

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

**REQUEST FOR QUALIFICATIONS STATEMENTS  
FOR**

**CUSTOMER EXPERIENCE DESIGN SERVICES**

**AGREEMENT NO. 8500365**

**July 11, 2018**

## Advertisement

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

**SOLICITATION:** 8500365 Concessions and Customer Experience Design Services

**PRE-QUALIFICATIONS CONFERENCE:** July 20, 2018 2:00pm (Central Time)

**QUALIFICATIONS DUE DATE AND TIME:** August 24, 2018 11:00am (Central Time)

**MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) GOAL:** 35%

**CONTACT:** Debbie Daniels (972) 973-1733

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

Additional information is available on the Dallas Fort Worth International Airport website at [www.dfairport.com/business/solicitations](http://www.dfairport.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 bidders 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 bids 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 Information and Instructions to Respondents

### 1) Services Being Procured

- a) **General** – This Request for Qualifications Statements (“RFQS”) from qualified Respondents (“Respondent[s]”<sup>1</sup>) by the Dallas/Fort Worth International Airport Board (“Board”) seeks to procure generally the following services (“Services”): Customer Experience Design Services at the Dallas/Fort Worth International Airport (“Airport”) and as detailed in Appendix 4 – The Agreement (Scope of Services).
- b) **2254 Services** – The 2254 Services that Board seeks to procure under this solicitation are:
  - i) Professional Services that involve the practice of engineering, as that term is defined in Chapter 2254; Subchapter A; of the Texas Government Code, including Section 2254.002 of that Subchapter, and the Texas Occupations Code; Title 6; Subtitle A; Regulation of Engineering and Related Practices; and
  - ii) Professional Services that involve the practice of architecture, as that term is defined in Chapter 2254; Subchapter A; of the Texas Government Code, including Section 2254.002 of that Subchapter, and the Texas Occupations Code; Title 6; Subtitle B; Regulation of Architecture and Related Practices; and
- c) **Exempt Services** – The Board also seeks to procure certain ancillary and related personal, professional and planning services that are related to the 2254 Services and that are exempt from formal, competitive procurement requirements pursuant to Chapter 252 of the Texas Local Government Code; Section 252.022(a)(4) at the Dallas/Fort Worth International Airport (“Airport”). The 2254 Services and Exempt Services are collectively referred to as the “Services”.
- d) **Specific** – A more detailed Scope of Services sought in this solicitation is set forth in Appendix 4 – The Agreement.

### 2) Federal Funding, Instructions, and Federally Mandated Agreement Provisions

- a) As detailed in Appendix 4 – The Agreement.

### 3) Method of Source Selection

The 2254 Services being procured under this solicitation are governed by the competitive procurement requirements set forth in Chapter 2254; Subchapter A; of the Texas Government Code; the focus of this solicitation is on meeting those competitive procurement requirements. If one or more Agreements are awarded pursuant to this solicitation, Delivery Orders, however, may subsequently be issued involving Exempt Services that are exempt from any competitive procurement requirements under Chapter 252 of the Texas Local Government Code; Section 252.022(a)(4). Any Respondent submitting a Qualifications Statement pursuant to this solicitation and forming teams to provide Services should familiarize itself with the Exempt Services that may be the subject of future Delivery Orders. However, the primary purpose of this solicitation is a qualifications based procurement based upon a Respondent’s particular qualifications to perform the 2254 Services.

Depth of Qualifications Analysis to be Performed by Board: Section 2254.004; Texas Government Code: Section 2254.004 of the Texas Government Code provides:

“(a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:

- (1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
- (2) then attempt to negotiate with that provider a contract at a fair and reasonable price.”

Board’s Position on Respondent Qualifications; Role of Subconsultants/Subcontractors: Accordingly, Board’s qualifications based evaluation in this solicitation will focus on the specific qualifications attributable to each Respondent itself, as it is the top ranked Respondent with which successful negotiations occur that will be in privity of contract with Board, if it chooses to award an Agreement pursuant to this solicitation. Although the qualifications of a Respondent’s Subconsultants/Subcontractors may factor into Board’s evaluation of a Respondent’s qualifications because it reflects on a Respondent’s ability to bring qualified Subconsultants/Subcontractors to this transaction, a Respondent that may be awarded an Agreement pursuant to this solicitation is ultimately responsible for the qualifications of Subconsultants/Subcontractors it chooses to utilize to provide Services.

Procurement Phases: This procurement will be conducted in 3 phases as follows:

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<sup>1</sup>The Board may use the term “Consultant” in this RFQS to describe a Respondent that has been determined to qualify as an awardee of an Agreement.

- a) **Responsibility/Responsiveness Phase** – Each Respondent’s Qualifications Statement will be evaluated to determine whether it is responsive and each Respondent will be evaluated to determine whether it is responsible;
- b) **Qualifications Evaluation Phase** – Each Respondent that is determined to be responsible and also whose Qualifications Statement is determined to be responsive will then be evaluated based upon qualifications. The Respondents will be ranked according to such evaluations from the most highly qualified provider of Services on the basis of demonstrated competence and qualifications to the least highly qualified; and
- c) **Negotiations Phase** – Board will enter into negotiations with the highest ranked Respondent in an attempt to negotiate an Agreement at a fair and reasonable price. If negotiations are unsuccessful with the highest ranking Respondent, Board will formally end such negotiations and enter into negotiations with the next ranked Respondent. This process will be followed until Board is able to successfully negotiate an Agreement or determines to cancel this solicitation.

**4) 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 4 – The Agreement, attached to this RFQS. 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.

**5) Board Selection Committee** – Board intends to appoint a Selection Committee to evaluate Qualifications Statements received for this solicitation in accordance with Part 3 of this RFQS.

**6) Minimum Qualifications** – Each Respondent should have a minimum of 5 years’ experience in providing services.

**7) Insurance Requirements** – The insurance requirements applicable to any Agreement that may be executed pursuant to this solicitation are set forth on Appendix 4 – The Agreement to this RFQS.

**8) Proposed Form of Agreement** – A proposed form of Agreement that Board anticipates executing with a successful awardee is attached to this RFQS as Appendix 4 – The Agreement. The Agreement included in this RFQS 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 (e.g. identification of Consultant Key Personnel or Subconsultants/Subcontractors, terms concerning compensation, etc.). However, the stated terms and provisions contained within the Agreement (requiring no modification as a result of the contents of an accepted Qualifications Statement) are not negotiable and any Qualifications Statement 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 RFQS 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) **Independent Consultant Sought** – Board’s goal in this solicitation is to obtain an Agreement with a Respondent that is satisfactorily, in Board’s opinion, independent of current business relationships at the Airport.
- e) **Potential Board Actions** – Depending on the nature of Respondents participating in this solicitation and the information Board obtains in the Qualifications Statements, Board may determine that it is not in its best interests to further consider a specific Respondent’s Qualifications Statement 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.
- f) **No Prohibition** – Nothing in this RFQS prohibits any Person from participating in multiple Qualifications Statements (e.g. as a prime on one Qualifications Statement and as a Subconsultant/Subcontractor to a prime on another Qualifications Statement) 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 4 – The Agreement (M/WBE Provisions) attached to this RFQS. By submitting a Qualifications Statement in response to this solicitation, each Respondent agrees to comply with such applicable Diversity Program.
- b) **Diversity** – Board encourages Minority/Women Owned Business Enterprise (M/WBE) firms to participate in this solicitation and encourages teaming arrangement Qualifications Statements which include M/WBE 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 Qualifications Statements 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) **Qualifications Statements Deadline** – Your Qualifications Statement in response to this RFQS must be received by Board’s Solicitation Manager Debbie Daniels, and in accordance with Appendix 5 – Solicitation Schedule.

13) **Pre-Qualifications Statements Conference** – Each Respondent may attend the Pre-Qualifications Statements Conference as detailed in Appendix 5 – Solicitation Schedule.

#### 14) Procurement Questions, Prohibited Contacts

- a) **No Reliance on Verbal Information** – Board anticipates during the Pre-Qualifications Statements 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 RFQS.
- b) **Board Contact, Solicitation Questions** – Any questions regarding this RFQS should be submitted in writing to Board’s Solicitation Manager Debbie Daniels, and in accordance with Appendix 5 – 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](http://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 RFQS. All communications by any Respondent concerning this RFQS must be made to Board’s contact person.

**15) Ownership of Qualifications Statements** – Each Qualifications Statements 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/Qualifications Statements** – In accordance with Applicable Laws, this solicitation may be cancelled by Board and Board may reject any Respondents/Qualifications Statements. By submitting a Qualifications Statement, 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) Contracting Prohibitions:**

- a) **Bid/Proposal Rejection:** Board will reject any Bid/Proposal from a Bidder/Proponent that:
  - i) boycotts Israel;
  - ii) contracts with or provides supplies or services to a foreign terrorist organization;
  - iii) engages in certain scrutinized business operations in Sudan, Iran or with a designated foreign terrorist organization; or
  - iv) has been complicit in the Darfur genocide during any preceding 20-month period.<sup>2</sup>
- b) **“Boycott Israel” Defined:** “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
- c) **Verification:** Each Bidder/Proponent must execute and submit with its Bid/Proposal the verification attached as Appendix 3 – Form 8 – Verification of Contracting Prohibitions. That verification will: [i] form a material part of its Bid/Proposal; and [ii] will be incorporated into any awarded contract.

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<sup>2</sup> See Texas Government Code; Chapter 2252; Subchapter F; Prohibition on Contracts with Certain Companies (including Sections 2252.152 and 2252.153); Chapter 2270; Prohibition on Contracts with Companies Boycotting Israel; and Chapter 2270; Prohibition on Investing Public Money in Certain Investments (including Sections 2270.0001, 2270.0052, 2270.0102 and 2270.0152).

## Part 2

### Contents of Qualifications Statements/Required Submittals

#### 1) Formatting of Qualifications Statements

- a) **Page Limit and Format** – Qualifications Statements are limited to a maximum of thirty (30) 8 ½” x 11” pages as detailed below. Each page should be numbered sequentially. Qualifications Statements 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 Qualifications Statement requiring a signature must bear the original signature of an authorized signatory.
- c) **General Contents of Qualifications Statements** – A Respondent must submit a complete Qualifications Statement in response to this RFQS in the format specified in this RFQS; no other format will be considered.

#### 2) Summary of Information Required to Be Included in Qualifications Statement

- a) **Information Drafted And Provided By A Respondent** – Each Respondent must provide the following information in its Qualifications Statement:
  - i) Cover Letter
  - ii) Executive Summary
  - iii) Organizational Structure/Staffing Plan
  - iv) Quality Control and Quality Assurance
  - v) Specialized Experience and Technical Competence in the Type of Services Being Procured
  - vi) Consultant Key Personnel Resumes
  - vii) Overall Experience, Qualifications and Performance on Previous Similar Projects
  - viii) Affirmative Action and M/WBE Participation
- b) **Certificates and Information Provided by a Respondent on Forms Provided by Board**
  - i) Appendix 2 – M/WBE Certificates
  - ii) Form 1 – Business Disclosure Form
  - iii) Form 2 – Work Force Composition
  - iv) Form 3 – Questionnaire
  - v) Form 4 – Commitment To Minority/Women Business Enterprise Participation Form
  - vi) Form 5 – Schedule of Subcontractors (Preliminary)
  - vii) Form 6 – Disclosure of Lobbying Activities
  - viii) Form 7 – Intent to Perform Contract as a M/WBE Subcontractor

#### 3) Detailed Information Requirements

- a) **Cover Letter** – 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** – The purpose of the Executive Summary is to provide an overview of Respondent’s qualifications to perform the Services outlined in this RFQS. 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 identify examples where team members have worked together to complete a project and 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** – Respondent’s Organizational Structure Section of the Qualifications Statement 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 4 – The Agreement (Scope of Services).
  - ii) Describing how this organizational structure will facilitate managing the Services requested and how an efficient flow of information will be realized from the organizational structure.
  - iii) Describing how the organizational structure will incorporate the role of Subconsultants/Subcontractors in a well thought out approach to providing the Services.
  - iv) Describing Respondent's ability to scale its team to meet the needs of an unknown program size.
  - v) Describing additional resources to be utilized for staffing the Agreement, in the event they are needed.
  - vi) Providing the names of proposed candidates for each function on the chart.
  - vii) Capacity to Provide Services According to Applicable Schedules and Budgets – Respondents should provide a detailed narrative that outlines any unique abilities/in-place processes/innovative strategies that will demonstrate its ability to meet scopes, schedules, and budgets applicable to required Services under multiple Delivery Orders.
- d) **Quality Control and Quality Assurance** – 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) **Specialized Experience and Technical Competence in the Type of Services Being Procured** – Respondents should provide a detailed narrative describing any specialized experience and technical competence in providing the Services and developing phased design documents that enhance the overall customer experience, develop new ways to create and customize new Services, develop innovative solutions to existing product, Services and experiences to minimize impact to operation of an airport or other operationally intensive facility. The information should be related to major facility development and renovation conducted in such areas.
- f) **Conceptual Design – Proposal Test Cases**
- i) Respondents must provide 2 conceptual design(s):
    - 1 for retail space - the Terminal D retail space in the south concessions village. A 3D scan of this reference can be found here: <https://my.matterport.com/show/?m=vbX3x16oeDp&brand=0>.
    - 1 for International Arrivals - improving flow and experience through the Terminal D international arrivals "Grey-area". A 3D scan of this reference can be found here: <https://my.matterport.com/show/?m=naDBNdttfQK>.

Overall aesthetic design must be depicted in Respondent's conceptual designs.

    - (1) Respondents must provide an estimated construction cost for each conceptual design provided. This is a detailed estimate that will include all material, construction and installation cost of the proposed design. Total cost will also be depicted as price/sq. ft.
    - (2) The conceptual designs shall be no greater than \$275/sq. ft. unless directed by the Board.
    - (3) Acceptable submittal formats include, but are not limited to, plan sheets and detailed renderings. These must be printed on 11x17 paper and included in the Qualifications Statement binder, no electronic files will be accepted other than the complete copies as directed in No.4 below.
      - (a) 11x17 prints will only count as one sheet for this section only.
      - (b) At least two 11X17 renderings are required for each test case; 1) One view into the space and 2) One view from within the space.
      - (c) Renderings must demonstrate amenities, functionality, ambience and adaptability of design.
- g) **Consultant Key Personnel/Resumes**
- i) Identify and provide resumes for the individuals that the Respondent will use to provide the Services. By submitting Resumes for individuals to provide Services, Respondent is certifying that such individuals will be available to provide Services during the term of the Agreement.
  - ii) Resumes should be organized as follows:
    - (1) Name and Title
    - (2) Professional Background
    - (3) Current and Past Relevant Employment
    - (4) Education
    - (5) Certifications
    - (6) Licenses



- (7) Relevant knowledge
  - (a) List of 5 relevant projects within the past 5 years including Client Name
  - (b) project description
  - (c) role of the individual (duties, responsibilities and accomplishments)
  - (d) project actual or expected completion date
  - (e) Client List/Reference Contact
  - (f) Documentation submitted in response to the Clause entitled "Consultant Key Personnel/Resumes" will not count towards any page limits established in this RFQS
- h) **Overall Experience, Qualifications, and Performance on Previous Projects**
  - i) Describe 5 relevant, recent (within the past 5 years) projects that Respondent participated in, demonstrating the experience Respondent with working in a team environment for private or public projects. For each project listed, describe Respondent's specific contribution;
  - ii) Describe 5 relevant, recent (within the past 5 years) projects that Respondent participated in that involved providing the Services at facilities with intensive security and operating restrictions, such as those at an international airport, military base or other operationally intensive facility;
  - iii) Describe experience, qualifications and capability (in an Owner's Representative role) to provide the Services. Include a complete description of experience related to all aspects of the Services.
  - iv) Describe experience in understanding the issues and processes required to provide the Services at an operational airport.
  - v) Provide a description of the Respondent's ability to manage the overall Services to maintain schedule, maintain budgets, monitor performance, and monitor quality on large public projects. Include how Respondent uses metrics and processes to ensure schedule, budget, performance and quality are all of the highest possible standard.
  - vi) Provide a detailed description of Respondent's Subconsultants/Subcontractors ability and processes used to work with all involved parties (i.e. owner, contractor, subcontractors, stakeholders).
  - vii) Provide a detailed description of Respondent's ability and processes used to manage the work of all Subconsultants/Subcontractors to ensure high quality, on time and within budget delivery of Services.
  - viii) Although Board encourages a Respondent to submit information on as many different projects as possible in response to this Section, overlap among the subsections and projects listed in response to them is permitted.
- i) **Affirmative Action and M/WBE Participation** – Each Respondent should provide a narrative in its Qualifications Statement 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 Qualifications Statement that will be utilized to fulfill Respondent's M/WBE 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 M/WBE's, including outreach and a proposed mentoring program.
  - iv) Private Sector Participation – Describe Respondent's ability to demonstrate M/WBE 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 M/WBE participation goal and does Respondent have a dispute resolution/mediation plan in place for modification, elimination or termination of a M/WBE. In addition, who will oversee Respondent's M/WBE program and at what level are they within Respondent's organization? Also describe this individual's commitment to M/WBE programs, assistance or support to enhance the capacity or facilitate the participation of M/WBE firms under the Agreement and any Delivery Orders issued pursuant to it. What systems does Respondent have in place to reach its M/WBE participation and is Respondent familiar with Board's B2GNOW system and, if not, what steps will

Respondent take to learn the system?

**4) Submission of Qualifications Statements**

- a) Contents – A Qualifications Statements will consist of 1 submittal in a 3-Ring Binder.
- b) Identification – A Qualifications Statements must clearly identify the name of the project: Request for Qualifications Statements for Contract No. 8500365 Customer Experience Design Services, and the name and address of Respondent.
- c) Copy Requirements – Copy requirements for a Qualifications Statement 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 Qualifications Statement 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 RFQS.
- 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 Qualifications Statement. 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 Qualifications Statement Submittal - Check Sheet                    | Check (√) |
|--------|--|-----------|
| 1.     | Appendix 2 – M/WBE Certificates  |           |
| 2.     | Form 1 – Business Disclosure Form  |           |
| 3.     | Form 2 – Work Force Composition  |           |
| 4.     | Form 3 – Questionnaire   |           |
| 5.     | Form 4 – Commitment To Minority/Women Business Enterprise Participation Form |           |
| 6.     | Form 5 – Schedule of Subcontractors (Preliminary)                            |           |
| 7.     | Form 6 – Disclosure of Lobbying Activities                                   |           |
| 8.     | Form 7 – Intent to Perform Contract as a M/WBE Subcontractor                 |           |
| 9.     | Form 8 – Verification of Contracting Prohibitions                            |           |

## Part 3

### Evaluation of Qualifications Statements

- 1) **Description of Evaluation Process** – This solicitation contemplates a multi-step process.
  - a) First, all Qualifications Statements that are timely submitted will be reviewed for responsiveness and Respondents will be reviewed for responsibility.
  - b) Second, if a Respondent is deemed responsible and its Qualifications Statement is deemed responsive, that Respondent/Qualifications Statement 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 Qualifications Statements; and [ii] subsequent re-evaluations based upon interviews of Respondents, if Board chooses to conduct interviews. ~~The re-evaluation upon interviews will be done using the same evaluation matrix set forth in the table in the Clause entitled “Evaluation Form/Criteria” in which the Selection Committee considers the contents of a submitted Qualifications Statement in light of the Respondent’s interview responses and any clarifications to its Qualifications Statement made during the interview. .~~ **A re-evaluation after the Final 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 Qualifications Statement in light of the Respondent’s interview responses and any clarifications to its Qualifications Statement made during the interview.**
  - c) Third, Board will schedule a negotiation with the top-ranked Respondent for the purpose of attempting to negotiate a fair and reasonable price for the Services. If Board and the top ranked Respondent are able to successfully negotiate a fair and reasonable price for Services and Board otherwise determines that an Agreement will be awarded, the Agreement will be provided to the successful Respondent for execution. If Board and the top ranked Respondent are unable to negotiate a fair and reasonable price for the Services, 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 M/WBE Component** – Board’s established M/WBE program goal for this solicitation is 35%. 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 Qualifications Statement. 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 Qualifications Statements 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 Qualifications Statements 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 Qualifications Statements.
  - b) **Interviews will be done in one or two steps. Step one (Initial interview) will consist of a review of Respondents complete submittal, including but not limited to schematic and any sample design material(s). The Board will provide feedback on the Respondent’s Conceptual Design, feedback will only be provided on the Board’s preferred Conceptual Design. Step two (Final Interview IF NEEDED) will occur at a later date and will provide Respondents the opportunity to make changes, if they choose, to their Conceptual Design. No other Statement of Qualifications sections revisions will be permitted.**
  - c) 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 Qualifications Statements 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                        | 5%              | Organizational Structure/Staffing Plan   |
| 3.d                        | 5%              | Quality Control and Quality Assurance  |
| 3.e                        | 15%             | Specialized Experience and Technical Competence in the Type of Services Being Procured |
| 3.f                        | 40%             | Conceptual Design  |
| 3.g                        | 10%             | Consultant Key Personnel/Resumes   |
| 3.h                        | 5%              | Overall Experience, Qualifications and Performance on Previous Projects                |
| 3.j                        | 20%             | Affirmative Action and M/WBE Participation   |
|                            | 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.

**Part 4**

**Submittal Forms / The Agreement & Scope of Services / Miscellaneous Information**

### Appendix 1 – Good Faith Effort (GFE) Criteria

NOTE: Include a response to GFE criteria and support documentation in bid/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 bidder/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 bidder/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 Appendix A).

| <b>GOOD FAITH EFFORT FACTORS</b>  |
|---|
| Whether the contractor/vendor/bidder 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-bid 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/bidder 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);   |
| Whether the contractor/vendor/bidder should solicit this interest as early in the acquisition process being at least five (5) business days prior to bid opening as practicable to allow the D/S/M/WBEs to respond to the solicitation and submit a timely offer for the subcontract. The bidder/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 bid 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 bidder/proposer failed to make contact on its first attempt).  |
| Whether the contractor/vendor/bidder 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.   |
| Whether the contractor/vendor/bidder 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/bidder to perform the services of a contract with its own workforce does not relieve the contractor/vendor/bidder of the responsibility to meet the contract goal or demonstrate good faith efforts to do so (The bidder/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 bid/quote).   |

|  |
|--|
| <p>Whether the contractor/vendor/bidder negotiated in good faith with interested D/S/M/WBEs. It is the bidder'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/bidder 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 bidder'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 bidder/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/bidder 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 bids 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 bidder/proposer or prime contractor to accept unreasonable quotes in order to satisfy contract goals.</p>  |
| <p>Whether the contractor/vendor/bidder 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/bidder 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/bidder 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/bidder 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/bidder in determining whether a bidder/proposer has made good faith efforts, it is essential to scrutinize its documented efforts. At a minimum, DFW will review the performance of other bidders/proposers in meeting the contract goal. For example, when the apparent successful bidder/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 bidder/proposer could have met the goal. As provided in §26.53(b)(2)(vi), the bidder must submit copies of each D/S/M/WBE and non-D/S/M/WBE subcontractor quote submitted to the bidder 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 bids are not alone sufficient to satisfy good faith efforts under the rule.</p> |
| <p>Whether the contractor/vendor/bidder 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: \_\_\_\_\_

**Appendix 2 – M/WBE Certificates**

**INSERT M/WBE CERTIFICATES HERE**



## Appendix 3 – Forms

## 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 Bid/Proposal/Offer

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

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

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

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

**Form 2**  
**Work Force Composition Form**  
**(PRIME CONTRACTOR)**

NAME OF BIDDING 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                |                                   |   |   |                           |   |   |       |   |   |          |   |   |       |   |   |                                     |   |     |   |  |
| <b>TOTAL</b>                   |                                   |   |   |                           |   |   |       |   |   |          |   |   |       |   |   |                                     |   |     |   |  |

**Definitions in accordance with Equal Employment Opportunity (EEO)**

|  |   |
|--|---|
| <b>American Indian or Alaskan Native</b> | A person having origins in any of the original peoples of North America, and who maintain their culture through a tribe or community  |
| <b>Asian or Pacific Islander</b>         | 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. |
| <b>Black</b>                             | A person having origins in any of the black racial groups of Africa.  |
| <b>Hispanic</b>                          | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.  |
| <b>White</b>                             | 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/WOMEN BUSINESS ENTERPRISE PARTICIPATION FORM**  
*(This form is required as part of the bid/proposal submission.)*

**The M/WBE goal for Solicitation/Contract # 8500365 is 35%.**

**NOTE:** *The BDDD will only credit M/WBE participation that is certified by an approved certification entity at the time of bid/proposal submission. Effective 10/01/12, in addition to having a valid certification, M/WBEs must also have a place of business in the Airport's market area at the time of bid/proposal/qualifications submission for credit towards meeting a contract goal. 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.*

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

- Self-Performance: The proposer, a certified M/WBE firm, is committed to meeting or exceeding the M/WBE goal through self-performance.
- Self-Performance & Percentage Participation: The proposer, a certified M/WBE firm, is committed to meeting or exceeding the M/WBE goal, with a minimum of \_\_\_\_\_% self-performance and a minimum of \_\_\_\_\_% M/WBE subcontracting participation on this contract.
- Percentage Participation: The proposer is committed to meeting or exceeding the M/WBE goal, with a minimum of \_\_\_\_\_% M/WBE subcontracting participation on this contract.
- The Contractor is unable to meet the M/WBE goal of \_\_\_\_\_% and is committed to a minimum of \_\_\_\_\_% M/WBE utilization on this contract and submits documentation demonstrating good faith efforts.
- The Contractor is unable to meet the M/WBE goal of \_\_\_\_\_% and submits documentation demonstrating good faith efforts.

Name of Prime Contractor: \_\_\_\_\_

\_\_\_\_\_  
 Signature Title

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

## Form 5 SCHEDULE OF SUBCONTRACTORS<sup>1</sup> (PRELIMINARY) – M/WBE

PrimeBidder/Contractor: \_\_\_\_\_  
 DBE  SBE  MBE  WBE  NON-D/S/M/WBE

ContractName: \_\_\_\_\_  
 Contract/SolicitationNumber: \_\_\_\_\_

As part of the procedures for the submission of a completed bid/proposal, all bidders/proposers are required to identify ALL participating subcontractors applicable to the above project and include this form as part of the bid. Check all Certification Status categories that apply to each subcontractor; however, **only the NON shaded category shall be credited towards the established diversity goal.** 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 <sup>2</sup><br>(check the applicable) |     |     |     |     | Relevant Market Area <sup>3</sup><br>County | Description of Material or Service Being Provided or Performed  | Dollar Amount and Percentage of Work |      |
|--------------------------|---|-----|-----|-----|-----|---|---|--------------------------------------|------|
|                          | DBE   | SBE | MBE | WBE | NON |   |   | \$\$\$                               | %    |
|                          |   |     |     |     |     |   |   |                                      |      |
|                          |   |     |     |     |     |   |   |                                      |      |
|                          |   |     |     |     |     |   |   |                                      |      |
|                          |   |     |     |     |     |   |   |                                      |      |
|                          |   |     |     |     |     |   | Dollar Amount & Percentage of Work to be completed by Non-M/WBE Subcontractors  |                                      |      |
|                          |   |     |     |     |     |   | Dollar Amount & Percentage of Work to be completed by M/WBE Subcontractors  |                                      |      |
|                          |   |     |     |     |     |   | Dollar Amount & Percentage of Work to be self-performed by the Prime  |                                      |      |
|                          |   |     |     |     |     |   | Total Dollar Amount & Percentage of Work<br>(The Total Amount shall equal the amount proposed on summary of bid/proposal page). |                                      | 100% |

**NOTE: Certification certificate(s) MUST be attached to this form or bid/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 M/WBE Program) in support of the Board's disadvantaged/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 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 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 M/WBE programs as deemed necessary including but not limited to audits of submitted M/WBE information applicable to the Contractor/subcontractors participating on the contract.

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

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

<sup>1</sup> 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.

<sup>2</sup> In order to credit the participation of disadvantaged/small/minority and woman-owned businesses, firms must be certified as M/WBE by a certification agency approved by the Airport Board as defined in the M/WBE Policies and Administrative Procedures.

**Form 6**  
**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)

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

## Form 7

### INTENT TO PERFORM CONTRACT AS A M/WBE SUBCONTRACTOR<sup>1</sup> (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 area<sup>3</sup> at the time of bid/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 S/M/WBE 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 S/M/WBE subcontractor has a place of business in the Airport's market area (*✓ if applicable*)
- The undersigned S/M/WBE subcontractor is not affiliated with the Prime Contractor as defined in the S/M/WBE Program Policies and Procedures.

1. Name of S/M/WBE Subcontractor: \_\_\_\_\_
2. Address, City, State and Zip: \_\_\_\_\_
3. E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
4. Scope of Work: \_\_\_\_\_
5. Price: \$ \_\_\_\_\_
6. S/M/WBE Certification # \_\_\_\_\_ Certification Agency: \_\_\_\_\_
7. 2<sup>nd</sup> Tier Subcontracting: \_\_\_\_\_% of the proposed subcontract described above will be sublet and/or awarded to Non-S/M/WBE 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)

<sup>1</sup> 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.

<sup>3</sup> 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 8 – Verification of Contracting Prohibitions**

I, (authorized official) \_\_\_\_\_ [insert name and title], on behalf of  
Bidder/Proponent, verify that:

- 1) Bidder/Proponent does not engage in any of the activities listed in the clause entitled “Contracting Prohibitions” set forth in the solicitation documents and contract; and
- 2) This verification will apply to any contract awarded to Bidder/Proponent.

**Date:** \_\_\_\_\_

**Bidder/ Proponent:**  
**[Insert Name]**

\_\_\_\_\_  
**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

\_\_\_\_\_  
**Notary Public (Seal)**

**My Commission Expires:** \_\_\_\_\_

## **Appendix 4 – The Agreement**

*Provided at [www.DFWAirport.com/business/solicitations](http://www.DFWAirport.com/business/solicitations)*

## Appendix 5 – Solicitation Schedule

CUSTOMER EXPERIENCE DESIGN SERVICES  
CONTRACT NO. 8500365

|   |   |
|---|---|
| <b>Advertisements</b>   | July 11, 18, 2018   |
| <b>Request for Statement of Qualifications available on website</b> | July 11, 2018   |
| <b>Pre-Qualifications Conference<br/>DCC Rm 112</b>                 | July 20, 2018, 2:00pm   |
| <b>Deadline for Questions</b>                                       | August 8, 2018, 5:00pm<br>August 22, 2018 5:00pm                      |
| <b>Issue Addenda (if applicable)</b>                                | August 17, 2018<br>August 31, 2018                                    |
| <b>Statement of Qualifications Due</b>                              | August 24, 2018, 11:00am<br>September 7, 2018 11:00 am                |
| <b>Committee Review</b>   | August 24, 2018 – September 4, 2018<br>September 7-September 17, 2018 |
| <b>Interviews 1<sup>st</sup> Round</b>                              | September 17 - 21, 2018<br>September 24-September 28, 2018            |
| <b>Interviews 2<sup>nd</sup> Round (IF NEEDED)</b>                  | October 1- October 5, 2018  |
| <b>Airport Board Action</b>   | November 2018   |
| <b>Estimated Notice to Proceed</b>                                  | November 2018   |
| <b>Contract Term</b>  | 3 Years with two one year options                                     |

Statement of Qualifications in response to this RFQS must be received by Board’s Solicitation Manager, Debbie Daniels, 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 Qualifications Statement received after this time will not be considered and will be rejected and returned.

Solicitation Questions – All e-mails must be addressed and include in the Subject Line “Questions Regarding Agreement No. 8500365 Customer Experience Design Services ” Questions received after the designated submittal date will not be considered.