

**DALLAS FORT WORTH INTERNATIONAL AIRPORT
DESIGN, CODE AND CONSTRUCTION DEPARTMENT**

**PROPOSAL REQUIREMENTS
FOR
JOB ORDER CONTRACT
CONTRACT NO. 9500635**

**REQUEST FOR PROPOSALS (RFP)
March 23, 2018**

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Advertisement

The Dallas Fort Worth International Airport Board will receive Proposals for the following items at the location stated below until the due date and time stated:

SOLICITATION: 9500635 Job Order Contract

PRE-PROPOSAL CONFERENCE: April 3, 2018 2:00pm (Central Time)

PROPOSAL DUE DATE AND TIME: April 27, 2018 1:00pm (Central Time)

MINORITY OWNED BUSINESS ENTERPRISE (MBE) GOAL: 28%

CONTACT: Program Solicitation Manager, Travis Sanderfer (972) 973-1716

LOCATION: DFW International Airport Board, Design, Code and Construction Offices, 3003 South Service Road, DFW Airport, TX 75261

Additional information is available on the DFW International Airport website at www.dfwairport.com/business/solicitations.

The DFW Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit Proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Part 1 – Instructions to Proposers

1) Instruction to Proposers

- a) The Dallas Fort Worth International Airport Board intends to select a contractor or contractors to provide bonded construction services for the maintenance, repair, alteration, renovation, remediation, and or minor construction of facilities located at the Dallas/Fort Worth International Airport. This work is of a recurring nature but the delivery times, type and quantities of work required are indefinite.
- b) Delivery Orders will be awarded substantially on the basis of pre-described and pre-priced tasks. Pricing will be determined the most current Facilities Maintenance & Repair Costs with RSMeans Data Unit Price Books (UPB) for all Divisions 2-46, Division 01 – General Requirements are excluded and are costs inclusive of the Bid Coefficients. Items not specifically contained therein will be negotiated as required.
- c) The Work may be inside or outside the Airport's Air Operations Area (AOA). The contractor shall be responsible for reviewing all existing conditions associated with the Work prior to commencement of work activities.
- d) Contractor will be required to provide payment and performance bonds in the amount of \$2,500,000. Should the aggregate amount of open Delivery Orders exceed \$2,500,000, the contractor will be required to provide payment and performance bonds in the full amount of all open work.
- e) As-Built Drawings – Caution must be exercised when using any Board "As-Built" drawings. The accuracy of these Drawings are not guaranteed by the Board, and total reliance on them by consultants and other Proposers is at their risk. Proposers performing sub-surface work should contact Dallas-Fort Worth Airport Maintenance, Documentation Section, at (972) 973-6125 prior to any excavation.
- f) Quality Assurance / Quality Control Testing – Proposals are to be prepared in accordance with Contract Documents which state that the Board will perform and pay for all Quality Assurance tests required for acceptance of the Work and the establishment of penalties relating to deficient Work. The Contractor is to perform and pay for all Quality Control testing it deems necessary to ensure that the Work meets Specification requirements. Costs for the Quality Control tests are to be included in Proposal Items.
- g) Ancillary/Integral Professional Services – In selecting an architect, engineer or land surveyor, etc., to provide professional services, if any, that are required by the specifications, Contractor shall not do so on the basis of competitive Proposals but shall make such selection on the basis of demonstrated competence and qualifications to perform the services in the manner provided by Section 2254-004 of the Texas Government Code and so shall certify to the Board with its Proposal.
- h) Title VI Solicitation Notice – The Board, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit Proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- i) A more detailed Scope of Services sought in this solicitation is set forth in Appendix 5 – The Agreement.

2) Nature of Agreement(s) Anticipated for Award

- a) **Master Agreement/Delivery Orders** – The type of Agreement that is anticipated to be awarded pursuant to this solicitation is a general services agreement for basic Services, as set forth in Appendix 5 – The Agreement, attached to this RFP. The Agreement will serve as a “master agreement” for future Services, which will be provided through separately issued Delivery Orders. No Services will be provided independently under the Agreement, absent a Delivery Order for Services. The Agreement will set forth general contractual provisions applicable to any Delivery Order issued under it and will also establish basic negotiated terms concerning compensation.
- b) **Delivery Order Scopes** – Each Delivery Order will include, among other things, a more detailed Scope of Services for the specific project and will include a project schedule and/or additional compensation terms based on those originally set forth in the Agreement.
- c) **No Obligation to Issue Delivery Order** – Even if an award or multiple awards of an Agreement result during this solicitation, Board will be under no obligation to issue any Delivery Order to any successful awardee, once an Agreement with it is executed.

- 3) **Receipt and Opening of Proposals** – The Dallas Fort Worth International Airport Board (herein called the "Board") invites Proposals on the form attached hereto, all blanks of which must be appropriately filled in. Proposers submitting packages will herein be called “Contractor” and or “Respondent”. Proposals will be

received by the Board as detailed in Appendix 7 – Solicitation Schedule and then publicly opened and read aloud. Each Proposal must be submitted in a sealed envelope bearing on the outside the name of the Contractor, Contractor's address, and the name and contract number of the Work for which the Proposal is submitted and designated (Example: Contract No. 9500XXX, Contract Name).

- a) If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed to Dallas Fort Worth International Airport Board, Design, Code and Construction Department, P. O. Box 612008, Dallas Fort Worth Airport, Texas 75261-2008.
 - b) If forwarded by courier, the Proposal should be addressed to Dallas Fort Worth International Airport Board, Design, Code and Construction Department, 3003 S. Service Road, Dallas Fort Worth Airport, Texas 75261.
 - c) Any Proposal received after the time and date specified shall not be considered. Contractor may not withdraw a Proposal within sixty (60) calendar days after the opening thereof.
 - d) The OWNER reserves the right to reject any or all proposals, to award to multiple proposers, to waive technicalities, to cancel the contract, to advertise for new proposals, or proceed to do the work by other means when in the best interests of the OWNER.
- 4) Addenda and Interpretations** – Requests for interpretation of the RFP must be in writing addressed to Program Solicitations Manager Travis Sanderfer, Design, Code and Construction Department, P. O. Box 612008, Dallas Fort Worth Airport, Texas, 75261-2008, and to be given consideration must be received in accordance with Appendix 7 – Solicitation Schedule. Only substantive items, as determined by the Board, will be addressed in the form of written addenda, which, if issued, will be posted on the Airport's website, www.dfwairport.com/business/solicitations. Failure of any Contractor to receive any such addendum shall not relieve such Contractor from any obligations under its Proposal as submitted. All addenda issued shall become part of the Contract Documents. The Board may elect to not respond to all inquiries in this manner.
- 5) Board Selection Committee** – Board intends to appoint a Selection Committee to evaluate Proposals received for this solicitation in accordance with Part 3 of this RFP.
- 6) Minimum Qualifications** – Each Respondent should have a minimum of 5 years' experience in providing the Services at an airport, large municipalities or multistate type facilities with comparable requirements. This minimum qualifications requirement does not apply to Subconsultants/Subcontractors.
- 7) Insurance Requirements** – The insurance requirements applicable to any Agreement that may be executed pursuant to this solicitation are set forth on Appendix 5 – The Agreement to this RFP.
- 8) Proposed Form of Agreement** – A proposed form of Agreement that Board anticipates executing with a successful awardee is attached to this RFP as Appendix 5 – The Agreement. The Agreement included in this RFP is a Board form that it expects a successful awardee to execute. The Agreement does contain certain provisions that are drafted in blank that will be completed by Board if a successful awardee is identified. However, the stated terms and provisions contained within the Agreement (requiring no modification as a result of the contents of an accepted Proposal) are not negotiable and any Proposals submitted that takes exceptions to the Agreement, proposes modifications to its language or otherwise attempts to change its content may be deemed non-responsive.
- 9) Conflicts of Interest/Participation in Additional Pending or Upcoming Solicitations**
- a) **Existing Business Relationships with Airport** – Board recognizes that certain Persons desiring to participate in this solicitation may currently provide services to Board or to another Person doing business at the Airport, either through a direct contract with Board or such other Person or as a Subconsultant/Subcontractor, Affiliate or similar Person.
 - b) **Participation in Additional Pending or Upcoming Solicitations** – Board also recognizes that certain Persons desiring to participate in this solicitation may also be participating in other pending or upcoming solicitations, such that potential conflicts of interest may arise if the Person is both successful in this solicitation and other solicitations.
 - c) **Questionnaire** – Accordingly, Board has included in this RFP at Form 3 – Questionnaire, a request for information about Persons (including Respondents, Subconsultants/Subcontractors, Affiliates or similar Persons) currently doing business at the Airport or that are participating or will participate in other

solicitations, so that it may properly evaluate whether any Respondent, Subconsultant/Subcontractor or any Person associated with them, has or may develop a potential conflict of interest.

- d) **Potential Board Actions** – Depending on the nature of Respondents participating in this solicitation and the information Board obtains in the Proposals, Board may determine that it is not in its best interests to further consider a specific Respondent's Proposals because such Respondent (or its Subconsultants/Subcontractors, Affiliates or similar Persons) may have potential conflicts of interest as a result of existing contract or service relationships at the Airport.
- e) **No Prohibition** – Nothing in this RFP prohibits any Person from participating in multiple Proposals (e.g. as a prime on one Proposals and as a Subconsultant/Subcontractor to a prime on another Proposals) or participating in other solicitations being conducted by Board.

10) Diversity

- a) **Applicable Board Diversity Program** – The Board's Diversity Program applicable to this solicitation is set forth in Appendix 5 – The Agreement (MBE Provisions) attached to this RFP. By submitting a Proposal in response to this solicitation, each Respondent agrees to comply with such applicable Diversity Program.
- b) **Diversity** – Board encourages Minority/Women Owned Business Enterprise (MBE) firms to participate in this solicitation and encourages teaming arrangement Proposals which include MBE participation. Teams should be large enough to provide adequate resources to accomplish the Services and small enough to provide opportunity for significant and material participation by every team member.
- c) **Title VI Procurement Notice** – Board, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all potential Respondents that it will affirmatively ensure that disadvantaged/small/minority and woman-owned businesses enterprises will be afforded full and fair opportunity to submit Proposals in response to this procurement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of an Agreement.

11) **No Offer by Board** – This solicitation does not constitute an offer by Board to enter into an agreement and cannot be accepted by any Respondent to form an agreement.

12) **Proposals Deadline** – Your Proposals in response to this RFP must be received by Board's Program Solicitation Manager Travis Sanderfer, and in accordance with Appendix 7 – Solicitation Schedule.

13) **Pre-Proposals Conference** – Each Respondent may attend the Pre-Proposals Conference as detailed in Appendix 7 – Solicitation Schedule.

14) Procurement Questions, Prohibited Contacts

- a) **No Reliance on Verbal Information** – Board anticipates during the Pre-Proposals Conference the exchange of dialogue between its representatives and those of potential Respondents, including questions and answers to those questions during such exchange. Each Respondent, however, is obligated to reduce to writing any questions to which it seeks a formal response for submittal to Board. No Respondent may rely on any verbal response to any question submitted (verbally or in writing) concerning this RFP.
- b) **Board Contact, Solicitation Questions** – Any questions regarding this RFP should be submitted in writing to Board's Program Solicitation Manager Travis Sanderfer, and in accordance with Appendix 7 – Solicitation Schedule.
- c) **Addenda, Board Website** – Any response made by Board to timely submitted written questions will be provided in writing to all Respondents by Addendum. It is entirely within Board's discretion as to whether to respond to any question. It is the responsibility of each Respondent to obtain a copy of any Addendum issued for this solicitation by monitoring Board's website at dfwairport.com. This solicitation and, potentially, the terms of any Agreement that may be awarded pursuant to it, are governed by the contents of any Addendum, regardless of whether a particular Respondent, in fact, obtains a copy of it.
- d) **Prohibited Contacts** – All Respondents and representatives of any Respondent are strictly prohibited from contacting any other Board employees/representatives or any third-party representatives of Board on any matter having to do with this RFP. All communications by any Respondent concerning this RFP must be made to Board's contact person.

- 15) Ownership of Proposals** – Each Proposals submitted to Board will become the property of Board, without compensation to a Respondent, for Board's use, in its discretion.
- 16) Cancellation of Procurement/Rejection of Respondents/Proposals** – In accordance with Applicable Laws, this solicitation may be cancelled by Board and Board may reject any Respondents/Proposals. By submitting a Proposals, each Respondent agrees that it has no entitlement to an award of an Agreement and no Agreement will be deemed to have been awarded until the award has been legislatively approved by Board, Respondent has executed the Agreement, Board has executed the Agreement and it has been approved by Legal Counsel for Board as to form, and an original of the fully executed Agreement has been provided to Respondent.
- 17) Award of Agreement, Execution**
- a) **Multiple Awards** – Board may award 1 or more Agreements under this solicitation.
 - b) **Conditions to Award** – No Agreement award will occur until legislation authorizing such award is considered by Board, such legislation is enacted, Board and the successful awardee have, in fact, executed such Agreement, the fully executed Agreement has been approved by Board's Legal Counsel as to form and an original of the fully executed Agreement has been delivered to awardee.
 - c) **Post-Award Agreement Execution** – If Board awards an Agreement pursuant to this solicitation, Board will prepare and forward to the successful Respondent an Agreement for execution substantially in the form provided to the Respondent during the negotiation phase of this solicitation.
- 18) Proposal Package Review** – Before signing and sealing your Proposal, please take note of the following. Failure to perform any one of these actions may cause your Proposal to be rejected.
- a) **Contractor Qualifications** – When applicable to the specifications, please ensure that all certifications, licensing or other requested qualifications verification forms or information necessary to validate the prime or subcontractors qualifications to provide products or services are included in the Proposal package.
 - b) **Read/Confirm Intent To Comply** – Contractor has read all Contract Forms, Special Provisions, General Provisions, Technical Specifications and all other material provided in the Request for Proposal and confirms their intent to comply with all stated provisions.
 - c) **Proofreading** – Contractor has proofread all documents to ensure all information provided by the Contractor is accurate and responsive to the solicitation specifications. The Board is not responsible for errors made by the Contractor.
 - d) **Accuracy** – Contractor has reviewed and confirmed all mathematical and numerical entries to ensure accuracy and commitment to honor pricing as submitted. The Board is not responsible for errors made by the Contractor.
 - e) **Insurance Compliance** – Contractor has contacted insurance agent or representative to verify its ability to meet the stated insurance requirements and, if awarded a contract, that it will meet the insurance requirements as detailed in Appendix 5 – The Agreement.
 - f) **Late Proposals** – Please note the time, date and delivery location (or mailing address if submitted by U.S. Postal Service). Late Proposals will not be accepted. Business hours for the Design, Code and Construction Department are from 8:00 a.m. to 4:30 p.m., LOCAL TIME, Monday through Friday, except holidays. Design, Code and Construction offices are located at 3003 South Service Road, DFW Airport, Texas 75261.
 - g) **Supplier Registration** – While not a requirement of the Proposal submittal, Contractor has registered in the Board's Supplier Registration System, which is required for contracting with the Board.
<http://www.dfwairport.com/procurement/index.php>

Part 2 – Contents of Proposals/Required Submittals

1) Formatting of Proposals

- a) **Page Limit and Format** – Proposals are limited to a maximum of twenty (20) 8 ½” x 11” pages as detailed below. Each page should be numbered sequentially. Proposals may be submitted single or double sided, each printed side of any page will count as a numbered page. 11”x17” paper may be used for large exhibits; each printed side of an 11” x 17” page will count as 2 numbered pages unless otherwise directed below. Resumes and forms (including attachments to such forms prepared by Respondent) do not count toward applicable page limits.
- b) **Original Signature(s)** – All documents within a Proposal package requiring a signature must bear the original signature of an authorized signatory.
- c) **General Contents of Proposals** – A Respondent must submit complete a Proposal in response to this RFP in the format specified in this RFP; no other format will be considered.

2) Summary of Information Required to Be Included in the Proposal

- a) **Information Drafted And Provided By A Respondent** – Each Respondent must provide the following information in its Proposal package:
 - i) Cover Letter
 - ii) Executive Summary
 - iii) Organizational Structure/Staffing Plan
 - iv) Quality Control and Quality Assurance
 - v) Overall Experience, Qualifications and Performance on Previous Similar Projects
 - vi) Affirmative Action and MBE Participation
 - vii) Proposal Price
- b) **Certificates and Information Provided by a Respondent on Forms Provided by Board**
 - i) Appendix 1 – Contractor Acknowledgments
 - ii) Appendix 2 – Good Faith Effort (GFE) Criterial (if applicable)
 - iii) Appendix 3 – MBE Certificates
 - iv) Appendix 4 Forms
 - v) Appendix 6 – Bonding Letter

3) Detailed Information Requirements

- a) **Cover Letter** (1 page maximum) – The cover letter must accompany the executive summary and include:
 - i) Respondent’s name, address, telephone number and fax number, signed by a person authorized to act on behalf of Respondent
 - ii) The name, title, address, e-mail address, telephone number and fax number of the person signing the letter and to whom all future correspondence and/or communications may be directed by Board concerning this solicitation
 - iii) The type of business entity that proposes to enter into an Agreement with Board and the identity of any other business entities that will comprise Respondent
- b) **Executive Summary** (1 page maximum) – The purpose of the Executive Summary is to provide an overview of Respondent’s qualifications to perform the Services outlined in this RFP. At a minimum, the Executive Summary must contain the following information:
 - i) Complete legal name of Respondent and the name of the legal entities that comprise Respondent. Respondent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity (including services provided), contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices;
 - ii) The general and specific capabilities and experience of Respondent’s Team, including Subconsultants/Subcontractors and individuals working for Respondent or its Subconsultants/Subcontractors. Respondent must discuss how the team was formed and how the team will function as an integrated unit in providing Services to Board.

- c) **Organizational Structure/Staffing Plan** (4 page maximum) – Respondent’s Organizational Structure Section of the Proposals should introduce the proposed Respondent team by:
- i) Providing Respondent’s Management Organizational Chart both graphically and in narrative format. The Organizational chart and narrative should provide a description of Respondent’s views on how it will organizationally provide the Services, as well as depict the relationship of its key personnel roles to that of the Principal-in-Charge and other key members of the management team. The Management Organizational Chart should illustrate Respondent’s detailed staffing response to Appendix 5 – The Agreement (Scope of Services).
 - ii) Describing how the organizational structure will incorporate the role of Subconsultants/Subcontractors in a well thought out approach to providing the Services.
 - iii) List Key personnel to be used on this contract and describe their responsibilities and experience on projects of a similar nature (maintenance, repair, alteration, renovation, remediation, or minor construction, on an indefinite delivery basis, at secure or other operationally intensive facilities.)
 - a. Include resumes of key personnel. (*Resumes not counted against page limit*)
 - iv) Describe Respondent’s ability to scale its team to meet the needs of an unknown program size.
 - v) Describe additional resources to be utilized, in the event they are needed.
 - vi) Describe the role of listed Subcontractors in the organizational structure. Provide a detailed description of Respondent’s (and Subcontractors’) ability and processes used to work with all involved parties (i.e. owner, consultants, third party entities/vendors, other contractors, subcontractors, stakeholders).
- d) **Quality Control and Quality Assurance** (2 page maximum)
- i) Respondents should provide a detailed description of Quality Control and Quality Assurance plan and implementation strategies for the Prime and Subconsultants. Respondents should provide examples of its measurable matrix and check/balance structure before deliverables are issued to the Owner.
- e) **Overall Experience, Qualifications, and Performance on Previous Projects** (8 page maximum)
- i) Describe relevant, recent experience (within past 5 years) of Respondent involving work of a similar nature (maintenance, repair, alteration, renovation, remediation, or minor construction), on an indefinite delivery basis, at secure or other operationally intensive facilities.
 - ii) Attach a list of all Job Order Contracts completed in the last five years, or currently in progress.
 - iii) Attach a list of contracts completed in the last five years, or currently in progress, involving maintenance, repair, alteration, renovation, remediation, or minor construction work performed at secure or other operationally intensive facilities. Provide the Owner name and contact information, location of the work, brief description of the work including the number of subcontractors, dollar value, start date, and completion date.
 - iv) Describe the Respondents capability and capacity to provide services according to applicable schedules and budgets. Respondents should provide a detailed narrative that outlines any unique abilities/in-place and or processes/innovative strategies that will demonstrate its ability to meet scopes, schedules, and budgets applicable to required Services under multiple Delivery Orders. This is to include information related to proposal preparation/delivery order (task order) issuance turnaround times, maintaining construction schedule, general construction performance, quality control process, safety record, timeliness of processing change orders, and submitted contractor claims.
 - v) Provide a sample of your firms Safety Program. (This item not counted against page limit.)
- f) **Affirmative Action and MBE Participation** (3 page maximum) – Each Respondent should provide a narrative in its Proposals describing the following:
- i) Affirmative Action Plan – Respondent’s Affirmative Action Plan and/or policy statement, including goals with respect to hiring staff for the Agreement and any Delivery Orders that may be issued under it. Such plan must include, but not be limited to: goals for women and minorities for management and non-management positions.
 - ii) Description of Commitment – How will the Respondent manage expectations and commitment to firms that have been identified in the Proposals that will be utilized to fulfill Respondent’s MBE requirements? In addition, explain the selection of Respondent’s team composition, including diversity within the team and any opportunities given to team members that may be

- new to Respondent's team and why they were selected.
- iii) Description of Business Development, Technical Assistance, and/or Capacity Building Initiatives – Description of Respondent's commitment to programs, assistance or support to enhance the capacity or facilitate the participation of MBE's, including outreach and a proposed mentoring program.
 - iv) Private Sector Participation – Describe Respondent's ability to demonstrate MBE participation on private sector work or on contracts that require no goals. How is the overall effectiveness of Respondent's diversity and inclusion initiatives measured? Is it tied to a goal or metric? If so, what is the goal/metric and how has Respondent performed in relation to the goal historically?
 - v) Assurance – What steps will Respondent take to ensure it meets the MBE participation goal and does Respondent have a dispute resolution/mediation plan in place for modification, elimination or termination of a MBE. In addition, who will oversee Respondent's MBE program and at what level are they within Respondent's organization? Also describe this individual's commitment to MBE programs, assistance or support to enhance the capacity or facilitate the participation of MBE firms under the Agreement and any Delivery Orders issued pursuant to it. What systems does Respondent have in place to reach its MBE participation and is Respondent familiar with Board's B2GNOW system and, if not, what steps will Respondent take to learn the system?
- g) **Proposal Price** (1 page maximum)
- i) The respondent will include the table (see Figure 1 – Bid Coefficients Sample) with their Bid Coefficients filled in, no other information is to be included in this section.
 - ii) The undersigned hereby agrees to provide the services at these bid coefficients based on the most current Facilities Maintenance & Repair Costs with RSMeans Data Unit Price Books (UPB) for all Divisions 2-46, Division 01 – General Requirements are excluded and are costs inclusive of the Bid Coefficients.
 - iii) Express coefficient as a decimal, for example 0.98 or 1.15, rounded off to no more than two decimal places. Bid coefficients will include all costs other than those contained in the pre-priced unit prices and will specifically include, but not be limited to: all markups including Overhead, operating and profit, project management direct cost of doing the work of the contract; labor burden; overhead; general and administrative costs and expenses; profit; project office expenses; mobilization and close-out costs; insurance; bonds; compliance with all laws and regulations; compliance with code requirements; compliance with safety requirements including protective clothing and equipment; computer equipment and software; fuel; testing; and all contingencies associated with performing the work.

Figure 1 – Bid Coefficients Sample

LINE	DESCRIPTION/CATEGORY	COEFFICIENT	REMARKS
1	Standard Working Hours		See Note 1
2	Non-Standard working Hours		See Note 2
3	Standard Working Hours – Security factor for working in secured areas		See Note 3
4	Non-Standard Working Hours – Security factor for working in secured areas		See Notes 2 and 3

- iv) Note 1 – The Standard working hours coefficient applies to (a) standard working hours and (b) non-restricted areas (Landside).
- v) Standard working hours are defined as: Monday through Friday, 7:00 a.m. to 5:00 p.m., except for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.
- vi) Note 2 – Non-standard working hours coefficient applies to all hours except those as stated in Note 1 above. This also includes work in occupied spaces.
- vii) Note 3 – Security factor coefficient applies to restricted areas of the Airport which include:
 - (1) Secured areas – Non-public portions of the Airport where access is controlled by a badging system, gates, fences and other means to prevent unlawful entry.

- (2) The Air Operations Area (AOA) – Any area of the airport used or intended to be used for the landing, takeoff or surface maneuvering of aircraft. An air operation area shall include such paved or unpaved areas that are used or intended to be used for the unobstructed movement of aircraft in addition to its associated runway, taxiway, or apron.
 - (3) The Security Identification Display Area (SIDA) – Part of the Secured areas where passenger aircraft are boarded and de-boarded (including the Central Terminal Area (CTA)), baggage make-up areas (where baggage is sorted, loaded and unloaded), and cargo handling operations area and aircraft maintenance facilities.
 - (4) All Terminal D and DFW Landside Customs & Border Patrol Areas
- viii) This will be a Separated Cost Contract (for Tax Exemption Information). The following information will be provided as Delivery Orders are assigned and are not required at this time.
- (1) Materials to be Incorporated \$ TBD
 - (2) All Other Costs \$ TBD
 - (3) Total Delivery Order Amount \$ TBD

4) Submission of Proposals

- a) Contents – Proposals will consist of 1 submittal in a 3-Ring Binder.
- b) Identification – Proposals must clearly identify the name of the project: Request for Proposals for Contract No. 9500635 Job Order Contract, and the name and address of Respondent.
- c) Copy Requirements – Copy requirements for a Proposal are: 1 original and 6 hard copies and 7 flash drives, each with a copy in pdf format saved to it. Each flash drive should be individually labeled with the contract number, respondent firm name and clipped within each binder (one flash drive per binder).
- d) Organization – The Proposals contained in the 3-Ring Binder should have each information category clearly identified and/or separated by labeled tabs (not counted against page limit) and organized in accordance with subject matter sequence set forth in this RFP.
- e) Submittal Package – All contents must be submitted in a sealed box or boxes clearly labeled with firm name and Contract No. Each box submitted must be timestamped at time of submittal prior to the due date and time.

- 5) **Submittals** – The following submittals must be completed and submitted with each Proposal. This table is included for Respondent’s convenience and may be used to track the preparation and submittal of certain required information with its Proposal.

Item #	Required Proposals Submittal - Check Sheet	Check (√)
1.	Appendix 1 – Contractor Acknowledgments	
2.	Appendix 2 – Good Faith Effort (GFE) Criteria (If applicable)	
3.	Appendix 3 – D/S/M/WBE Certificates	
4.	Appendix 4 – Form 1 – Business Disclosure Form	
5.	Appendix 4 – Form 2 – Workforce Composition Form	
6.	Appendix 4 – Form 3 – Questionnaire	
7.	Appendix 4 – Form 4 – Commitment to Minority Business Enterprise (MBE) Participation Form	
8.	Appendix 4 – Form 5 – Schedule of Subcontractors	
9.	Appendix 4 – Form 6 - Intent to Perform Contract as a MBE Subcontractor	
10.	Appendix 4 – Form 7 – Disclosure of Lobbying Activities	
11.	Appendix 6 – Bonding Letter	

Part 3 – Evaluation of Proposals

- 1) **Description of Evaluation Process** – This solicitation contemplates a multi-step process.
 - a) First, all Proposals that are timely submitted will be reviewed for responsiveness and Respondents will be reviewed for responsibility. All Proposals that are read aloud will be reviewed for responsiveness and the Proposers will be reviewed for responsibility.
 - b) Second, if a Respondent is deemed responsible and its Proposal is deemed responsive, that Respondent/Proposals will advance to the Criteria Evaluation Phase. During the Criteria Evaluation Phase, Respondents will be ranked according to qualifications. The Criteria Evaluation Phase will be conducted in one or two steps: [i] initial evaluations based upon the content of submitted Proposals; and [ii] subsequent re-evaluations based upon interviews of Respondents, if Board chooses to conduct interviews. A re-evaluation after the Interview will involve Board’s re-evaluation of a Respondent using the same evaluation matrix set forth in the table in the Clause entitled “Evaluation Form/Criteria” in which a member of the Selection Committee considers the contents of a submitted Proposals in light of the Respondent’s interview responses and any clarifications to its Proposals made during the interview.
 - c) If Board and the top ranked Respondent are unable to reach agreement on the award of the contract, Board will formally discontinue such negotiations and attempt to negotiate an Agreement with the next ranked Respondent. Board will continue this process until it is able to successfully negotiate an Agreement with a Respondent or, instead, determines it is in its best interests to cancel the solicitation.

- 2) **Initial Evaluation of MBE Component** – Board’s established MBE program goal for this solicitation is 28%. In the event a Respondent does not demonstrate a commitment to meet or exceed the established goal, documentation evidencing a good faith effort to meet the goal must be submitted with its Proposals. A Respondent that does not demonstrate a commitment to meet or exceed the established goal or does not demonstrate a good faith effort to do so (as evaluated by Board’s Business Development & Diversity Department [“BDDD”]) will be deemed non-responsive and/or non-responsible (Good Faith Effort Plan documentation does not count against the page limit) and will not move into the Criteria Evaluation Phase of this solicitation.

- 3) **Interviews** – Board may conduct interviews of Respondents during this solicitation.
 - a) Depending on the number of Proposals received by Board, it may: [i] decide to interview all Respondents before re-evaluating all of them; or [ii] because of the high number of Proposals received, it may decide to interview only a certain number of Respondents, based upon their initial rankings in the initial evaluation phase of this solicitation. Board will provide all Respondents greater detail once it receives and evaluates Proposals.
 - b) Board realizes that the negotiation process contemplated by Texas Government Code Section 2254.004 requires potentially successive negotiations with Respondents in accordance with their rankings during the evaluation phase of this solicitation. If Board interviews and re-evaluates only some of the Respondents and is then faced with the need to negotiate with a Respondent that was not interviewed, it will interview and re-evaluate, as it deems appropriate, Respondents in the remaining pool of negotiation candidates and schedule negotiations according to the resulting rankings after those interviews. It is Board’s intent that any Respondent with which it winds up negotiating with will have been interviewed, re-evaluated after the interview and ranked according to its overall evaluation score after its interview.

- 4) **Evaluation Form/Criteria** – All Proposals will be evaluated by an Evaluation Committee in accordance with the following Evaluation Form/Criteria:

Evaluation Form/Criteria

Evaluation Criteria Number	RELATIVE WEIGHT	GRADED ITEM
3.c	10%	Organizational Structure/Staffing Plan
3.d	10%	Quality Control and Quality Assurance
3.e	40%	Overall Experience, Qualifications, and Performance on Previous Projects
3.f	20%	Affirmative Action and MBE Participation
3.g	20%	Proposal Price
	100%	TOTAL SCORE

- 5) **Award Determination(s)** – Based upon the number of Respondents participating in this solicitation and the rankings of those Respondents, Board may determine to award 1 or more Agreements.

APPENDIX 1 – Contractor Acknowledgments

- 1) This is a solicitation for Proposals on the construction of the project detailed in the contract documents of Appendix 5 – The Agreement. The Contractor shall be responsible for reviewing all existing conditions associated with the work prior to commencement of work activities.
- 2) The Board reserves the right to reject any Proposal for any reason, including if, on the face of the Proposal received, it is clear that acceptance of the Proposal would not comply with any applicable laws, rules, or regulations.
- 3) The undersigned Contractor, declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the Proposal Requirements, all incorporated references and Appendices, and the conditions and classes of materials of the Work; and will provide all the necessary supervision, labor, machinery, tools, supplies, equipment, transportation and other facilities, apparatus, and other means of construction and will do all the Work and furnish all the materials called for by such, in the manner prescribed therein and according to the requirements therein set forth, and to perform all other obligations imposed by the Contract Documents for the prices named in the Proposal hereinafter appearing.
- 4) It is understood and agreed that if awarded the Contract, the Work will commence within ten (10) calendar days after the date of the Notice to Proceed and that the total Work will be completed in accordance with the Schedule of Construction set forth herein.
- 5) It is further understood that the Prevailing Wage Rates TX180035 revised 01/05/2018, issued by the Department of Labor as established by law are to govern the Work. The Contractor certifies that he has examined the wage rate determination and that prices Proposal are based on compliance with said determination.
- 6) In the event of the award of a Contract, the undersigned will deposit with the Board a Contract Performance Bond and a Payment Bond as required by the Contract Documents, guarantying faithful performance of the Contract, and any payment of all labor, materials and other sundry items, in accordance with the Contract Documents, and will deliver certificates of insurance evidencing insurance required by the Contract Documents.
- 7) The Work proposed to be done shall be fully completed and finished to the entire satisfaction of the Board.
- 8) The undersigned certifies that the price contained in this Proposal has been carefully reviewed and is submitted as correct and final.
- 9) In conformity with the Special Provisions, the amount of liquidated damages for this Contract shall be as shown in Article 1.0, of the Special Provisions.
- 10) Ancillary/Integral Professional Services – Contractor certifies that in selecting an architect, engineer or land surveyor, etc., to provide professional services, if any, that are required by the specifications, Contractor shall not do so on the basis of competitive Proposals but shall make such selection on the basis of demonstrated competence and qualifications to perform the services in the manner provided by Section 2254-004 of the Texas Government Code.
- 11) Certification of compliance with the provisions of Section 2254-004 of the Texas Government Code:(initial here)_____
- 12) Certificate Regarding Debarment And Suspension – By submitting a Proposal under this solicitation, the Contractor or offeror certifies that at the time the Contractor or offeror submits it's Proposal that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

13) Receipt is hereby acknowledged of the following Addenda to the Contract Documents:

Addendum No. 1 Date Received _____	Ack. By _____
Addendum No. 2 Date Received _____	Ack. By _____
Addendum No. 3 Date Received _____	Ack. By _____
Addendum No. 4 Date Received _____	Ack. By _____
Addendum No. 5 Date Received _____	Ack. By _____

14) The Contractor shall complete the following statement by checking the appropriate space.

- a. The Contractor has ____ has not ____ participated in a previous contract subject to the equal opportunity clause prescribed by Executive Order 10925, or Executive Order 11114, or Executive Order 11246.
- b. The Contractor has ____ has not ____ submitted all compliance reports in connection with any such contract due under the applicable filing requirements; and that representations indicating submission of required compliance reports signed by proposed subcontractors will be obtained prior to award of subcontracts.
- c. If the Contractor has participated in a previous contract subject to the equal opportunity clause and has not submitted compliance reports due under applicable filing requirements, the Contractor shall submit a compliance report on Standard Form 100, "Employee Information Report EEO-1" prior to the award of contract.
- d. Standard Form 100 is normally furnished contractors annually, based on a mailing list currently maintained by the Joint Reporting Committee. In the event a contractor has not received the form, he may obtain it by writing to the following address: Joint Reporting Committee, 1800 G Street, Washington, DC 20506.
- e. () The below listed firm is a Disadvantaged Business Enterprise (DBE / MBE).

NAME OF CONTRACTOR/CORPORATION: _____

CONTRACTOR'S ADDRESS: _____

CITY, STATE, ZIP: _____ PHONE NO.: _____

 PRINTED NAME & TITLE OF PERSON SIGNING PROPOSAL FEDERAL I.D. NUMBER

SIGNATURE: _____
 (Seal, if Proposal by a Corporation)

Appendix 2 – Good Faith Effort (GFE) Criteria

NOTE: Include a response to GFE criteria and support documentation in Proposal only if the D/S/M/WBE goal is not achieved.

The following factors are taken into account when assessing a good faith effort response. These factors are minimally considered as good faith efforts and demonstrate specific initiatives made in attempting to achieve the applicable contract-specific Disadvantaged/Small/Minority/Women Business Enterprise (D/S/M/WBE) goal. These factors should not be considered as a template, checklist or some quantitative formula. Proposers are required to meet all factors outlined below and provide support documentation in order for the good faith effort plan to be assessed. Mere pro forma efforts are not good faith efforts to meet the D/S/M/WBE contract requirements. This means that a Contractor/proposer must show that it took all necessary and reasonable steps to achieve a D/S/M/WBE goal or other requirement of this GFE which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient D/S/M/WBE participation, even if they were not fully successful. DFW will evaluate the GFE on quality, quantity, and intensity of the different kinds of efforts that the Contractor/proposer has made, based on the regulations and the guidance in Code of Federal Regulations.

NOT SUBMITTING PROPER SUPPORT DOCUMENTATION IS NOT EVIDENCE OF A PROPER DEMONSTRATION OF GOOD FAITH EFFORT. SUBMITTAL OF THE CRITERIA, WITH NO ADDITIONAL DOCUMENTATION, WILL NOT BE CONSIDERED ADEQUATE DEMONSTRATION OF GOOD FAITH EFFORT. Proposers are not limited to these particular areas and may include other efforts deemed appropriate. Complete form and attach support documentation only if the D/S/M/WBE goal is not achieved. For additional guidance concerning Good Faith Efforts, please refer to the Electronic Code of Federal Regulations (CFR 49 part 26 Exhibit A).

GOOD FAITH EFFORT FACTORS
Whether the contractor/vendor/Proposer conducted market research to identify small business contractors and suppliers and solicit through all reasonable and available means the interest of all certified D/S/M/WBEs that have the capability to perform the work of the contract. This may include attendance at any pre-Proposal or pre-proposal meetings to discuss subcontracting and supplier opportunities (acceptable documentation shall include copies of the meeting sign-in sheets with contractor name noted as signed-in) and business matchmaking meetings and events, advertising and/or written notices, posting of Notices of Sources Sought and/or Requests for Proposals, written notices or emails to all D/S/M/WBEs listed in the State and/or Local respective directories of firms that specialize in the areas of work desired (as noted in the D/S/M/WBE directory) and which are located in the area or surrounding areas of the project.
Whether the contractor/vendor/Proposer advertised in general circulation, trade association, and/or D/S/M/WBE focused media concerning subcontracting and supplier opportunities (acceptable documentation shall be copies of advertisement, newspaper page where advertisement was posted or print media confirmations);

<p>Whether the contractor/vendor/Proposer should solicit this interest as early in the acquisition process being at least five (5) business days prior to Proposal opening as practicable to allow the D/S/M/WBEs to respond to the solicitation and submit a timely offer for the subcontract. The Contractor/proposer should determine with certainty if the D/S/M/WBEs are interested by taking appropriate steps to follow up initial solicitations at least three (3) business days prior to Proposal opening to determine with certainty whether the DBEs were interested (appropriate steps may be demonstrated by second contact attempts by letter, facsimile transmission, telephone communication or email, if Contractor/proposer failed to make contact on its first attempt).</p>
<p>Whether the contractor/vendor/Proposer selected portions of the work to be performed by D/S/M/WBEs in order to increase the likelihood that the D/S/M/WBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units (for example, smaller tasks or quantities) to facilitate D/S/M/WBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces. This may include, where possible, establishing flexible timeframes for performance and delivery schedules in a manner that encourages and facilitates D/S/M/WBE participation.</p>
<p>Whether the contractor/vendor/Proposer provided interested D/S/M/WBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation with their offer for the subcontract. The ability or desire of a contractor/vendor/Proposer to perform the services of a contract with its own workforce does not relieve the contractor/vendor/Proposer of the responsibility to meet the contract goal or demonstrate good faith efforts to do so (The Contractor/proposer shall make a moderate and reasonable adjustment to the normal and practiced industry standard that demonstrates a reasonable willingness to divide up scopes of work to provide more opportunities for D/S/M/WBEs to Proposal/quote.</p>
<p>Whether the contractor/vendor/Proposer negotiated in good faith with interested D/S/M/WBEs. It is the Contractor's/proposer's responsibility to make a portion of the work available to D/S/M/WBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available D/S/M/WBE subcontractors and suppliers, so as to facilitate D/S/M/WBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of D/S/M/WBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional Agreements could not be reached for D/S/M/WBEs to perform the work.</p>
<p>Whether the contractor/vendor/Proposer using good business judgment would consider a number of factors in negotiating with subcontractors, including D/S/M/WBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using D/S/M/WBEs is not in itself sufficient reason for a Contractor's/proposer's failure to meet the contract D/S/M/WBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Contractor/proposer of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from D/S/M/WBEs if the price difference is excessive or unreasonable.</p>

<p>Whether the contractor/vendor/Proposer did not reject D/S/M/WBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union status) are not legitimate causes for the rejection or non-solicitation of Proposals in the contractor's efforts to meet the project goal. Another practice considered an insufficient good faith effort is the rejection of the D/S/M/WBE because its quotation for the work was not the lowest received. However, nothing in this paragraph shall be construed to require the Contractor/proposer or prime contractor to accept unreasonable quotes in order to satisfy contract goals.</p>
<p>Whether the contractor/vendor/Proposer prime contractor's inability to find a replacement D/S/M/WBE at the original price is not alone sufficient to support a finding that good faith efforts have been made to replace the original D/S/M/WBE. The fact that the contractor has the ability and/or desire to perform the contract work with its own forces does not relieve the contractor of the obligation to make good faith efforts to find a replacement D/S/M/WBE, and it is not a sound basis for rejecting a prospective replacement D/S/M/WBE's reasonable quote.</p>
<p>Whether the contractor/vendor/Proposer make efforts to assist interested D/S/M/WBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.</p>
<p>Whether the contractor/vendor/Proposer make efforts to assist interested D/S/M/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.</p>
<p>Whether the contractor/vendor/Proposer effectively use the services of available minority/women community organizations; minority/women contractors' groups; Local, State, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of D/S/M/WBEs.</p>
<p>Whether the contractor/vendor/Proposer in determining whether a Contractor/proposer has made good faith efforts, it is essential to scrutinize its documented efforts. At a minimum, DFW will review the performance of other Contractors/proposers in meeting the contract goal. For example, when the apparent successful Contractor/proposer fails to meet the contract goal, but others meet it, DFW may reasonably raise the question of whether, with additional efforts, the apparent successful Contractor/proposer could have met the goal. As provided in §26.53(b)(2)((vi), the Contractor must submit copies of each D/S/M/WBE and non-D/S/M/WBE subcontractor quote submitted to the Contractor when a non-D/S/M/WBE subcontractor was selected over a D/S/M/WBE for work on the contract to review whether D/S/M/WBE prices were substantially higher; and contact the D/S/M/WBEs listed on a contractor's solicitation to inquire as to whether they were contacted by the prime. Pro forma mailings to D/S/M/WBEs requesting Proposals are not alone sufficient to satisfy good faith efforts under the rule.</p>
<p>Whether the contractor/vendor/Proposer promise to use D/S/M/WBEs after contract award is not considered to be responsive to the contract solicitation or to constitute good faith efforts.</p>

FOR DFW BUSINESS DIVERSITY & DEVELOPMENT USE ONLY:

Plan Reviewed by: _____

Date: _____

Signature of D/S/M/WBE Liaison: _____

Recommendation: Approval: _____ Denial: _____ (rev 10/18/16)

Appendix 3 – D/S/M/WBE Certificates

INSERT D/S/M/WBE CERTIFICATES HERE

Appendix 4 – Forms

- Form 1 – Business Disclosure Form
- Form 2 – Workforce Composition Form
- Form 3 – Questionnaire
- Form 4 – Commitment to Minority Business Enterprise (MBE) Participation Form
- Form 5 – Schedule of Subcontractors
- Form 6 – Intent to Perform Contract as a MBE Subcontractor
- Form 7 – Disclosure Form to Report Lobbying

Form 1 Business Disclosure Form

DALLAS-FORT WORTH INTERNATIONAL AIRPORT BOARD BUSINESS DISCLOSURE FORM

It is recommended this form be completed by a governing person, governing authority, or legal counsel.

Information about Entity Submitting Proposal/Offer

(This information must match the information provided on the Proposal/Offer.)

Business Name:					
Business Address:			Mailing Address:		
City	State	Zip	City	State	Zip
Business Web Address:					
Business Phone:			Business Fax:		
Contact Person:			Contact's Phone No.:		
Contact's E-Mail Address:					

Entity Ownership Information (Check the appropriate box and provide requested details below.)

business Structure: (Please check only one box) <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation ("C")	
IF CORPORATION, please check all the type(s) below that are applicable: <input type="checkbox"/> For Profit <u>or</u> <input type="checkbox"/> Non Profit <input type="checkbox"/> Public <u>or</u> <input type="checkbox"/> Private <input type="checkbox"/> S Corporation <input type="checkbox"/> Professional <input type="checkbox"/> Parent-Subsidiary <input type="checkbox"/> Close	
State of Incorporation, Registration or Formation: State: Month: Year:	
Name(s) of Owner(s) or Partners (or Owner of DBA if applicable) Please indicate if any such individual(s) were employed by DFW Airport and the dates employed:	
Name(s) of Joint Venture Participants, if applicable Please indicate if any such individual(s) were employed by DFW Airport and the dates employed:	
<u>UNLESS PUBLICLY TRADED</u> list all individuals, partnerships, corporations or other entities having <u>at least 10%</u> ownership in the business <u>and indicate their percentage of ownership</u>. Please indicate if any such individual(s) were employed by DFW Airport and the dates employed. Attach additional sheets if necessary.	
Form Completion Date:	
Failure to properly complete and submit this form with the Proposal/offer may cause the Proposal/proposal/offer to be considered non-responsive (Form Revised 10/13)	

Form 2 Work Force Composition Form (PRIME CONTRACTOR)

NAME OF PROPOSALDING FIRM / CONTRACTOR _____

DATE _____

Classification	American Indian or Alaskan Native			Asian or Pacific Islander			Black			Hispanic			White			Total Number of Full Time Employees				
	M	F	%	M	F	%	M	F	%	M	F	%	M	F	%	M	F	ALL	%	
M=Male / F=Female																				
Officials and Managers																				
Professionals																				
Technicians																				
Sales Workers																				
Administrative Support Workers																				
Craft Workers																				
Laborers and Helpers																				
Service Workers																				
TOTAL																				

Definitions in accordance with Equal Employment Opportunity (EEO)

American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintain their culture through a tribe or community
Asian or Pacific Islander	A person having origins in any of the original people of the Far East, Southeast Asia, India, or the Pacific Islands. These areas include, for example, China, India, Korea, the Philippine Islands, and Samoa.
Black	A person having origins in any of the black racial groups of Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White	A person with origins in Europe, North Africa, or the Middle East.

REMARKS:

Form 3 Questionnaire

Respondent's disclosures must fully answer all questions posed by Board. Such disclosure must be submitted at the time of the Qualifications Statement submission and included as a part of the Qualifications Statement.

For the purposes of this disclosure form:

1. "Respondent" means, and disclosure is required for, each Respondent and its constituent Persons (e.g. members, firms, partners, joint ventures, or similar Persons), and all Subconsultants/Subcontractors (at any tier), and such Subconsultants'/Subcontractors' constituent Persons (e.g. members, firms, partners, joint ventures, or similar Persons).
2. "Affiliate" means:
 - a. any Person that, directly or indirectly through one of more intermediate Persons, controls, is controlled by or is under common control with Respondent or its constituent Persons (e.g. members, firms, partners, joint ventures, or similar Persons); or
 - b. any Person that, directly or indirectly through one of more intermediate Persons, controls, is controlled by or is under common control with Subconsultant/Subcontractor or its constituent Persons (e.g. members, firms, partners, joint ventures, or similar Persons).
3. "control" means that the controlling Person: (i) possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the controlled Person, whether through the ownership of voting securities or by contract or otherwise; or (ii) has direct or indirect ownership in the aggregate of fifty one (51%) or more of any class of voting or equity interests in the controlled Person.

The following information must be provided:

1. Please provide the names and business addresses of Respondent and each of Respondent's officers, directors, affiliates and other employees, agents or representatives for this project at Dallas/Fort Worth International Airport. Describe accurately, fully and completely their respective relationships with Respondent, including their ownership interests and their anticipated role in the management and operations of Respondent.
2. Please describe the general development of Respondent's business during the past ten (10) years, or such shorter period of time that Respondent has been in business.
3. List any lawsuits or administrative actions to which Respondent is currently a party or has been a party (either as a plaintiff or defendant) during the past ten (10) years based upon fraud, theft, breach of contract, misrepresentation, safety, wrongful death or other similar conduct. For each lawsuit or administrative action, list all parties and indicate the role such party played in the lawsuit or administrative action and transaction out of which it arose (e.g. bonding company, insurance company, an owner, etc.). State the project giving rise to the lawsuit or administrative action, explain the basis for all claims and state whether a settlement was reached or a judgment was entered, specifying the terms of the settlement or judgment and identifying each party against whom a judgment was entered.
4. Provide details if Respondent has been charged with a criminal offense within the last ten (10) years.
5. Describe any citation or notices of violation which Respondent received from any government agency in connection with any of Respondent's work during the past ten (10) years. Include OSHA violations, except for de minimis dollar amounts.
6. Please state whether any of the following events have occurred in the last ten (10) years with respect to Respondent. If any answer is yes, explain fully the circumstances surrounding the subject matter of the affirmative answer:
 - a. Whether Respondent, or affiliate currently or previously associated with Respondent, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium or assignment for the benefit of creditors, or otherwise sought relief from creditors.

- b. Whether Respondent, or affiliate currently or previously associated with Respondent, was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining Respondent from engaging in any type of business practice.
- c. Whether Respondent, or affiliate currently or previously associated with Respondent, was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Respondent which directly arose from activities conducted by Respondent which submitted a bid, proposal or qualifications statement for the subject project.
- d. Whether Respondent, or affiliate currently or previously associated with Respondent, has been debarred or suspended from the participation in any procurement conducted by any governmental entity or other legal entity engaged in competitive public procurements.
 - 7. State whether any employee, agent or representative of Respondent who is or will be directly involved in the Services, in the last ten (10) years: (i) has or had, directly or indirectly, a business relationship with Board; (ii) directly or indirectly has received revenues from Board or (iii) directly or indirectly has received revenues from conducting business on Board property or pursuant to any contract with Board.
 - 8. State whether any employee, agent or representative of Respondent who is or will be directly involved in the project has or had within the last ten (10) years a direct or indirect business relationship with any elected or appointed Board official or with any Board employee.
 - 9. List:
 - (a) any current contract under which Respondent or an Affiliate (as a prime contractor or Subcontractor/Subconsultant) provides work or services to Board or any Person doing business at the Airport; and
 - (b) pending contract (e.g. not finalized and executed) under which Respondent or an Affiliate (as a prime contractor or Subcontractor/Subconsultant) will provide work or services to Board or any Person doing business at the Airport.
 - 10. List any other Board solicitations (including those being done or that will be done on Board's behalf; e.g. Construction Manager at Risk procurements under Chapter 2269 of the Texas Government Code) that Respondent or an Affiliate (as a prime contractor or Subcontractor/Subconsultant) is currently participating in or intends to participate in during the next 6 months.

NOTE: Respondent may complete this Disclosure and Questionnaire Form by answering the questions on a separate submittal that is organized according to the numbered inquiries in this form. In addition to providing detailed narrative answers to the questions posed in this Disclosure and Questionnaire Form, Respondent may attach any other documents that may provide information responsive to the subjects addressed in this form.

Under penalty of perjury, I declare that I have examined this Disclosure and Questionnaire Form and all attachments to it, if applicable, and, to the best of my knowledge and belief, and all statements contained in it and all attachments, if applicable, are true, correct and complete.

Date: _____

Corporate Respondent:

By: _____
 Name: _____
 Title: _____

Non-Corporate Respondent:

By: _____
 Name: _____
 Title: _____

**Form 4
COMMITMENT TO MINORITY
BUSINESS ENTERPRISE (MBE) PARTICIPATION FORM**

(This form is required as part of the Proposal submission.)

The MBE goal for Solicitation/Contract # 9500635 is 28%.

NOTE: *The BDDD will only credit MBE participation that is certified by an approved certification entity at the time of Proposal submission. DBE certificates will no longer be accepted for MBE credit. Effective 10/1/12, in addition to having a valid certification, MBEs must also have a place of business in the Airport's market area¹ at the time of Proposal submission for credit towards meeting a contract goal.*

The undersigned Contractor has satisfied the requirements of the Proposal specifications in the following manner (Please check (✓) the appropriate space):

_____ Self-Performance: The proposer, a certified MBE firm, is committed to meeting or exceeding the MBE goal through self-performance.

_____ Self-Performance & Percentage Participation: The proposer, a certified MBE firm, is committed to meeting or exceeding the MBE goal, with a minimum of _____% self-performance and a minimum of _____% MBE subcontracting participation on this contract.

_____ Percentage Participation: The proposer is committed to meeting or exceeding the MBE goal, with a minimum of _____% MBE subcontracting participation on this contract.

_____ The Contractor is unable to meet the MBE goal of _____% and is committed to a minimum of _____% MBE utilization on this contract and submits documentation demonstrating good faith efforts.

_____ The Contractor is unable to meet the MBE goal of _____% and submits documentation demonstrating good faith efforts.

Name of Prime Contractor: _____

Signature Title

Printed Name Date

MBE Commit Form Updated 12/2015

¹ *The Airport's market area is defined as the North Texas Commission twelve-county area of Dallas, Tarrant, Collin, Delta, Denton, Ellis, Hunt, Johnson, Kaufman, Parker, Rockwall, and Wise counties.*

Form 5

SCHEDULE OF SUBCONTRACTORS¹ (PRELIMINARY)

Prime

Proposer/Contractor: _____
 SBE MBE WBE NON-S/M/WBE

Contract Name: _____

Contract/Solicitation Number: _____

As part of the procedures for the submission of a completed Proposal, all Proposers/proposers are required to identify ALL participating subcontractors applicable to the above project and include this form as part of the Proposal. Check all Certification Status categories that apply to each subcontractor; however, **only the shaded category shall be credited towards the established diversity goal.** Verify that the proposed subcontractor-for-credit has a place of business in the Airport's Relevant Market Area³ (not applicable to DBE goals). The submission of this information is considered an issue of responsiveness, and the Airport Board will not award a contract to any Contractor who has not supplied this documentation. Use additional sheets if necessary.

Name of Subcontractor(s)	Certification Status ² (check the applicable)				Relevant Market Area ³ (✓)	Description of Material or Service Being Provided or Performed	Dollar Amount and Percentage of Work	
	SBE	MBE	WBE	NON			\$\$\$	%
	Dollar Amount & Percentage of Work to be completed by Non-MBE Subcontractors							
	Dollar Amount & Percentage of Work to be completed by MBE Subcontractors							
	Dollar Amount & Percentage of Work to be self-performed by the Prime							
	Total Dollar Amount & Percentage of Work (The Total Amount shall equal the amount proposed on summary of Proposal page).							100%

NOTE: Certification certificate(s) MUST be attached to this form or Proposal will be deemed non-responsive.

PRIME CONTRACTOR'S CERTIFICATION

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise positive, good faith efforts (as defined by the Board's S/M/WBE Program) in support of the Board's small/minority/woman-owned business intent and objective may result in being considered non-responsive to the Board's requirements. Furthermore, it is understood and agreed that, if awarded a contract by the Airport Board, the Contractor will not make additions, deletions or substitutions to this certified list of S/M/WBE subcontractors without the consent of the Board's Vice President of Business Diversity & Development Department (BDDD) or designee through the submittal of the S/M/WBE Form 102, Request for Approval of Change to Final Schedule of Subcontractors if this is determined to be the final schedule. The BDDD reserves the right to ensure compliance with the Board's S/M/WBE programs as deemed necessary including but not limited to audits of submitted S/M/WBE information applicable to the Contractor/subcontractors participating on the contract.

Name and Title of Authorized Representative _____
(Please print or type)

Signature: _____ Date: _____

¹ Any named person, firm, partnership, corporation, association or joint venture as herein provided identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing, under contract to a prime Contractor on an Airport contract at any tier.
² In order to credit the participation of small/minority and woman-owned businesses, firms must be certified as S/M/WBEs by a certification agency approved by the Airport Board as defined in the S/M/WBE Policies and Administrative Procedures.
³ In addition to having a valid certification, the S/M/WBE must have a place of business in the Airport's relevant market area at the time the Proposal is submitted for credit towards meeting an S/M/WBE goal.

Form 6

INTENT TO PERFORM CONTRACT AS A MBE SUBCONTRACTOR¹ (Rev 12/1/2015)

The Airport requires that small, minority and woman-owned businesses be certified as S/M/WBEs by an approved certification agency as defined in the SBE and M/WBE Policy and Administrative Procedures. Effective 10/1/12, in addition to having a valid certification, MBEs, WBEs and SBEs must have a place of business in the Airport's market area² at the time of Proposal submission for credit towards meeting a contract goal.

1. Contract / Solicitation Number: _____
2. Name of Prime Contractor: _____
3. Address, City, State and Zip: _____
4. E-Mail Address: _____ Telephone: _____
5. The Prime Contractor designates the following person as their high-level official designated to administer and coordinate the efforts to carry out the S/M/WBE policy on behalf of the Prime Contractor:
 _____ (Name and Title)

The undersigned MBE subcontractor is prepared to perform the following described work and/or supply the material listed in connection with the above project (where applicable specify "supply" or "install" or both):

- The undersigned MBE subcontractor has a place of business in the Airport's market area (*✓ if applicable*)
- The undersigned MBE subcontractor is not affiliated with the Prime Contractor as defined in the S/M/WBE Program Policies and Procedures.

1. Name of MBE Subcontractor: _____
2. Address, City, State and Zip: _____
3. E-Mail Address: _____ Telephone: _____
4. Scope of Work: _____
5. Price: \$ _____
6. MBE Certification # _____ Certification Agency: _____
7. 2nd Tier Subcontracting: _____ % of the proposed subcontract described above will be sublet and/or awarded to **Non-MBE** contractor(s).

 (Signature of Owner, President or Authorized Agent) (Name) (Date)

DECLARATION OF PRIME CONTRACTOR

I HEREBY DECLARE AND AFFIRM that as a duly authorized representative of the Prime Contractor stated above, I have personally reviewed the material and facts set forth in this form. To the best of my knowledge, information and belief, the facts and representations contained in this form are true and the owner or authorized agent of the S/M/WBE firm stated above signed this form in the place indicated, and no material facts have been omitted. The undersigned affirms that the Prime Contractor has no ownership or financial interest in the S/M/WBE subcontracting firm stated above. Except as authorized by the Vice President of Business Diversity & Development Department or his designee, the undersigned shall enter into a formal agreement with the listed S/M/WBE firm for work as indicated by this form within ten (10) business days after receipt of the contract executed by the Airport. The undersigned will, if requested, provide said Vice President or his designee a copy of that agreement within five (5) business days of the written request. Pursuant to State Law, any person [entity] who makes a false or fraudulent statement in connection with the participation of a S/M/WBE in any locally funded project or otherwise violates applicable program requirements may be referred for prosecution.

 (Signature of Owner, President or Authorized Agent) (Name) (Date)

¹ Any named person, firm, partnership, corporation, association or joint venture, as herein provided, identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing, under Contract to a Prime Contractor on an Airport Contract at any tier.

² The Airport's market area is defined as the North Texas Commission twelve-county area of Dallas, Tarrant, Collin, Delta, Denton, Ellis, Hunt, Johnson, Kaufman, Parker, Rockwall, and Wise counties.

Form 7
Standard Form-LLL, "Disclosure Form to Report Lobbying"

Approved by PMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <input type="checkbox"/> a. contract <input type="checkbox"/> b. material change <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<p>2. Status of Federal Action:</p> <input type="checkbox"/> a. id/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<p>3. Report Type:</p> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year_____quarter_____ date of last report _____
<p>4. Name and Address of Reporting Entity</p> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known Congressional District, if known:		<p>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and address of Prime:</p> Congressional District, if known:
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> CFDA No., if applicable _____	
<p>8. Federal Action No., if known:</p>	<p>9. Award Amount, if known:</p> \$ _____	
<p>10.a. Name and Address of Lobbying Registrant: (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a (Last name, first name, MI):</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be made available for public inspection Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	Signature:_____	
Federal Use Only: Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

INSTRUCTION FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information:

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paper Work Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Appendix 5 – The Agreement

Provided at www.dfwairport.com/business/solicitations

Appendix 6 – Bonding Letter

Attach a letter from a Bonding Agent, or other evidence of ability to provide Payment and Performance Bonds in the amount of \$2,500,000.

INSERT LETTER FROM BONDING AGENCY HERE

Appendix 7 – Solicitation Schedule

Job Order Contract CONTRACT NO. 9500635

Advertisements	March 25, 2018 April 1, 8, 2018
Proposal Document available on website	March 23, 2018
Pre-Proposal Conference DCC Rm 112	April 3, 2018, 2:00pm
Deadline for Questions	April 12, 2018, 5:00pm
Issue Addenda (if applicable)	April 20, 2018
Proposal Opening DCC Rm 112	April 27, 2018, 11:00am
Proposal Scoring	April 27- May 04, 2018
Airport Board Action	June 2018
Estimated Notice to Proceed	June 2018
Estimated Contract Duration	2 Years

Proposal Packages in response to this RFP must be received by Board’s Program Solicitation Manager, Travis Sanderfer, at the following address: Design, Code and Construction Department, 3003 South Service Road, DFW Airport, Texas 75261, no later than listed due date and time above. Any Proposal Package received after this time will not be considered and will be rejected and returned.

Solicitation Questions – All e-mails must be addressed to DFWAirportSolicitations@DFWAirport.com and include in the Subject Line “Questions Regarding Agreement No.9500635 Job Order Contract”. Questions received after the designated submittal date will not be considered.