

Solicitation 09311-11

ENGINEERING SERVICES: TESTING & BALANCING FOR VARIOUS PROJECTS



Collin County

Bid 09311-11 ENGINEERING SERVICES: TESTING & BALANCING FOR VARIOUS PROJECTS

Bid Number 09311-11
Bid Title ENGINEERING SERVICES: TESTING & BALANCING FOR VARIOUS PROJECTS

Bid Start Date In Held
Bid End Date Nov 3, 2011 2:00:00 PM CDT
Question & Answer End Date Oct 28, 2011 5:00:00 PM CDT

Bid Contact Sara Hogle CPPB
Contract Administrator
Purchasing Department
972-548-4104
shogle@co.collin.tx.us

Contract Duration 3 years
Contract Renewal Not Applicable
Prices Good for 30 days

Standard Disclaimer ***Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).***

Mailing Address:
Collin County Purchasing
2300 Bloomdale Rd., Ste 3160
McKinney, TX 75071

Prices bid/proposed shall only be considered if they are provided in the appropriate space(s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.

All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

Item Response Form

Item 09311-11-01-01 - Please upload your proposal response
Quantity 1 each
Prices are not requested for this item.
Delivery Location Collin County

Collin County - See P.O.
2300 Bloomdale Rd., Ste. 3160
** See P.O. for Job Site **
McKinney TX 75071
Qty 1

Description

Please upload your proposal response.



COLLIN COUNTY, TEXAS

REQUEST FOR QUALIFICATIONS

For

ENGINEERING SERVICES: TESTING AND BALANCING SERVICES FOR VARIOUS PROJECTS

SUBMIT QUALIFICATIONS TO:

**Collin County Purchasing
Attn: Sara Hogle, CPPB
Collin County
Administration Building
2300 Bloomdale, Suite 3160
McKinney, Texas 75071**

****NOTE:**

All correspondence must include suite number to assist in proper delivery.**

SUBMIT NO LATER THAN:

2:00 P.M., Thursday, November 3, 2011

MARK ENVELOPE:

**RFQ No. 09311-11
ENGINEERING SERVICES: TESTING
AND BALANCING SERVICES FOR
VARIOUS PROJECTS**

***ALL SUBMITTALS MUST BE RECEIVED IN THE PURCHASING DEPARTMENT
BEFORE RECEIVING DATE AND TIME***

If offeror does not wish to submit qualifications at this time, please submit a "NO OFFER" by the same time and at the same location as stated above and state the reasons for such.

Offerors must submit this RFQ, their response, the signature page, and all additional documents. Responses can be submitted via www.bidsync.com or manually. If manually please provide one (1) original and Four (4) copies of all documents in a sealed envelope and manually signed in ink by a person having the authority to submit firm's qualifications.

Negotiations should begin not more than thirty (30) days after receiving date.

Collin County is always conscious and extremely appreciative of your time and effort in the preparing of this information. Requests for information/clarification should be directed to:

Sara Hogle, CPPB
Contract Administrator
Purchasing Department
Administration Building
2300 Bloomdale, Suite 3160
McKinney, TX 75071
Telephone: 972/548-4104 or;
Metro: 972/424-1460 ext. 4104
Facsimile: 972/548-4694
E-Mail : shogle@co.collin.tx.us

1.0 GENERAL INFORMATION:

1.0 GENERAL:

Collin County is soliciting information from qualified firms for Testing, Adjusting and Balancing that may be required on existing and upcoming County projects.

Juvenile Detention Addition
 Minimum Security Addition
 Small Permanent Improvement Project – To Be Determined
 Other Projects – To Be Determined

2.0 SCOPE OF SERVICES:

Collin County will be needing testing and balancing services for HVAC systems to provide temperature, airflow and noise conditions in the conditioned spaced in the building while the HVAC equipment is operating efficiently.

2.1 The vendor shall be responsible for testing, adjusting, balancing and logging actual data on all air distribution and air moving equipment, pumps, heating and cooling equipment and the operating conditions on all motors, etc. as indicated in this specification.

2.1.1 Air Handling Units

- 2.1.1.1 Verify that the outside, return and relief air dampers are operational and move freely
- 2.1.1.2 Verify that filters are clean
- 2.1.1.3 Verify correct fan rotation
- 2.1.1.4 If belt driven, verify proper belt tension and that fan and motor sheaves are properly aligned
- 2.1.1.5 Verify that all AHU safeties are operational (firestat, freezestat, high static pressure, etc.)
- 2.1.1.6 If applicable, verify that unit volume control (static pressure) is operational. Set fan volume control device for 100% capacity (terminal boxes set at 100% capacity)
- 2.1.1.7 Verify correct size and rating of motor overload
- 2.1.1.8 Verify fan motor is not overloaded; amperage readings do not exceed motor nameplate rating
- 2.1.1.9 Determine total supply and return air. Air quantities to be determined by duct traverse if duct configuration permits and air velocity is 1000 feet per minute or greater
- 2.1.1.10 Balance air distribution system (see Terminal Boxes and Air Distribution Devices)
- 2.1.1.11 If air volume is less than design and motor capacity is available, adjust fan or fans to supply and return design CFM.

- If new sheave or sheaves and belts are required, data will be submitted to Contractor
- 2.1.1.12 If applicable, determine the required static pressure and submit the static pressure control set point to control contractor for setting
 - 2.1.1.13 Test and adjust the minimum outside air and return air CFM relationship to design
 - 2.1.1.14 Test and record entering and leaving air temperature of electric heating coil to verify design heating capacity, if applicable
 - 2.1.1.15 Verify all temperature control devices are set and calibrated at design set point
- 2.1.2 Coil Units
- 2.1.2.1 Filters are clean
 - 2.1.2.2 Verify correct fan rotation
 - 2.1.2.3 If belt driven , verify proper belt tension and that fan motor sheaves are properly aligned
 - 2.1.2.4 Verify that all Fan Coil unit safeties are operational
 - 2.1.2.5 Verify correct size and rating of motor overload protection
 - 2.1.2.6 Verify fan motor is not overloaded; amperage readings do not exceed motor nameplate rating
 - 2.1.2.7 Determine total supply air
 - 2.1.2.8 If air volume is less than design and motor capacity is available, adjust fan to supply design CFM. If belt driven and new sheave or sheaves and belts are required, data will be submitted to Contractor
 - 2.1.2.9 Balance air distribution system (see Air Distribution Devices).
 - 2.1.2.10 Test and record entering and leaving air temperature of electric heating coil to verify design heating capacity, if applicable
 - 2.1.2.11 Verify all temperature control devices are set and calibrated at design setpoint
- 2.1.3 Terminal Boxes
- 2.1.3.1 Determine sequence of operation from the specifications and verify that all control devices are installed and operational
 - 2.1.3.2 Set primary air volumes (minimum and maximum) and adjust fan volume, if applicable
 - 2.1.3.3 Balance air distribution system (see Air Distribution Devices)
 - 2.1.3.4 Test capacity of heating devices, if applicable, by measuring entering and leaving air temperature of device
 - 2.1.3.5 Test and verify box sequence operation to ensure specified control sequence
 - 2.1.3.6 Check calibration of thermostat
- 2.1.4 Air Distribution Devices
- 2.1.4.1 Preset all volume dampers in the 100% open position

- 2.1.4.2 Determine and verify proper air pattern detection devices have been installed
- 2.1.4.3 Read out all air distribution devices serviced by their source (VAV Terminal, FPB Terminal, Fan Coil Unit, Constant Volume Air Handling Unit, Supply Fan, Exhaust Fan, etc.)
- 2.1.4.4 Balance all air distribution devices proportional to design CFM
- 2.1.4.5 Adjust source to design CFM
- 2.1.4.6 Verify that all air distribution devices are within plus or minus 10% of design
- 2.1.5 Supply/Exhaust/Smoke Fans
 - 2.1.5.1 Verify correct fan rotation
 - 2.1.5.2 If belt driven, verify proper belt tension and that the fan and motor are properly aligned.
 - 2.1.5.3 Verify that all safeties and interlocks are operational
 - 2.1.5.4 Verify correct size and rating of motor overload protection
 - 2.1.5.5 Verify fan motor is not overloaded; amperage readings do not exceed nameplate rating
 - 2.1.5.6 Determine total air. Air quantities to be determined by duct traverse if duct configuration permits and air velocity is 1000 feet per minute or greater
 - 2.1.5.7 If air volume is less than design and motor capacity is available, adjust fan to design CFM. If new sheave or sheaves and belts are required, data will be submitted to Contractor
 - 2.1.5.8 Balance air distribution system (see Air Distribution Devices)
- 2.1.6 Pumps
 - 2.1.6.1 At the time the contractor removes the strainers, verify that they are clean and the proper type.
 - 2.1.6.2 Verify correct pump rotation
 - 2.1.6.3 Verify correct sizing of each motor overload protection
 - 2.1.6.4 Verify pump motors are not overloaded; amperage readings do not exceed motor nameplate rating
 - 2.1.6.5 Preset all manual valves at pumps and heat transfer devices to 100% open position
 - 2.1.6.6 Set all automatic control valves to 100% flow position
 - 2.1.6.7 Determine total GPM by measuring actual pumping head of pump and relate to manufacturer's curves
 - 2.1.6.8 Measure actual pressure drop at each heat transfer device and flow metering device, if applicable
 - 2.1.6.9 Balance all heat transfer devices proportional to within 10% of design GPM by adjusting balancing valves
 - 2.1.6.10 If GPM is above design and the mechanical specifications indicate the pump impellers are to be trimmed to provide design GPM, data will be furnished in order that the Contractor can trim the impeller or impellers. If not, discharge balancing

valve at each pump will be adjusted as required to obtain design GPM as related to the manufacturer's curves

2.1.6.11 Verify all interlocks and flow switches

2.1.6.12 Test and record entering and leaving air and water temperatures at all heat transfer devices

2.2 During the balancing process, all abnormalities or malfunctions of equipment or components discovered by the Testing, Adjusting, and Balancing personnel, will be reported promptly to that project Architect/Engineer, Owner and Contractor so that the condition can be corrected expediently.

2.3 The temperature controls will be verified for calibration and proper relationship between control devices. The Contractor will be advised of any instruments out of calibration so that the Automatic Temperature Controls (ATC) contractor can recalibrate, using data supplied by the Testing, Adjusting, and Balancing firm. The ATC contractor shall assist the Testing, Adjusting, and Balancing firm as required.

2.4 Thoroughly test the Energy Management (EMS), if applicable. The testing of the Energy Management System shall include all HVAC controls, sensors, operators, sequences, etc. The tests shall include verification that commands introduced at the EMS console actually occur and temperatures, pressures, etc. indicated at the EMS console correlate with the actual reading at the sensing point. The ATC contractor and/or EMS contractor shall provide technical support to the Testing, Adjusting, and Balancing firm for a complete check of the HVAC temperature controls and/or the Energy Management System.

2.5 After testing, adjusting and balancing to design conditions, if comfort conditions are not being maintained, the air conditioning system shall be rebalanced within the limitation of the equipment installed to obtain comfort conditions. If comfort conditions cannot be obtained, a report will be submitted giving specific data regarding the trouble area.

2.6 Make a total of three (3) inspections within ninety (90) days after occupancy of the building, and make adjustments if required, to insure that satisfactory conditions are being maintained throughout. Inspections to be coordinated through the Architect/Engineer and Owner and shall be documented with a supplemental report containing data and information as required.

2.7 Make an inspection during the opposite season from that in which the initial adjustments were made and at that time make any necessary modifications to the initial adjustment required to produce optimum operation of the systemic components to produce the proper conditions in each conditioned space. The opposite season inspection shall be coordinated with the Architect/Engineer and Owner. This inspection shall be documented with a supplemental report containing any pertinent data and information regarding readings and adjustments made.

- 3.0 TESTING, ADJUSTING, BALANCING REPORT
 - 3.1 The Testing, Adjusting, and Balancing report shall incorporate all performance data for HVAC systems. The intent of the final report is to provide a reference of actual operating conditions for the Owner's operating personnel.
 - 3.2 All measurements and recorded readings (of air, water, electricity, etc.) that appear in the report must be made on site by the permanently employed technicians or engineers of the Testing, Adjusting, and Balancing firm.
 - 3.3 The Testing, Adjusting, and Balancing report shall include but not be limited to the following:
 - 3.3.1 Index
 - 3.3.2 Preface: A general discussion of the system, an outline of normal and ventilation modes of operation, any unusual operating conditions and any deficiencies corrected.
 - 3.3.3 Instrumentation List: A list of instruments used by type, model, range and calibration date. All instruments must be calibrated within six (6) months prior to starting date of Testing, Adjusting, and Balancing services.
 - 3.3.4 Air Handling Units, Fan Coil Units, etc.
 - 3.3.4.1 Manufacturer, model, size, and serial number
 - 3.3.4.2 Design and actual CFM (Supply, Return and Outside)
 - 3.3.4.3 Design and actual RPM
 - 3.3.4.4 Static pressure entering and leaving filters, coils, and fan
 - 3.3.4.5 Motor nameplate data
 - 3.3.4.6 Motor starter data and motor overload protection size and rating
 - 3.3.4.7 Actual motor amperage and voltage (all phases)
 - 3.3.4.8 Filter; type, size and quantity
 - 3.3.5 Terminal Boxes
 - 3.3.5.1 Manufacturer, model and size
 - 3.3.5.2 Location
 - 3.3.5.3 Design and actual primary air CFM (maximum and minimum)
 - 3.3.5.4 Design and actual fan CFM, if applicable
 - 3.3.5.5 Electric duct heater KW and actual temperature differential across electrical heating coil.
 - 3.3.6 Air Distribution Devices
 - 3.3.6.1 Manufacturer, model and size
 - 3.3.6.2 Location
 - 3.3.6.3 Design and actual CFM (cooling and heating)
 - 3.3.6.4 Air distribution devices where a velocity indicating instrument is used to determine CFM; required and actual velocity in FPM. (When hood used to determine CFM, only CFM recorded).
 - 3.3.7 Supply/Exhaust Fans

- 3.3.7.1 Manufacturer, model and size
- 3.3.7.2 Design and actual CFM
- 3.3.7.3 Design and actual RFM
- 3.3.7.4 Design and actual static pressure
- 3.3.7.5 Motor nameplate data
- 3.3.7.6 Motor starter data and motor overload protection size and rating
- 3.3.7.7 Actual motor amperage and voltage (all phases)
- 3.3.8 Water Coils
 - 3.3.8.1 Manufacturer
 - 3.3.8.2 Design and actual CFM
 - 3.3.8.3 Design and static pressures
 - 3.3.8.4 Design and actual entering and air temperatures
 - 3.3.8.5 Design and actual leaving air temperatures
 - 3.3.8.6 Actual outside air temperature
 - 3.3.8.7 Design and actual entering water temperature
 - 3.3.8.8 Design and actual leaving water temperature
 - 3.3.8.9 Design and actual coil pressure drop
 - 3.3.8.10 Design and actual GPM
- 3.3.9 Pumps
 - 3.3.9.1 Manufacturer, model and size
 - 3.3.9.2 Design and estimated impellar size from manufacturer's pump curves
 - 3.3.9.3 Actual pump suction and discharge pressures
 - 3.3.9.4 Design and actual pumping head
 - 3.3.9.5 Design and actual GPM
 - 3.3.9.6 Motor nameplate data
 - 3.3.9.7 Motor starter data and motor overload protection size and rating
 - 3.3.9.8 Actual motor amperage and voltage (all phases)
- 4.0 INSTRUCTIONS TO OPERATING PERSONNEL
 - 4.1 Testing, Adjusting, and Balancing firm shall instruct the operating personnel regarding the following:
 - 4.1.1 Systems Operation
 - 4.1.2 Unusual Operating Conditions
 - 4.1.3 System Troubleshooting Procedure
- 5.0 GUARANTEE
 - 5.1 Provide warranty of twelve (12) months after occupancy during which time the Architect/Engineer and/or Owner may, at his discretion, request check of the balance of any HVAC equipment. Provide Testing, Adjusting, and Balancing technicians to assist as required in making such tests. When any device is found not balanced in accordance with the mechanical plans and specifications, that

HVAC system shall be completely rebalanced as directed by the Architect/Engineer and/or Owner at the Testing, Adjusting, and Balancing firms expense.

6.0 TESTING, ADJUSTING, AND BALANCING FIRM QUALIFICATIONS:

- 6.1 The Firm will be one which is organized to provide independent professional testing, adjusting, and balancing services. The firm shall have one (1) Professional Engineer licensed in the State of Texas with current registration.
- 6.2 The Firm will have operated a minimum of five (5) years, under its current Firm name.
- 6.3 All personnel used on the job site shall either be Testing, Adjusting, and Balancing engineers or Testing, Adjusting, and Balancing technicians, who shall have been permanent, full-time employees of the Firm for a minimum of six (6) months prior to working on this project.

7.0 TESTING, ADJUSTING, AND BALANCING FIRM RESPONSIBILITIES:

- 7.1 Liaison: The Testing, Adjusting, and Balancing personnel on the job shall act a liaison between Architect/Engineer, Owner and Contractor.
- 7.2 Early Inspection: Inspect the installation of mechanical piping systems, sheet metal work, temperature controls and other component parts of the HVAC systems during the construction stage for the purpose of reviewing that part of the work relating to proper arrangement and adequate provisions for Testing, Adjusting, and Balancing.

8.0 GENERAL INFORMATION & REQUIREMENT

- 8.1 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after a contract is awarded. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.
- 8.2 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner's Standard Engineer Agreement. (See Attachment A)
- 8.3 **EVALUATION OF QUALIFICATIONS:** The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation.
- 8.4 **OWNER'S RESERVATION OF RIGHTS:** The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 8.5 **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.
- 8.6 **NO REIMBURSEMENT FOR COSTS:** Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.

9.0 QUALIFICATIONS SUBMITTAL FORMAT

The qualifications submittal shall be divided into tabbed, marked sections and shall include but not limited to information for each of the following:

RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

- 9.1 Provide a statement of interest for this type of services including a narrative describing the Firm's unique qualifications as they pertain to this particular service.
- 9.2 Provide a statement on the availability and commitment of the Firm's assigned principal(s) and professionals to undertake the assigned contract.
- 9.3 Provide name and biographical data of the Professional Engineer and all personnel assigned to this contract.
- 9.4 Provide proof of company operation for a minimum of five (5) years.

FIRM'S ABILITY TO PROVIDE SERVICES

- 9.5 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 9.6 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 9.7 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 9.8 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee or elected official? If so, please explain.
- 9.9 Provide a claims history under professional malpractice insurance for the past five (5) years for the Firm and any team members proposed to provide professional architectural or engineering services.

RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

- 9.10 List a maximum of five (5) projects for which you have provided services that are most related to this contract. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:
 - 9.10.1 Project name, location, contract delivery method, and description
 - 9.10.2 Final project size in gross square feet

- 9.10.3 Type of construction (new, renovation, or expansion)
- 9.10.4 Actual start and finish dates
- 9.10.5 Description of professional services Firm provided for the project
- 9.10.6 Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- 9.10.7 Name of Project Engineer (individual responsible for coordinating the day to day work)

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

- 9.11 Describe the types of records, reports, monitoring systems, and information management systems, which your firm used in the management of the projects listed above. Describe how you used these systems for any combination of three (3) projects listed in response to 9.10.
- 9.12 Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.

10.0 RANKING CRITERIA

The evaluation of professional qualifications of the Proposers will be based on the following criteria:

DESCRIPTION	POINTS
Statement Of Qualifications and Ability to Undertake The Project – Proposed Personnel	40
Prime Firm's Ability To Provide Services	10
Respondent's Performance On Past Representative Projects	35
Respondent's Knowledge Of Best Practices	10
Respondent's Proposal Format	5
TOTAL	100

11.0 FORMAT FOR STATEMENT OF QUALIFICATIONS**GENERAL INSTRUCTIONS**

- 11.1 Qualifications shall be prepared **SIMPLY AND ECONOMICALLY**, providing a straightforward, **CONCISE** description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the **QUALITY**, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 11.2 Qualifications shall be a **MAXIMUM** of fifty (50) **PRINTED PAGES**. The cover, table of contents, divider sheets, and signature page do not count as printed pages.
- 11.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection.
- 11.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 11.5 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 11.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 11.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 11.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 11.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 11.10 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled in a 3 ring white binder.
- 11.11 Additional attachments shall **NOT** be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 9 of this RFQ will be used by the Owner for evaluation.

- 11.12 Separate and identify each criteria response to Section 9 of this RFQ by use of a divider sheet with an integral tab for ready reference.

TABLE OF CONTENTS:

- 11.13 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.

PAGINATION:

- 11.14 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.)

12.0 SIGNATURE

This execution of offer must be completed, signed, and returned with the respondent's qualifications. Failure to complete, sign and return this execution of offer with the qualifications may result in rejection of the qualifications. Signing a false statement may void the submitted qualifications or any agreements or other contractual arrangements, which may result from the submission of respondent's qualifications. A false certification shall be deemed a material breach of contract and, at owner's option, may result in termination of any resulting contract or purchase order.

12.1 REPRESENTATIONS

By signing below, Respondent represents and warrants that:

- 12.1.1 the Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct;
- 12.1.2 it is not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount trip, favor or service to a public servant in connection with the submitted Qualifications or any subsequent proposal. Failure to sign below, or signing a false statement, may void the Response or any resulting contracts at the Owner's option, and the Respondent may be removed from all future proposal lists at this County;
- 12.1.3 the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Response;
- 12.1.4 no relationship, whether as a relative, business associate, by capital funding agreement or by any other such kinship exists between Respondent and an employee of Collin County, Texas
- 12.1.5 no compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code);
- 12.1.6 Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;
- 12.1.7 to the best of its knowledge, no member Collin County Commissioners' Court or Elected official has a financial interest, directly or indirectly, in the Project; and
- 12.1.8 each individual or business entity proposed by Respondent as a member of its team that will engage in the practice of engineering or architecture will be selected based on demonstrated competence and qualifications only.

- 12.2 REQUESTED DOCUMENTATION INCLUDED?
- 12.3 ORIGINAL AND THREE (3) COPIES INCLUDED?
- 12.4 ALL QUESTIONS ADDRESSED IN REQUIRED FORMAT?
- 12.5 COMPLETED SIGNATURE?

TYPE OR PRINT:

FIRM NAME

AUTHORIZED REPRESENTATIVE & TITLE

STREET ADDRESS and/or P.O. BOX NO.

PHONE:() _____
A/C PHONE NUMBER

CITY/STATE/ZIP CODE

FAX: () _____
A/C FAX NUMBER

FIRM'S TAX IDENTIFICATION NUMBER

E-MAIL ADDRESS

_____ SIGNATURE	/ _____ DATE
---------------------------	------------------------

**SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? Yes No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

- Sole Proprietorship Yes No
- General Partnership Yes No
- Limited Partnership Yes No
- Corporation Yes No
- Other Yes No

List Legal Names in Company:

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	<input type="text"/>
Street Address of Principal Place of Business	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone of Principal Place of Business	<input type="text"/>
Fax of Principal Place of Business	<input type="text"/>
E-mail Address of Representative	<input type="text"/>
Federal Identification Number	<input type="text"/>
Date	<input type="text"/>
Acknowledgement of Addenda	#1 € #2 € #3 € #4 € #5 € #6 €
Authorized Representative Name	<input type="text"/>
Authorized Representative Title	<input type="text"/>
Signature (Required for paper bid submission)	<input type="text"/>

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	<input type="text"/>
Title of Officer	<input type="text"/>
Name of Officer	<input type="text"/>
Date:	<input type="text"/>

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ

For vendor or other person doing business with local governmental entity

<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</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>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of person doing business with local governmental entity.</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3 Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 5px; position: relative;"> <div style="position: absolute; right: -20px; top: 50%; transform: translateY(-50%); border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; width: 10px; height: 100%; text-align: center;"> ▲ ▼ </div> </div>	
<p>4 Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 5px; position: relative;"> <div style="position: absolute; right: -20px; top: 50%; transform: translateY(-50%); border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; width: 10px; height: 100%; text-align: center;"> ▲ ▼ </div> </div>	

Adopted 11/02/2005

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE

Page 2

For vendor or other person doing business with local governmental entity

**5 Name of local government officer with whom filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes No

D. Describe each affiliation or business relationship.

6

Signature of person doing business with the governmental entity

Date

Adopted 11/02/2005

**Question and Answers for Bid #09311-11 - ENGINEERING SERVICES:
TESTING & BALANCING FOR VARIOUS PROJECTS**

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.