's Office as appropriate.
    - 6.2.3.7. Prepare an Erosion and Sediment Control Plan and associated details consistent with the requirements.
    - 6.2.3.8. Prepare a Storm Water management plan and coordinate with the required agency(s).
    - 6.2.3.9. Assist AACOG in obtaining all necessary approvals, to include,
      - 6.2.3.9.1. Schematic site plan layout design of an approximately 15,000 sq. foot building
      - 6.2.3.9.2. Required parking and landscaping,
      - 6.2.3.9.3. Special / Conditional Use Approval,
      - 6.2.3.9.4. Design development plans and

- 6.2.3.9.5. Construction documents for the approved architectural design of the facility.
- 6.2.3.10. Prepare utility plans (water, sewer, natural gas electric, internet service).
- 6.2.3.11. Prepare Fire Protection
- 6.2.3.12. Prepare Yard Piping Plan and associated details based on information provided by the Fire Protection Design Engineer (if required).
- 6.2.3.13. Prepare a Pavement Plan and associated details based on the recommendations of the Project Geotechnical Engineer.
- 6.2.3.14. Prepare technical specifications related to civil elements of work to be included in the approved drawings.
- 6.2.3.15. Provide coordination during the review and approval process by the City Engineer's Office.
- 6.2.3.16. Review Engineering related submittals.
- 6.2.4. Landscape and Irrigation Design
  - 6.2.4.1. Develop a Landscape Plan in accordance with the requirements of the Unified Development Code
  - 6.2.4.2. Develop an Irrigation Plan indicating performance requirements.
  - 6.2.4.3. Prepare technical specifications for Landscape and Irrigation elements of work to be included on drawings.
  - 6.2.4.4. Review Landscape and Irrigation submittals.
  - 6.2.4.5. Prepare Certificate of Landscape Conformance to be presented before receiving final Certificate of Occupancy.
- 6.2.5. Services During Construction
  - 6.2.5.1. Supervise / coordinate site visits when requested by the construction contractor and/or AACOG.
  - 6.2.5.2. Assist in Project Closeout.

## 7. Eligible Providers

- To be minimally qualified for consideration for award, proposing firm must have the following experience:
- Range Experience: Architect must have successfully completed a minimum of two (2) indoor shooting ranges project. Architect (Prime) may choose to enlist the services of an expert architect (secondary) as a Subconsultant to fulfill this requirement. However, it is AACOG's sole discretion whether or not the Subconsultant's qualifications satisfy the need for experience working on indoor shooting ranges. The projects must have a similar or greater degree of complexity as this Project. Projects that are in design and that have not received a Certificate of Occupancy as of the date of Proposal submittal will not be considered a completed project for this minimum qualification criterion.
- Range Experience: Mechanical Engineer must have successfully completed a minimum of two (2) indoor shooting range projects. The projects must have a similar or greater degree of complexity as this Project. Projects that are in design and that have not received a Certificate of Occupancy as of the date of Proposal submittal will not be considered a completed project for this minimum qualification criterion.
- Range Experience: Acoustical Engineer must have successfully completed a minimum of two (2) indoor shooting range projects. The projects must have a similar or greater degree of complexity as this Project. Projects that are in design and that have not received a Certificate of Occupancy as of the date of Proposal submittal will not be considered a completed project for this minimum qualification criterion.
- Police Facility Experience: Architect must have successfully completed a minimum of two (2) Police Facility projects. Projects that are currently in construction and that have not received a Certificate of Occupancy as of the date of Proposal submittal will not be considered a completed project for this minimum qualification criterion.
- A contract will be awarded only to a responsible Architectural & Engineering firm, that is qualified and experienced
- A firm in a financial position to perform the Scope of Service for the term of the Agreement.
- A firm must have a minimum of three (3) years of continuous licensure in the State of Texas.
- Evidence of insurance coverage meeting AACOG requirements.

- Proposers must have the technical competence, administrative capacity, management and administrative skills, program experience and expertise, fiscal management systems, the financial resources and stability to accomplish the work identified in this RFQ and meet high standards for public service and fiduciary responsibility.
- AACOG is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires Contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The Contractor must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department or agency.
- The proposer certifies that no member of or delegate to the Congress of the United States (US) shall be admitted to any share or part of this contract or to any benefit arising therefrom.
- The proposer certifies that no member, officer or employee of the Public Body or of a local public body during his or her tenure or one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- The proposer agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- The proposer acknowledges and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract).
- The proposer will be free of all obligations and interests that might conflict with the best interests of AACOG;
- The proposer will have the capacity of providing services on a timely basis;
- The proposer will warrant that they nor any member of their controlling management presently has a relationship with any member of the AACOG Board of Directors or an AACOG officer with contractual authority and will not enter into any such relationship, directly or indirectly, which would create or provide the appearance of a conflict of interest in the performance of any agreement with AACOG. If an applicant cannot make such representation, the person(s) having a relationship with the AACOG Board member or officer, shall file the attached Conflict of Interest Questionnaire with their response to this request for applications. Nothing contained in this paragraph shall relieve Contractor of its obligation to file a Conflict of Interest Questionnaire at a later date if such conflict arises.
- The submission of an applications shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- The proposer shall furnish AACOG such additional information as AACOG may reasonably require.
- Responses will remain on file in accordance with the Texas Open Records Act.

## **8. Contract and Budget**

- This Request for Qualifications may result, assuming a contractor is selected, and an award made, in a deliverables-based task-oriented contract. AACOG will require a high level of participation Design-Bid-Build method of delivery that leads to the timely completion of the facility identified.
- The proposed Schedule of Charges submitted as part of the Qualification Statement (Section 15.1.8) will be the sole basis of payment.

## **9. Governing Provisions & Limitations**

Violation of any of the following provisions may cause an application to be disqualified and rejected

from consideration.

- The application, if accepted, will become the basis for the contract scope of work.
- The only purpose of this RFQ is to ensure uniform information in the solicitation of applications for the procurement of identified services. This RFQ is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit AACOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by AACOG.
- AACOG reserves the right to accept or reject any or all applications received, to cancel or reissue this RFQ in part, or its entirety.
- AACOG reserves the right to award a contract(s) for any services solicited in this RFQ in any quantity AACOG determines is in its best interests.
- AACOG reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFQ.
- AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFQ.
- AACOG reserves the right to waive any minor defect in the procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. AACOG will provide notifications of any changes in this RFQ to all interested parties having requested or received a copy of this RFQ.
- AACOG reserves the right to negotiate the final terms of any and all contracts or agreements with selected proposers and any such terms negotiated as a result of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of the regional area.
- AACOG reserves the right to contact any individual, agency, employer or granting agencies listed in an application, contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.
- AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFQ if adequate funding is not received by AACOG from any other funding sources or due to legislative changes.
- Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- No officer, board member, employee, application evaluator, or agent of AACOG shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, is involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause a respondent's application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- The contents of a successful application will become a contractual obligation if selected for the award of a contract. Failure of a respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful proposer as a basis for release from proposed services at the stated price/cost. Any damages accruing to AACOG as a result of a successful proposer's failure to contract with AACOG may be recovered from the proposer.
- A contract with a selected proposer may be withheld, at the sole discretion of AACOG, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved. AACOG may withdraw the award of a contract if the resolution is not satisfactory to AACOG.
- AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.



## **10.0 Administrative Requirements & Limitations**

- Respondents must be able to demonstrate the necessary administrative and fiscal capability necessary to successfully provide required services and to meet the financial accountability requirements of federal grants.
- Contractors must agree to comply with any applicable Federal, State, and AACOG rules, policies, directives, procedures, and plans and unilateral contract modifications.
- AACOG Contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, AACOG, and its funding source agencies, or any of their duly authorized representatives shall have complete access to any books, invoices, payrolls, time sheets, or any other records or papers which are related to a contract resulting from this RFQ for the purpose of verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies

## **11.0 Technical Assistance**

- **AACOG RFQ Point of Contact**

Debbie Ugarte  
Procurement Manager  
2700 NE Loop 410, Suite 101  
San Antonio, TX 78217  
O: 210-362-5302  
C: 210-379-2941  
Email: [Procurement@aacog.com](mailto:Procurement@aacog.com)

**Proposers may email questions to [Procurement@aacog.com](mailto:Procurement@aacog.com), beginning on May 8, 2023 through May 12, 2023 by close of business.**

- Other than written questions submitted to AACOG prior to the deadline for such questions, as specified in the RFQ, potential respondents are prohibited from contacting AACOG staff or Board of Directors at any time during this procurement process regarding the RFQ, the evaluation process, recommendation and/or award of contracts, or to gain any other information that could provide a competitive advantage of one respondent over another. Violations of this prohibition will result in the automatic disqualification of the offending proposer.
- Other than as specified above, all members of the AACOG Board, AACOG staff, individuals that have reviewed the RFQ prior to its release, authorized representatives or agents of AACOG are precluded from entertaining or answering questions concerning this RFQ or the procurement process.

## **12.0 Proprietary Information & Texas Public Information Act**

Proposer is hereby notified that AACOG strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. AACOG may seek to protect from disclosure all information submitted in response to this RFQ until such time as a final agreement is executed. Upon execution of a final agreement, AACOG will consider all information, documentation, and other materials requested to be submitted in response to this RFQ to be of a non-confidential and non-propriety nature and, therefore, subject to public disclosure. Proposer will be advised of a request for public information that applies to their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information that may be protected from release as authorized by Government Code or Attorney General Decision.

## **12.0 Davis-Bacon Act**

As required by Federal program legislation, Proposer shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 31463148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted

Construction"). In accordance with the statute:

Proposer is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Proposer shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor for Bexar County, Texas, are available at [wdol.gov](http://wdol.gov). Proposer agrees that, for any purchase to which this requirement applies, the award of the purchase to the Proposer is conditioned upon Proposer's acceptance of the wage determination.

Proposer further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

### **13.0 Response Scoring Criteria**

The Statement of Qualifications will be reviewed by an evaluation committee and the highest ranked firms will be invited to enter negotiations with the AACOG. Proposals shall be evaluated on the basis of the Evaluation Criteria set forth herein. In addition, any other pertinent information which becomes available during the evaluation, interview, or negotiations may be considered in the evaluation. The committee may make a recommendation for award on the basis of the Proposals received, or may choose to "short list" prospective firms for further consideration, which may include interviews and/or negotiations. The proposing firm selected for the award will be chosen on the basis of the apparent greatest benefit to AACOG, and not on the basis of price.

The highest ranked firm(s), based on the total points from the evaluation of the Statement of Qualifications and interviews (if conducted), will be invited to enter negotiations with AACOG. If AACOG and the highest ranked cannot agree on terms that are fair and reasonable, AACOG may enter into negotiations with the next ranked firm(s).

#### **Scoring Criteria, with Percentages:**

<b>Qualifications of the Firm</b>	<b>30%</b>
<b>Architectural Experience and References</b>	<b>40%</b>
<b>Key Personnel</b>	<b>30%</b>
<b>TOTAL</b>	<b>100%</b>

### **14.0 Dispute Resolution - Appeal and Debriefing Process**

#### **1. Pre-bid and Pre-award Protests**

- a. Protests based upon alleged improprieties in a solicitation which are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to bid opening or the time set for receipt of initial proposals. In procurements where proposals are requested, alleged improprieties which do not exist in the initial solicitation but which are subsequently incorporated into the solicitation must be protested not later than the next closing time for receipt of proposals following the incorporation. If no closing time has been established, or if no further submissions are anticipated, any alleged solicitation improprieties must be protested within 10 days of when the alleged impropriety was known or should have been known.
- b. Protests other than those covered by 11.1(a) of this section shall be filed not later than 10 days after the basis of protest is known or should have been known (whichever is earlier), with the

exception of protests challenging a procurement conducted on the basis of competitive proposals under which a debriefing is requested and, when requested, is required. In such cases, with respect to any protest basis which is known or should have been known either before or as a result of the debriefing, and which does not involve an alleged solicitation impropriety covered by 11.1(a) of this section, the initial protest shall not be filed before the debriefing date offered to the protester, but shall be filed not later than 10 days after the date on which the debriefing is held.

## **2. Post-award Appeal Process**

Respondents not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the procurement process. Appeals must be filed within ten calendar days of receipt of notification of final action. Final action shall be considered by AACOG, at which final selection of the contractor is made. Appeals shall be directed to:

Contracts and Procurement Manager  
Alamo Area Council of Governments  
2700 N.E. Loop 410, Suite 101  
San Antonio, TX 78217

- a) The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal must be within the time frame identified. There is no relief accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing Agency procedures.
- b) Respondents may NOT appeal the scoring and ranking of applications, unless substantiated by material or relevant facts;
- c) Respondents may NOT appeal solely on the belief that their application is superior to the one selected for award.

## **3. Request for Debriefing**

- Respondents not selected by this procurement process, and have elected not to file an appeal, may submit within 10 days of AACOG's notification of the procurement decision, a Request for Debriefing to obtain information on the procurement process and how their application or offer was received and ranked. AACOG shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled Debriefing. The Debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the application evaluation system, and help unsuccessful bidders understand why they were not selected.

## **15.0 Response Requirements**

Listed below is a summary of all information to be included in an application submitted in response to this Request for Qualification. Applications will be considered only from parties that:

1. Are free of all obligations and interests that might conflict with the best interests of AACOG;
2. Have the capacity of providing services on a timely basis; and
3. Submit a Contractor's Qualification Statement
4. Warrant that they nor any member of their controlling management presently has a relationship with any member of the AACOG Board of Directors or an AACOG officer with contractual authority and will not enter into any such relationship, directly or indirectly, which would create or provide the appearance of a conflict of interest in the performance of any agreement with AACOG. If an applicant cannot make such representation, the person(s) having a relationship with the AACOG Board member or officer, shall file the attached Conflict of Interest Questionnaire with their response to this request for proposals. Nothing contained in this paragraph shall relieve Contractor of its obligation to file a Conflict of Interest Questionnaire at a later date if such conflict arises.
5. The submission of an applications shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed

- requirements of the specifications; and the conditions under which the work is to be performed.
6. The proposer shall furnish AACOG such additional information as AACOG may reasonably require
  7. Responses will remain on file in accordance with the Texas Open Records Act.

## **15.1 Contractor's Qualification Statement**

### **15.1.1 Qualifications of the Firm**

A cover letter shall state the name, address, and telephone number of the Respondent submitting the Proposal on behalf of the AE team and shall bear the signature of the person having the authority to agree to the terms of the Proposal for the Respondent and bind the Respondent in a formal Agreement with AACOG if selected for Project award. Cover letter shall provide an explanation of the Respondent's ability to provide AE services better than the competition. If the Respondent (Prime Architect) is choosing to enlist the services of an expert architect (secondary) to fulfill the minimum qualification listed in the Evaluation Criteria, Cover Letter shall be cooperatively signed by the Architect of Record (prime to the Agreement) as well as the expert architect (secondary).

### **15.1.2 Architectural Experience and References**

Projects referenced shall differentiate between the Architect, the Expert Architect, Mechanical Engineer and Acoustical Engineer.

### **15.1.3 Projects submitted for minimum qualification experience shall provide the following items for each project listed:**

1. Architect of Record;
2. Project name and description;
3. Owner;
4. City and State where the project was completed;
5. Delivery Method;
6. Owner's representative name and current phone number;
7. Initial project cost amount;
8. Final project cost amount;
9. Initial design schedule project start date and 95% drawing completion date;
10. Actual design schedule project start date and 95% drawing completion date;

### **15.1.4 Respondent shall provide one (1) drawing of the Range that illustrates the basic concepts of the design described and relationships between the spaces within the Range.**

1. This drawing shall show spatial relationships of the space requirements. The level of effort is discretionary and only required to convey the Design Professionals' understanding of Project requirements and goals presented by AACOG, to date.

### **15.1.5 If Respondents choose, they may submit a list of completed or ongoing projects other than the required projects that they believe demonstrate additional expertise of their teams' ability to more successfully design the Range. These projects will only be evaluated in addition to the minimum qualification experience, not in substitute of the relevant projects.**

### **15.1.6 Experience of the proposing firm in dealing with municipal or other governmental agencies in projects of similar size, scope, and nature.**

### **15.1.7 Respondents shall submit a list of key-personnel and their resumes showing experience on similar projects and their roles in the successfulness of the Project. The personnel, as submitted, must be able to commit to this Project and the Respondent will be required to utilize those personnel for the work. The Proposal shall:**

1. Provide Names of each of the key personnel. Maiden names shall be made available if applicable in referencing the work history of the key personnel;
2. Provide current role within Project Teams' firm;
3. Provide project experience for each proposed key personnel. All qualifying experience and projects must have been completed within the past three (3) years;
  - a. Project name and description;

- b. Role in the project, if different than above;
- c. Initial project cost amount and final project cost amount;
- d. Initial design schedule project start date and ninety-five percent (95%) drawing completion date;
- e. Actual design schedule project start date and ninety-five percent (95%) drawing completion date;
- f. Current reference name and phone number for project.
- 4. Define length of time individual has been with current company and time at current role.
- 5. Provide education and work history.
- 15.1.8 A design schedule timeline outlining the major tasks, phases, timeframes, and milestones necessary to complete the Project
- 15.1.9 The proposed Schedule of Charges, containing the lump sum fee broken out by Project phase, subconsultant's or subcontractor's fees, and rates for proposed reimbursable expenses such as mileage, equipment, printing, postage, courier service fees, etc. Reimbursable expense categories identified in the Reimbursable Expense Schedule must include all expenses for which the proposing firm will expect separate reimbursement. Expense categories not identified will not be reimbursed separately but are assumed to be included in the billable hourly rates or the fixed fee, whichever is applicable. Reimbursable expenses are reimbursed at cost. The proposed Schedule of Charges will be the sole basis of payment.
- 15.1.10 Any other information deemed necessary by the proposing firm.

## **16 Application Format**

Proposers must submit one (1) unbound original with all executed (i.e. original signatures) forms and certificates, plus four (4) exact copies and one (1) electronic copy of your application on compact disc (CD) or flash drive. Copies may be submitted in a three-ring binder, clipped or stapled in the upper left-hand corner. Any application lacking the required number of copies will be ruled unresponsive and will not be considered under this procurement. Applications must be typed and submitted on 8 ½ x 11 –inch plain white paper. Please do not use less than a 10-point font. Each page of the application, except for the Cover Sheet, must be sequentially numbered, including attachments. Although no page limit has been imposed, proposers are asked to keep responses brief, concise and to the point.

## **17 Order of Application Contents**

Applications must follow the format below. All items must be clearly labeled and in the exact order shown below. Compile the application in the following order:

- Title Page
- Table of Contents
- Contractor's Qualification Statement
- Profile of the Proposer
- References
- Conflict of Interest Questionnaire
- Certification Regarding Debarment
- Request to be added to Bidder's/Vendor List

## **18 Application Response Forms**

- **Attachment A - Title Page**  
List the RFQ subject, the name of the proposer's firm, local address, telephone number, fax number, email address, name of contact person, and date.
- **Attachment B - Table of Contents**  
Each application must have a Table of Contents that lists each item of the application, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.

- **Attachment C – Contractor’s Qualification Statement**  
Provider qualification information as identified in Section 15.1
- **Attachment D - Profile of the Proposer**  
Business information, address, email, point of contact names, phone numbers, cell numbers, fax number, business history information, business experience information.
- **Attachment F - References**  
Describe your firm’s experience, including the number of years in business, and type of services provided which are relevant to the RFQ. Propser must provide a minimum of 3 business references. Please identify the contact person and phone number for each. Use additional sheets if necessary.
- **Attachment G - Conflict of Interest Questionnaire**  
Identify any real or perceived conflicts of interest.
- **Attachment H - Certification Regarding Debarment**  
Certify your entity’s eligibility to receive Federal, State or Local funds.
- **Attachment I - Request to Be Added to Bidder’s/Vendor List**  
Complete application.

**Attachment A – Title Page**

**RFQ-**

**Date:**

**Firm Name:**

**Physical Address:**

**Telephone Number:**

**Point of Contact Name:**

**Cell Number:**

**Email Address:**

**Tax ID Number:**

**Attachment B – Table of Contents**

*(List each item of this application, including attachments, with a corresponding page number. Clearly identify the material by section and page number.)*



**Attachment C – Contractor’s Qualification Statement (Section 15.1)**

## Attachment D – Profile of the Proposer

### 1. PROFILE

NAME: \_\_\_\_\_

LOCATION ADDRESS(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

NUMBER OF YEARS IN BUSINESS: \_\_\_\_\_

BUSINESS LICENSE ISSUER AND NUMBER: \_\_\_\_\_

2. Proximity to AACOG (2700 NE Loop 410, San Antonio, TX 78217): \_\_\_\_\_ MILES.

3. State whether your organization is national, regional, or local. \_\_\_\_\_

4. Disadvantaged Business Enterprise (DBE) Certified: Yes No

- If yes, date of certification \_\_\_\_\_

List all Officers and/or Principals of firm:

1. Licenses *suspended*? Yes ☐ No ☐ If Yes, attach explanation.

2. Licenses *suspended*? Yes ☐ No ☐ If Yes, attach explanation.

5. Emergency Contact (365 days/year; 24 hours): \_\_\_\_\_  
\_\_\_\_\_

6. List all current and prior governmental entities/clients, type(s) of service performed and contract dates. All contact names and information must be current and verifiable. Use additional pages if necessary.

Agency/Organization	Location	Contact Name	Phone No.	Type of Service Performed	Beg-End Date

**Attachment F - References**

1. Describe your experience providing grant writing services including the number of years in business, and type of services provided.
2. Provide 3 commercial references.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Years of Contract: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Years of Contract: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Years of Contract: \_\_\_\_\_

### Attachment G – Conflict of Interest Questionnaire

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor or other person doing business with local governmental entity</b>		
<p><b>This questionnaire reflects changes made to the law by H.B. 1491, 80<sup>th</sup> Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>  <div style="border: 1px solid black; height: 100px; margin: 0 auto; width: 100%;"></div>	
<p>1. <b>Name of person who has a business relationship with local governmental entity.</b></p>		
<p>2. <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b></p> <p style="text-align: center;">(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3. <b>Name of local government office with whom filer has employment or business relationship.</b></p> <p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government office named in this section.</p>		
<p>4.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black;"></div> <div style="width: 35%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Signature of person doing business with governmental entity</div> <div>Date</div> </div>		

### **Attachment H – Debarment Certification**

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION		Doing business as (DBA), if applicable:	
ADDRESS	Applicable Procurement or Solicitation #, if any:		Federal Employer Tax Identification #:

**READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and sub grantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.**

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG) will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), AACOG may pursue on its own available remedies, including contract termination, suspension and debarment.
3. **The prospective vendor/grantee shall provide immediate written notice to AACOG, Director of Administrative Services, 8700 Tesoro Drive, Suite 130, San Antonio, TX 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
4. The terms “covered contract”, “debarred”, “suspended”, “ineligible”, “participant”, “person”, “principal”, “application”, and “voluntarily excluded”, as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this application or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by AACOG.

**Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?**

☐ Yes    ☐ No

6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants,” without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. **AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.**
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination, suspension and/or debarment.

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND**

## VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS

Check the statement that applies to the potential vendor/grantee:

- ☐ 1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
  - (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
  - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph (b) of this certification; and
  - (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
- ☐ 2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
-----------------------------------	--

<b>Signature of Authorized Representative</b>	<b>Printed/Typed Name &amp; Title of Authorized Representative</b>
---	--

Date: _____
-------------

**Attachment I – Request to Be Added to Vendor/Bidder List**

AACOG requires all vendors interested in conducting business with the agency to complete a “Request to be added to Bidder/Vendor List” packet prior to being eligible to receive opportunities to bid for agency projects.

AACOG is an equal opportunity agency within the meaning and spirit of the law and does not discriminate on the basis of race, age, color, sex (including sexual orientation and gender identity), disability, national origin, or religion. All contractors and vendors are required to comply with AACOG’s EEO policies and/or provide adequate verification upon request that they comply with applicable EEO laws.

By submitting a completed vendor packet to AACOG, you agree to comply with the above terms and conditions and all other applicable federal, state, and local laws and regulations.

**RETURN THIS FORM TO:**

Alamo Area Council of Governments  
2700 NE Loop 410, Suite 101  
San Antonio, TX 78217  
ATTN: Procurement Department Phone: (210)362-5200  
Email: [procurement@aacog.com](mailto:procurement@aacog.com)

I, \_\_\_\_\_, hereby attest that I have read and understand the above terms for conducting business with the Alamo Area Council of Governments.

Company Name:
Mailing Address:
City/ State/ ZIP code:
Telephone Number:
Website Address:
Email Address:
Representative:

Please list the type of products/ services you provide and attach any catalogs/ brochures/ samples. Use this

list below to describe your products/ services \*required\*:

RFQ-23-75-TC-Shooting Range Design Services

Office Supplies Office Furniture  
Copier Paper/ Specialty PaperComputers  
Computer SuppliesComputer Software  
Copier Machines (and supplies)Audio/ Visual  
Duplication Audio/ Visual Equipment  
Data & Phone CablingOther:

- ☐  
☐General Contractor Weatherization  
☐ContractorAging Contractor  
☐Psychological Services Outreach  
☐Items  
☐Printing ServicesSecurity  
☐Detail  
☐Criminal Justice Supplies  
☐Consultant (\_\_\_\_\_  
☐Vehicle Repair

Please assist us by completing the following:

Type of Request:

1. Type of Request: ☐New Vendor ☐Change of Address ☐Updated Information

2. Ownership:

Sole Proprietorship ☐ Partnership ☐ Corporation ☐  
Governmental Agency ☐ Non-Profit ☐ Other ☐

3. Tax Identification Number: \_\_\_\_\_

Attach completed W-9 form unless tax exempt. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

DUNS Number, if applicable: \_\_\_\_\_

4. Have you done business with AACOG in the past?

Yes ☐ No ☐

5. Is your business currently certified with the State of Texas Centralized Master Bidder's List?  
<https://comptroller.texas.gov/purchasing/vendor/cmb/>

Yes ☐ No ☐

**\*\*Please return confirmation of your CMBL certification with this vendor application\*\***

6. Is your business currently certified as a HUB with the State of Texas?  
<https://comptroller.texas.gov/purchasing/vendor/hub/>

Yes ☐ No ☐ N/A ☐

7. Is your business currently certified as a HUB outside the State of Texas?

Yes ☐ No ☐ If yes, what State? \_\_\_\_\_



8. If YES to either question 6 or 7, enter Historically Underutilized Business (HUB), ethnicity, and gender status, if applicable:

Asian Pacific American ☒ (AS)

Hispanic ☒ Americans (HI)

American ☒ Woman (WO)

Black American (BL)

☐ Native American (AI)

Male (M)/ Female (F): \_\_\_\_

9. If applicable, please note if your Texas- based Small, Minority, and/or Women- Owned Business Enterprise (SMWBE) is certified with any of the organizations listed below\*:

City of Austin City ☒ Houston

Dallas/ Fort Worth ☒ Minority Supplier Development Council El Paso Hispanic

Chamber of Commerce ☒

South Central Texas ☒ Regional Certification agency (SCTRCA) Southwest Minority

Supplier Development Council ☒

Texas Department of ☒ Transportation (TXDOT) Women's Business

Council- Southwest ☒ Women's Business Enterprise Alliance

☐

**Please return confirmation of this certification with this vendor application.**

\*If you hold certification with any of the entities noted above, you may qualify to automatically receive HUB Certification with the State of Texas. Please contact TPASS's Statewide HUB Program at (888)863-5881 for further information.

10. Is your principal place of business in the State of Texas?

Yes ☐ No ☐

11. Is your organization delinquent on State of Texas Franchise taxes?

Yes ☐ No ☐

12. Are you or anyone in your organization related to an AACOG employee or a member of AACOG's governing board?

Yes ☐ No ☐

If YES, list AACOG employee or Board member's name and relationship:

Name:

Relationship:

13. Are you or anyone in your organization a former Workforce Solutions- Alamo employee and/ or board member?

Yes ☐ No ☐

## ACCOUNTS PAYABLE DIRECT DEPOSIT (ACH) FORM

Vendor Name: Address:Phone: E-Mail

Address:

Financial Institution:

Bank Point of Contact  
Title and Phone Number

Bank Account Number:Routing Number:

Please attach a voided check from this account.  
Must provide all numbers required for ACH deposit

### PLEASE NOTE THE FOLLOWING

- Only one bank account may be used per Vendor
- Please contact Accounting Department at (210) 362-5200 with any questions.
- Please allow 10 business days for vendor and banking verification.

I hereby authorize Alamo Area of Governments to initiate credit entries and, if necessary, debit entries, and adjustments for any credits entries in error to our account as shown above with the listed financial institution, and credit and/ or debit the same to the accounted indicated above. I certify that the depository information listed above is accurate.

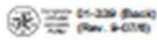
Signature:

Print Name  
And Date:

(Control + Click to fill out digitally)

<b>Form W-9</b> (Rev. December 2014) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	<b>Give Form to the requester. Do not send to the IRS.</b>																																																							
Print or type See Specific Instructions on page 2	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																								
	<b>2</b> Business name/disregarded entity name, if different from above																																																								
	<b>3</b> Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____																																																								
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																																																								
	<b>5</b> Address (number, street, and apt. or suite no.)	<b>Requester's name and address (optional)</b>																																																							
	<b>6</b> City, state, and ZIP code																																																								
	<b>7</b> List account number(s) here (optional)																																																								
<b>Part I Taxpayer Identification Number (TIN)</b>																																																									
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p><b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p>																																																									
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<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"><li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</li><li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</li><li>I am a U.S. citizen or other U.S. person (defined below); and</li><li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li></ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;"><b>Sign Here</b></td><td style="width: 60%;">Signature of U.S. person ▶ _____</td><td style="width: 25%;">Date ▶ _____</td></tr></table>			<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____																																																				
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<b>General Instructions</b>																																																									
<p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Future developments.</b> Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at <a href="http://www.irs.gov/w9">www.irs.gov/w9</a>.</p> <p><b>Purpose of Form</b></p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>Form 1099-INT (interest earned or paid)</li><li>Form 1099-DIV (dividends, including those from stocks or mutual funds)</li><li>Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li><li>Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li><li>Form 1099-S (proceeds from real estate transactions)</li><li>Form 1099-K (merchant card and third party network transactions)</li></ul> <ul style="list-style-type: none"><li>Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li><li>Form 1099-C (canceled debt)</li><li>Form 1099-A (acquisition or abandonment of secured property)</li></ul> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2.</p> <p>By signing the filled-out form, you:</p> <ol style="list-style-type: none"><li>1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),</li><li>2. Certify that you are not subject to backup withholding, or</li><li>3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and</li><li>4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.</li></ol>																																																									
Cat. No. 10231X																																																									
Form <b>W-9</b> (Rev. 12-2014)																																																									

(Control + Click to fill out digitally; clear any pre-filled boxes)



SAVE A COPY

CLEAR SIDE

## TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_, City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:


Purchaser claims this exemption for the following reason:


I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser	Title	Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.