



**City of Huntsville**  
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**Huntsville, Texas 77320**  
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**Request for Qualifications (RFQ) - NO 11-16**  
**“Engineering Service for a Drainage Study”**

**RETURN SEALED RFQ:**  
City of Huntsville  
City Secretary  
1212 Avenue M  
Huntsville, Texas 77340

Sealed RFQ's shall be received no later than:  
**1:30 p.m., Central Standard Time, Monday,**  
**April 25, 2011**

MARK ENVELOPE: "11-16" and properly  
label with responder name and address.

ALL PAGES OF RFQ MUST BE INITIALED AND  
RETURNED, IF NOT THIS MAY BE REJECTED.

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## TENTATIVE SCHEDULE OF EVENTS

1. **April 1, 2011** – Release RFQ to Engineers.
2. **April 1, 8 and April 15, 2011** – Legal advertisement dates.
3. **April 25, 2011** – Public bid announcement.
4. **April 25, 2011**– Award preparation.
5. **May 2011** – Execute contract.
6. **May 2012** – Project complete

### A. GENERAL INSTRUCTIONS

The City of Huntsville hereafter referred to as the City, is Requesting For Qualification, hereafter referred to as RFQ, statements from engineering firms so that the City of Huntsville may enter into a contract or agreement for providing engineering services for the purpose but not limited to a drainage study to include design, permitting and construction management of the Town Creed Drainage System for the City. Enclosed are the requirements and scoring criteria for the qualification statement.

RFQ packets must be delivered to:

Attention City Secretary,  
City of Huntsville  
1212 Avenue M,  
Huntsville, TX 77340

RFQ Packets must be received in a sealed envelope by

**1:30 p.m., Central Standard Time, Monday, April 25, 2011**

Each RFQ must be submitted in a sealed envelope bearing on the outside the name of the firm, firm's address, Engineering Service for a Drainage Study and RFQ # 11-16. If forwarded by mail, the sealed envelope containing the RFQ must be enclosed in another envelope addressed as specified in the RFQ form.

The City appreciates your time and effort in preparing a RFQ. Please note that all RFQ's must be received at the designated location by the deadline shown. RFQ's received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. It is the responsibility of the responder to ensure the RFQ packet is delivered to the assigned location before the deadline. All late packages will be returned to responder unopened when properly marked. An original and seven (7) copies of the completed RFQ are to be submitted.

Every request for interpretation and/or supplemental instructions to this RFQ must be in writing addressed to the City Purchasing Agent and to be given consideration must be received at least 72 hours prior to the date fixed for the opening of the RFQ. Any and all such interpretations which, if issued, may be posted on the City of Huntsville website, e-mailed, faxed or made available in the Purchasing Agents office not later than 72 hours prior to the date fixed for the opening of the RFQ. Please address your questions concerning this RFQ, in writing, to:

Billie Smith  
Purchasing Office  
448 Highway 75 North  
Huntsville, Texas 77320  
Phone (936) 291-5495  
Fax (936) 294-5731  
[bsmith@huntsvilletx.gov](mailto:bsmith@huntsvilletx.gov)

Public opening is scheduled to be held Monday April 25, 2011 at 1:30 p.m. at City Hall, 1212 Avenue M, Huntsville, Texas. Only the names of the responders will be read aloud. You are invited to attend.

During the post RFQ opening phase all responses to include price negotiation terms and conditions must be in writing and are to be sent to:

Attention City Secretary  
City of Huntsville  
1212 Avenue M,  
Huntsville, TX 77340

All responses are to be in a sealed envelope marked RFQ Drainage Study.

Information on which commodities and services we purchase is available from the Purchasing Office. You may register on the City's vendor management program at [www.bidsync.com](http://www.bidsync.com).

The City is aware of the time and effort you expend in preparing and submitting bids and proposals to the City. Please let us know of any solicitation requirements which are causing you difficulty in responding to our solicitations. We want to make the process as easy and painless as possible so that all responsible vendors can compete for the City's business.

The City of Huntsville reserves the right to reject any and/or all statements of qualifications (proposals) received and to negotiate any and/or all portions of the contract for engineering services awarded based on the statements received. Statements of qualification that address only part of the requirements contained in this Request for Qualifications may not be considered. The City of Huntsville reserves the right to reject proposals if the engineering firm is under reprimand or disciplinary actions either underway or investigation by a State of Texas licensing or regulatory agency.

RFQs submitted do so entirely at their expense. There is no expressed or implied obligation by the City of Huntsville to reimburse any individual or firm for any costs incurred in preparing or submitting a RFQ, or for providing additional information when requested by the City of Huntsville, or for participating in any selection interviews.

Each bidder will be required to complete the RFQ Form, Conflict of Interest Form, Non-Collusion Affidavit, and Reference Forms attached and include in their submission. Where applicable the responder may complete the No Bid Statement and the Question/Response Form.

It is understood that the City of Huntsville, Texas reserves the right to waive informalities or defects in proposals or to accept such proposals as it shall deem to be in the best interests of the City.

**To obtain bid tabulation** results, please log on to our website at

[http://www.huntsvilletx.gov/business/bids\\_and\\_rfps/bid\\_tabulations/](http://www.huntsvilletx.gov/business/bids_and_rfps/bid_tabulations/). If you have any other questions, please contact the Purchasing Office, Billie F. Smith at (936) 291-5495 or e-mail [bsmith@huntsvilletx.gov](mailto:bsmith@huntsvilletx.gov).

## **B. BACKGROUND**

The City of Huntsville's Town Branch Drainage System from 7<sup>TH</sup> Street to Bearkat Boulevard at Avenue D/Sycamore Avenue includes both open channel sections and underground culverts. This section of the drainage system was built in the 1960s and is just over one and one-half (1 ½) miles long. The open channel sections are in need of repair and re-shaping, and the metal culverts are deteriorated and must be replaced. The alignment of the underground system should be evaluated to determine if a new location will be more cost effective to construct based on possible impacts to adjacent structures, traffic disruption, and overall construction costs.

The existing detention facilities in the Sam Houston State University Athletic fields are not functioning properly, and need to be evaluated and improved to function. The existing underground system serves as inline detention and is restricted on the downstream end. The proposed improvements will increase capacity of the Town Branch system. Any potential increase in flows or water surface elevations will need to be mitigated. Detention volumes and possible detention pond sites will be identified

An important focus of this project will be the sustainable initiatives associated with the improvements. These initiatives may include water quality improvement, green space/linear park facilities, hike/bike trails, use of native vegetation, aesthetic detention facilities, and reduction of sedimentation. This could turn Town Creek into a great asset rather than a source of drainage impact concerns. Additionally, the City would like to pursue LEED, LID, SSI, and other sustainable criteria being developed.

The selected consultant should also serve as liaison with Sam Houston State, TxDOT, TDCJ, Walker County and other agencies which will be coordinated with in the completion of this project. This includes coordination of both the Huntsville Horizon Comprehensive Plan and Sam Houston Master Plan initiatives with the objectives of this project.

The first phase of the project shall include preparation of a Drainage Study to evaluate the potential runoff impacts and determine the necessary mitigation. After the recommendations of the Drainage Study are approved by the City, design of the improvements should be prepared. Bidding and construction phase services are also anticipated to be part of this project in the future.

## **C. PURPOSE**

The purpose of the Request for Qualifications is to obtain consulting and design engineering services for the City. The firm selected must have on staff, or under subcontract, a State of Texas licensed professional engineer, prefer an engineer specialized with specific technical capabilities to perform hydrodynamic storm water drainage analysis, as outlined in the project description.

## **D. TERM OF CONSULTING AGREEMENT**

Page 4 of 16 RFQ 11-16 Responder/Firm Name: \_\_\_\_\_ Initials: \_\_\_\_\_

The selected firm, and any subcontractor, will prepare all information, documents, and studies required by the City related to the Town Branch Drainage System. The selected firm will be required to be in constant contact with the City of Huntsville Project Manager and all correspondence including invoices to be copied to the Grant Administrator. There shall be written monthly progress reports addressed to the City of Huntsville Project Manager and to be copied to the Grant Administrator. The selected firm will be responsible for complying with all state, local statues, ordinances and policy including any and all grant requirements. The selected firm, and any subcontractor, will prepare and file all City of Huntsville building and/or construction permits when required and oversee project through completion.

## **E. BASIC SERVICES**

Drainage Study:

1. Meet with the City Staff for a Drainage Study kick-off meeting. Discuss the known issues along the alignment, potential alignment modifications, potential detention locations, and other matters pertinent to the Drainage Study.
2. Request the effective model information from FEMA. Calibrate the exiting effective model using current modeling software: HEC-RAS and HEC-HMS. The revised effective model will serve as the basis for preparation of a CLOMR.
3. Determine contributing drainage areas for the Town Branch system using available data including USGS mapping, existing models, existing studies, and field verification. Calculate runoff for the 25-yr, 50-yr, and 100-yr frequencies.
4. Prepare a proposed conditions model which includes the proposed channel improvements and the proposed new drainage structures. Revise the level of development to reflect current development conditions.
5. Evaluate the impact of the current storage capacity at Sam Houston State University athletic fields. Develop proposed improvements to the existing system which will result in a more efficient utilization of the available storage capacity. XP-SWMM dynamic modeling software should be utilized to evaluate mitigation options.
6. The Drainage Report should include documentation of the existing and proposed conditions models, drainage area maps, peak flow calculations, proposed structure sizes, proposed mitigation including detention pond sizes and locations, cost estimate, and a list of required permits necessary for construction.
7. Attend at least one City Council Meeting to present the information in the Drainage Study.
8. Submit seven (7) copies of the final Drainage Study to the City.
9. Study may including but not limited to the preparation of all applications and supporting documentation for all governmental agencies and property owners including surveys, easements, environmental assessments, impact statements, required permitting, clearances, reports, testing, and review for said project limits.

## **F. PROJECT SELECTION TEAM**

The project selection team shall consist of the following;

City Engineer

Public Works Director  
Grants Division Designee  
City Manager or Designee  
Financial Designee

## G. SELECTION PROCESS

The project selection team shall be responsible for reviewing responses to the RFQ's and qualifying up to a maximum of three (3) submittals based on to experience, technical competence, capability to perform, past performance, financial strength, and other factors deemed appropriate.

The project selection team may interview up to a maximum of the top three submittals in further evaluating compatibility and qualifications to produce the required product for the City.

Based upon the submittals and possibly the interview process, the project selection team will review and rank the submittals based on the information submitted and will attempt to negotiate a contract with the firm that is ranked number one. If the City is unable to reach an agreement with the number one ranked firm, it will formally and in writing end negotiations and proceed to negotiate with the number two ranked firm, and so on until a contract is reached.

## H. SCORING CRITERIA

Scoring shall be based on the submitted written RFQ packet. Submittals should be clearly labeled with corresponding numbers and alpha characters in this RFQ. Should responses not be clearly defined this may be considered as an omission and a no points will be assigned to that particular criteria. The City of Huntsville reserves the right to request additional information or to meet with representatives from firms to discuss points in the RFQ in the best interest of the City.

Scoring Criteria shall be based on the following:

A.	General Firm Information and History	40%
B.	Project Personnel and Experience	40%
C.	Financial	10%
D.	Narrative, Testimonial and References Submittal Completeness	10%

## I. PROPOSAL CONTENT

Proposal should be clearly divided between Item A – General Firm Information and History, Item B - Project Personnel and Experience, Item C – Financial and Item D - Narrative, Testimonial and References Submittal Completeness. Should a line/blank be near the question please write in ink or in typewriting place the firm's response.

### A. GENERAL FIRM INFORMATION AND HISTORY

#### 1. General History

1.1 How many years has the firm been in business?

**Response:** \_\_\_\_\_ Months \_\_\_\_\_ Years

1.2 How many years has the firm been in business under its present business name?

**Response:** \_\_\_\_\_ Months \_\_\_\_\_ Years

1.2.1 Under what other or former names has the firm operated?

**Response:** Other firm's name: \_\_\_\_\_

Second firm's name: \_\_\_\_\_

Third firm's name: \_\_\_\_\_

1.3 If the firm is a corporation, please provide the following:

1.3.1 Date of incorporation

**Response:** \_\_\_\_\_

1.3.2 State of incorporation

**Response:** \_\_\_\_\_

1.3.3 President's name

**Response:** \_\_\_\_\_

1.3.4 Vice President's name(s)

**Response:** \_\_\_\_\_

1.3.5 Secretary's name

**Response:** \_\_\_\_\_

1.3.6 Treasure's name

**Response:** \_\_\_\_\_

1.4 If the is a partnership, please provide the following:

1.4.1 Date of organization

**Response:** \_\_\_\_\_

1.4.2 Type of partnership (if applicable)

**Response:** \_\_\_\_\_

1.4.3 Names of all partners

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

1.5 If the firm is individually owned, please provide the following:

1.5.1 Date of organization

**Response:** \_\_\_\_\_

1.5.2 Name of owner

**Response:** \_\_\_\_\_

1.6 If the form of the firm is other than those listed above, please describe it and name all principals, partners, officers and/or owners.

**Response:** \_\_\_\_\_ Title

\_\_\_\_\_ Name

**Response:** \_\_\_\_\_ Title

\_\_\_\_\_ Name

**Response:** \_\_\_\_\_ Title

\_\_\_\_\_ Name

**Response:** \_\_\_\_\_ Title

\_\_\_\_\_ Name

**Response:** \_\_\_\_\_ Title

\_\_\_\_\_ Name

**Response:** \_\_\_\_\_ Title

\_\_\_\_\_ Name

1.7 What is the location of the firm's corporate office, that being defined as the office where the person or persons owning a majority interest in the company spends the majority of their work week.

**Response:** \_\_\_\_\_

1.8 What is the location of the office that will be responsible for this proposed project?

**Response:** \_\_\_\_\_

2. Licensing



2.1 Please provide a list of jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

2.2 Please provide a list of jurisdictions in which your organization, partnership or trade name is filed.

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

**Response:** \_\_\_\_\_

3. Experience

3.1 Please provide a list with references of similar design of work that your organization has performed with particular emphasis on the issues pertaining to working with federal and state grant funded projects.

**Respond** on firm's letterhead buyers name, address with city and state, and similar design project description.

3.2 Within the last ten (10) years, has any officer or principal of your organization ever been an officer or principle of another organization when it failed to complete a contract? *(If the answer is yes, please attach details.)*

**Response:** \_\_\_\_\_ No

**Response:** \_\_\_\_\_ Yes. If yes please respond on firm's letterhead listing project description and very brief reason.

3.3 Please state annual amount of design work performed by this organization for each of the past five (5) years.

**Response:** \_\_\_\_\_

3.4 Please provide total worth of work (1) in progress and (2) under contract.

**Respond** on firm's letterhead work in progress in chronological amount order using expected project completion date. Please respond on firm's letterhead work under contract with expected start date and projected completion date.

- 3.5 Describe the major projects your organization has in progress.  
**Respond** on firm's letterhead giving the name and location of project, owner, staff assigned to the projects, construction contract amount, percentage complete and scheduled completion date.
- 3.6 Describe the projects, if any, of a similar scope that your organization has completed for a municipality or other government entity in the last five (5) years.  
**Respond** on firm's letterhead in chronological order newest to oldest giving the name and location of project, owner, developer, staff members and management assigned to projects, construction contract amount, date of completion and percentage of the cost of the work performed with your own forces.

## B. PROJECT PERSONNEL AND EXPERIENCE

1. Personnel
  - 1.1 Identify, in detail, (1) key project personnel; (2) other company personnel that support the key project personnel. For key project personnel, indicate on or off site and what percentage of time you anticipate each person will devote to this project once construction begins.  
**Provide** an organization chart
  - 1.2 Key project personnel and include information regarding:
    - 1.2.1 Education
    - 1.2.2 Work History (by company), in reverse chronological order.
    - 1.2.3 Project experience, in reverse chronological order. Please list project name, contract amount, type and capacity or position of the key person served.
    - 1.2.4 Please describe how your key personnel intends to maintain continuity between pre-construction and construction services.  
**Provide** resumes to include clearly defined areas 1.2.1,1.2.2,1.2.3,1.2.4 above for firm's key personnel
2. Experience
  - 2.1 Describe the experience of proposed key personnel with similar governmental experiences over the last five (5) years. Note the role proposed key personnel performed with listed projects.  
**Respond** on firm's letterhead the firm's proposed key personnel's experience in date chronological order.
  - 2.2 Describe the experience of proposed key personnel working together on prior similar projects.  
**Respond** on firm's letterhead
  - 2.3 State briefly the most pertinent considerations and challenges that

must be addressed in the construction of the project of this type.

**Response** may wish to include sketches, diagrams, analyses or other tools that will help you illustrate your firm's points.

2.4 Describe your organization's concepts for working in a team relationship with the Owner during the design and construction of major drainage projects.

**Respond** on firm's letterhead why you believe your team is best qualified to address the issues which are relevant to this project.

2.5 Briefly describe the methods and systems you will use to control the project in areas such as schedule, budget, information tracking and reporting, safety and quality.

**Respond** on firm's letterhead

2.6 Does your firm make all cost information available during design and construction available to the owner?

**Response:** \_\_\_\_\_ No \_\_\_\_\_ Yes

## C. FINANCIAL:

1. Financial statement

1.1 Please provide a current financial statement, preferable audited, including your organization's latest balance sheet and income statement indicating the following:

- Current Assets (e.g., cash, joint venture accounts, accounts
- Receivable, accrued income, deposits, materials inventory and prepaid expenses)
- Net Fixed Assets
- Other Assets
- Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes)
- Other Liabilities (e.g., capital stock, authorized and outstanding shares par values, earned surplus and retained earnings.

1.2 Please provide name and address of firm preparing attached financial statement, and date thereof.

2. Insurance

2.1 Please provide a Certificate of Insurance for all coverage to include liability.

## D. NARRATIVE, TESTIMONIAL AND REFERENCES

1. Narrative

1.1 The Respondent shall provide, on three (3) pages or less, a narrative that indicates their understanding of Owner's needs, their knowledge of the

elements involved in the project and the resources, methodologies and management philosophies that would be used for the project. Elements of the project construction such as timely scheduling, cost control, quality control and inspections, construction operations, logistics, and site safety should be addressed. The narrative should be concluded with a summary of the major features of their RFQ and a statement analyzing the match between the Respondent's capabilities and the Owner's needs.

2. Testimonials

2.1 Respondents may include up to three (3) one-page letters from owners, developer, or governmental agencies. At least one copy of these letters shall contain the original signature of the person writing the letter. Letters should comment on design capabilities, budget and/or scheduling experiences and qualitative matters related to services received from the engineer or joint venture participants.

3. References

3.1 Respondents may include other references from owners, and or Consulting engineers that they have worked with on other similar projects.  
Response should be limited to no more than 25 firms

4. Remarks

4.1 Respondent may include up to two pages to address those issues which do not fall into any of the above categories or to expand on previous answers.

5. City of Huntsville RFQ Form

- 5.1 RFQ Form initialed on all pages
- 5.2 Conflict of Interest Form signed and included
- 5.3 Non-Collusion Form signed and included

## J. FEES

The estimated or actual cost of consulting services will be negotiated between the City and the responder after a qualified firm is selected.

The City will pay fees as set forth and agreed upon in an approved contract.

# K. CONFLICT OF INTEREST

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor or other person doing business with local governmental entity</b>		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</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 governmental entity 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 knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>  Date Received	
<p><b>1</b> Name of person who has a business relationship with local governmental entity.</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>		
<p><b>2</b> <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 the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</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 style="text-align: center;"><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 received from the local governmental entity?</p> <p style="text-align: center;"><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 style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p><b>4</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>		

Adopted 06/29/2007

**L. NON COLLUSION STATEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/she is \_\_\_\_\_ of \_\_\_\_\_, the responder that has submitted the attached bid;

2. He/she is fully informed respecting the preparation of contents of the attached bid and of all pertinent circumstances respecting such bid;

3. Such bid is genuine and is not collusive or a sham bid;

4. Neither the said responder nor any of its officer, partners, owners, agents, representative, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with another responder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement of collusion or communication or conference with any other responder, firm or person to fix the price or prices in the attached bid or of any other responder, or to fix an overhead, profit or cost element of the bid price of the bid price of any other responder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Huntsville or any per interest in the proposed contract.

5. In compliance with the specifications in the bid and quote conditions, I, the undersigned agree to furnish the services upon which prices are offered at the price opposite to each line description to the City of Huntsville within the time specified. By submitting this bid/proposal and attached signature I hereby attest that I have not received nor offered anything of value to any City employee, official, and/or board member in connection with this submitted bid.

6. Advanced disclosures of any information to any particular/potential responder which gives that particular/potential responder any advantage over any other interested responder in advance of the award whether in response to advertising or an informal request for bids or proposals, made or permitted by a member of the governing body or an employee or representative thereof, will cause to void that particular responders bid or proposal. Prior to an award any communication with a member of the selection committee or governing board will cause to void that particular responders bid or proposal and the committee member or the governing board member will be rejected from the voting process for that bid or proposal. By submission of this bid or proposal responder attests that no improper communication has occurred resulting in an advantage over any other responder, potential responder, or advance discloser.

7. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the responder or any of its agents, representative, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Subscribe and sworn to me this \_\_\_\_\_  
day of \_\_\_\_\_, 2011

By \_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

## M. QUESTION/RESPONSE FORM

Responders are encouraged to ask questions to gain clarification. Only questions submitted in writing and addressed to the City of Huntsville Purchasing Department will be answered. Responders are asked to use this form for questions. The Purchasing Department will gain a response and reply via e-mail and all questions with responses may be posted on the City of Huntsville website. All responders are encouraged to check the website under FAQ prior to posting a question. Any questions received after 72 hours from bid opening may not be answered.

Please only use one question per form. For additional questions please use another form.

Responders Name: \_\_\_\_\_

Responses will be sent either fax or e-mail:

Responders Fax #: \_\_\_\_\_

Responders E-mail address: \_\_\_\_\_

Question: \_\_\_\_\_

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Response: \_\_\_\_\_

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**N. CITY OF HUNTSVILLE NO-BID STATEMENT**

RFQ Name: Engineering Consulting Service RFQ Number: 11-16

Responder's Name \_\_\_\_\_

The City of Huntsville seeks to evaluate the level of competitiveness provided. Please complete this form only if you are not submitting a quote.

Please check the appropriate boxes indicating the factors considered for not bidding.

- Unable to respond to the request for bid or request for proposals by the specific deadline.
- Our company does not carry or cannot offer this type of product and service.
- Specifications are restrictive, unclear or incomplete. Please explain below

\_\_\_\_\_  
\_\_\_\_\_

- Invitation is suitable, but engaged in other work.
- Do not wish to do business with the City.

The purpose of this form is to achieve a maximum participation in the bidding process. Vendor comments are not restrictive to the above described. Please make any statement that may have impacted your ability to bid.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_