

**BID PROPOSAL CHECKLIST:**  
**Medina River Sewer Outfall – Segment 6 Project**  
**SAWS Job No. 10-2502**  
**Solicitation No.: B-10-034-DD**

**Mandatory items to be submitted with the Bid Packet for the above-referenced project:**

Bid proposal  
Proposal Certification  
Bid Bond (s)  
Signed page(s) of Addendum(s)  
Good Faith Effort Plan  
Conflict of Interest Questionnaire (Form CIQ)  
Letter of Insurance Verification and/or sample Certificate of Insurance verifying insurance coverage  
Bidder's Certifications (WRD-255)  
Vendor Compliance with Reciprocity for Non-Resident Bidders (WRD-259)  
Financial Statement prepared within the last twelve (12) months by an independent Certified Public Accountant (Instructions to Bidders, page B-7)  
Company Information *Packet* (Instructions to Bidders, page B-7)  
Statement Regarding Ability to Complete Project (Instructions to Bidders, page B-7)  
Statement of Bidder's Experience (Attachment A)/Record of Performance on three (3) similar projects in the last five (5) years (Instructions to Bidders, page B-7)  
Attachment D – Geotechnical Data Report and Geotechnical Baseline Report Acknowledgement Form  
Attachment E – Escrow Bid Documents Acknowledgement Form

**Items to be submitted with Awarded Contract:**

1. Contractor's Act of Assurance (TWDB Form ED-103)
2. Contractor's Resolution (TWDB Form ED-104)

**BID PROPOSAL**

PROPOSAL OF \_\_\_\_\_

A corporation \_\_\_\_\_

A partnership consisting of \_\_\_\_\_

An individual doing business as \_\_\_\_\_

**THE SAN ANTONIO WATER SYSTEM**

Pursuant to Instructions and Invitations to Bidders, the undersigned proposes to furnish all labor and materials as specified and perform the work required for the construction of pipelines and appurtenances, San Antonio Water System Job Number 10-2502 in accordance with the Plans and Specifications for the following prices to wit:

ITEM NO.	DESCRIPTION & ESTIMATED QUANTITIES (Unit Price to be written in words)	UNIT	QTY	UNIT PRICE (Figures)	TOTAL PRICE (Figures)
1.	Erosion & Sedimentation Controls _____ Dollars _____ Cents	LS	1	\$XXXXXXXX	\$ _____
2.	Trench Excavation Safety Protection _____ Dollars _____ Cents	LF	15,093	\$ _____	\$ _____
3.	Revegetation _____ Dollars _____ Cents	SY	104,025	\$ _____	\$ _____
4.	36" FRP (all depths) _____ Dollars _____ Cents	LF	15,093	\$ _____	\$ _____
5.	Standard Manhole (Fiberglass) _____ Dollars _____ Cents	EA	3	\$ _____	\$ _____
6.	Standard Manhole with Drop Pipe (Fiberglass) _____ Dollars _____ Cents	EA	18	\$ _____	\$ _____

For Reference Only - Not for the Purpose of Bidding

ITEM NO.	DESCRIPTION & ESTIMATED QUANTITIES (Unit Price to be written in words)	UNIT	QTY	UNIT PRICE (Figures)	TOTAL PRICE (Figures)
7.	Standard Manhole Extra Depth (Fiberglass) (>15')				
	_____ Dollars				
	_____ Cents	LF	535	\$ _____	\$ _____
8.	Manhole Over Existing Sanitary Sewer Lines				
	_____ Dollars				
	_____ Cents	EA	1	\$ _____	\$ _____
9.	Fence Gate 16' (Type 1)				
	_____ Dollars				
	_____ Cents	EA	30	\$ _____	\$ _____
10.	Remove and Replace Fencing				
	_____ Dollars				
	_____ Cents		3,600	\$ _____	\$ _____
11.	Boring or Tunneling for 36" DIA. FRP				
	_____ Dollars				
	_____ Cents	LF	138	\$ _____	\$ _____
12.	Carrier Pipe Installed in Steel Casing and Steel Liner Plate (36" DIA. FRP)				
	_____ Dollars				
	_____ Cents	LF	138	\$ _____	\$ _____
13.	Concrete Encasement				
	_____ Dollars				
	_____ Cents	LF	155	\$ _____	\$ _____
14.	Bypass Pumping				
	_____ Dollars				
	_____ Cents	LS	1	\$XXXXXXXX	\$ _____
15.	Tree Protection				
	_____ Dollars				
	_____ Cents	LS	1	\$XXXXXXXX	\$ _____

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ITEM NO.	DESCRIPTION & ESTIMATED QUANTITIES (Unit Price to be written in words)	UNIT	QTY	UNIT PRICE (Figures)	TOTAL PRICE (Figures)
16.	Gravity Sewer Outfall Testing _____ Dollars _____ Cents	LF	15,231	\$ _____	\$ _____
17.	Disputes Review Board _____ Dollars _____ Cents	LS	1	\$XXXXXXXX	\$30,000.00

**LINE ITEM "A"**

**SUB TOTAL BASE BID**

\$ \_\_\_\_\_

18.	Mobilization _____ Percent (Maximum of 5% of the Line Item "A" Sub-total Base Bid amount)	LS	1	\$XXXXXXXX	\$ _____
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**Note:** Mobilization lump sum bid amount shall be limited to a maximum of 5% of the Sub-total base bid amount. **In the event of a discrepancy between the written percentage and dollar amount shown for the Mobilization bid item the written percentage will govern. If the percentage written exceeds the allowable maximum stated for mobilization, SAWS reserves the right to cap the amount at the percentage shown and adjust the extension of the bid item accordingly.**

**LINE ITEM "B"**

**MOBILIZATION SUB TOTAL**

\$ \_\_\_\_\_

**TOTAL BID AMOUNT**

(LINE ITEM "A" + LINE ITEM "B")

\$ \_\_\_\_\_

**DOLLARS AND**

**CENTS**

\_\_\_\_\_  
BIDDER'S SIGNATURE & TITLE

\_\_\_\_\_  
FIRM'S NAME (TYPE OR PRINT)

\_\_\_\_\_  
FIRM'S ADDRESS

\_\_\_\_\_  
FIRM'S PHONE NO./FAX NO.

\_\_\_\_\_  
FIRM'S EMAIL ADDRESS

The Contractor herein acknowledges receipt of the following

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Signed: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Signed: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Signed: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Signed: \_\_\_\_\_

OWNER RESERVES THE RIGHT TO ACCEPT THE OVERALL MOST RESPONSIBLE BID.

The bidder offers to construct the Project in accordance with the Contract Documents for the contract price, and to complete the Project with 360 calendar days after the start date, as set forth in the Authorization to Proceed. The Bidder understands and accepts the provisions of the contract Documents relating to liquidated damages of the Project if not completed on time.

Complete the additional requirements of the Proposal which are included on the following pages.

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# PROPOSAL CERTIFICATION

Accompanying this proposal is a Bid Bond or Certified or Cashier's Check on a State or National Bank payable to the Order of the San Antonio Water System for \_\_\_\_\_ dollars (\$ \_\_\_\_\_), which amount represents five percent (5%) of the total bid price. Said bond or check is to be returned to the bidder unless the proposal is accepted and the bidder fails to execute and file a contract within 10 calendar days after the award of the Contract, in which case the check shall become the property of said San Antonio Water System, and shall be considered as payment for damages due to delay and other inconveniences suffered by said San Antonio Water System due to the failure of the bidder to execute the contract. The San Antonio Water System reserves the right to reject any and all bids.

It is anticipated that the Owner will act on this proposal within 60 calendar days after the bid opening. Upon acceptance and award of the contract to the undersigned by the Owner, the undersigned shall execute standard San Antonio Water System Contract Documents and make Performance and Payment Bonds for the full amount of the contract within 10 calendar days after the award of the Contract to secure proper compliance with the terms and provisions of the contract, to insure and guarantee the work until final completion and acceptance, and the guarantee period stipulated, and to guarantee payment of all lawful claims for labor performed and materials furnished in the fulfillment of the contract.

It is anticipated that the Owner will provide written Authorization to Proceed within 30 days after the award of the Contract.

The Contractor hereby agrees to commence work under this Contract within seven (7) calendar days after issuance by the SAWS of the written Authorization to Proceed. Under no circumstances shall the work commence prior to Contractor's receipt of SAWS issued, written Authorization to Proceed. Work shall be completed in full within \_\_\_ consecutive calendar days.

The undersigned certifies that the bid prices contained in the proposal have been carefully checked and are submitted as correct and final.

In completing the work contained in this proposal the undersigned certifies that bidder's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin and that the bidder will affirmatively cooperate in the implementation of these policies and practices.

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Signed \_\_\_\_\_

Company Representative

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

\_\_\_\_\_  
Address

Please return bidder's check to:

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

\_\_\_\_\_  
Address



**GOOD FAITH EFFORT PLAN FOR  
CONSTRUCTION SUB-CONTRACTS  
FOR**

**NAME OF PROJECT:** \_\_\_\_\_

**SECTION A - CONTRACTOR INFORMATION:**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Is your firm Certified:** Yes \_\_\_\_\_ No: \_\_\_\_\_ **If certified, Certification Number:** \_\_\_\_\_

**Type of Certification:** \_\_\_\_\_ **AABE** \_\_\_\_\_ **DIBE** \_\_\_\_\_ **MBE** \_\_\_\_\_ **WBE**  
 \_\_\_\_\_ **SBE** \_\_\_\_\_ **VBE** \_\_\_\_\_ **HUB** \_\_\_\_\_ **DBE**

1. List ALL SUBCONTRACTORS/SUPPLIERS that will be utilized on this project/contract.

Name & Address of Company	Scope of Work/Supplies to be Performed/Provided by Firm	Estimated Contract Amount on this Project	If Firm is Certified, Provide Certification Number and attach copy of Certification Affidavit
1.			
2.			
3.			
4.			
5.			
6.			

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**SECTION B. – SMWB COMMITMENTS**

The SMWB goal on this project is 17%

- 1. The undersigned contractor has satisfied the requirements of the BID specification in the following manner (please check the appropriate space):

The contractor is committed to a minimum of      % SMWB utilization on this contract.

The contractor (if unable to meet the SMWB goal of     %) is committed to a minimum of      % SMWB utilization on this contract. *(If contractor/consultant is unable to meet the goal, please fill out Section C and submit documentation demonstrating good faith efforts).*

- 2. Name and phone number of person appointed to coordinate and administer the SMWB requirements on this project.

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

Title: \_\_\_\_\_

Phone Number \_\_\_\_\_

**IF THE SMWB GOAL WAS MET, PROCEED TO AFFIRMATION AND SIGN THE GFEP. IF GOAL WAS NOT MET, PROCEED TO SECTION C.**

During the term of the contract, the contractor must report the actual payments to all the SMWB subcontractors on a monthly basis, on the "Subcontractor Report Form" or in other specified time intervals and format prescribed by the SAWS. Any unjustified failure to comply with the levels of SMWB participation identified in the bid and affirmed in the Good Faith Effort Plan shall be considered a material breach of contract. The SAWS reserves the right, at any time during the term of the contract to request additional information, documentation or verification of payments made to subcontractors in connection with the contract. Verification of amounts being reported may take the form of requesting copies of canceled checks paid to SMWB participants and/or confirmation inquiries directly to the SMWB participants. Proof of payments, such as copies of canceled checks must properly identify the project name or project number to substantiate SMWB payment for this project.

The completed Subcontractor Report Forms should be mailed to:

San Antonio Water System  
SMWB Program  
2800 U. S. Hwy 281 N., Suite 171  
San Antonio, TX 78212

For Reference Only - Not for the Purpose of Bidding



**SECTION C – GOOD FAITH EFFORTS (Fill out only, if the SMWB goal was not achieved).**

1. List all firms you contacted with subcontracting/supply opportunities for this project that will not be utilized for the contract by choice of the contractor, subcontractor, or supplier. Written notices to firms contacted by the contractor for specific scopes of work identified for subcontracting/supply opportunities must be provided to subcontractor/supplier not less than five (5) business days prior to bid/proposal due date. The following information is required for all firms that were contacted of subcontracting/supply opportunities.

Name & Address of Company	Scope of Work/Supplies to be Performed/Provided by Firm	Is Firm SMWB Certified?	Date Written Notice was Sent & Method (Fax, Letter, E-Mail, etc.)	Reason Agreement was not reached?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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(Use additional sheets as needed)

In order to verify a contractor’s good faith efforts, please provide to SAWS copies of the written notices to all firms contacted by the contractor for specific scopes of work identified in relation to the subcontracting/supply opportunities in the above named project. Copies of said notices must be provided to the Business Development Liaison with five (5) business days after the bid is due. Such notices shall include information on the plans, specifications, and scope of work.

2. Did you attend the pre-proposal conference scheduled for this project? \_\_\_\_ Yes \_\_\_\_ No

3. List all SMWB listings or directories, contractor associations, and/or any other associations utilized to solicit SMWB Subcontractors/suppliers.

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4. Discuss efforts made to define additional elements of the work proposed to be performed by SMWBs in order to increase the likelihood of achieving the goal:

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5. Indicate advertisement mediums used for soliciting bids from SMWBs. (Please attach a copy of the advertisement(s):

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**AFFIRMATION**

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that, this document shall be attached thereto and become a binding part of the contract.

Name and Title of Authorized Official:

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

Title: \_\_\_\_\_

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

**NOTE:**

This Good Faith Effort Plan is reviewed by SAWS Contracting Department. For questions and/or clarifications, please contact the SMWB Program Manager, Ruby A.Perez-Webb, at (210) 233-3420. If the SMWB goal was not met, the SMWB Program Manager will evaluate the "good faith efforts" of a firm. The Good Faith Effort Plan must be approved prior to award of the contract.

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Recommendation: Approval: \_\_\_\_\_ Denial: \_\_\_\_\_

Signature of Business Development Liaison: \_\_\_\_\_

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

During the term of the contract, the contractor must report the actual payments to all the SMWB subcontractors on a monthly basis, on the “Subcontractor Report Form” or in other specified time intervals and format prescribed by the SAWS. Any unjustified failure to comply with the levels of SMWB participation identified in the bid and affirmed in the Good Faith Effort Plan shall be considered a material breach of contract. The SAWS reserves the right, at any time during the term of the contract to request additional information, documentation or verification of payments made to subcontractors in connection with the contract. Verification of amounts being reported may take the form of requesting copies of canceled checks paid to SMWB participants and/or confirmation inquiries directly to the SMWB participants. Proof of payments, such as copies of canceled checks must properly identify the project name or project number to substantiate SMWB payment for this project.

The completed Subcontractor Report Forms should be mailed to:

San Antonio Water System  
SMWB Program  
2800 U. S. Hwy 281 N., Suite 170  
San Antonio, TX 78212

For Reference Only - Not for the Purpose of Bidding

### SUBCONTRACTOR / CONSULTANT REPORT

San Antonio Water System 2800 U.S. Hwy. 281 North San Antonio, Texas 78212		1) Invoice No.	2) Job Name/Reporting Period  From: _____ To: _____	3) SAWS Job Number
Instructions: All prime contractors are required to complete and submit this report until final payment of contract. To complete this report, we detailed instructions on reverse side. If you have any questions, please contact the SMWB Program Manager, Ruby A. Perez-Webb.				
4) Type of Contract - Select from Drop-down below: (Tab down)		5) Contractor's/Consultant's Business Name, Address, and Telephone Number		6) Date of Contract Award
7) Scheduled Date of Completion		8) Original Contract Amount		9) Current Contract Amount (Including Change Orders/Additional Addendums)
10) Total Contract Amount Rec'd to Date		11) Total Contract Amount Owed		
12) Proposed Participation SBE _____ % MBE _____ % WBE _____ %		13) Instructions for calculation of SMWB Percentage: Total dollar amount paid to SMWB divided by total dollar am		14) Name, Address, & Phone Number of Subcontractor/Sub Consultant
15) Select from Drop-down Below:				
16) Description of Subcontract Work		17) Subcontract Dollars Awarded	18) Subcontract Amount Paid to Date	19) Subcontract % Paid to Date
				SBE, MBE, WBE
				SBE
				MBE
				WBE
Company's Official Signature and Title		Date Signed		Name & Title of Individual Completing Report

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CONFLICT OF INTEREST QUESTIONNAIRE NOTE:

“Effective January 1, 2006, Chapter 176 of the Texas local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with SAWS shall file a completed conflict of interest questionnaire with the SAWS Director of Contracting no later than the 7<sup>th</sup> business day after the date that the person: (1) begins contract discussions or negotiations with SAWS; or (2) submits to SAWS an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with SAWS. The Conflict of Business questionnaire is attached on the following page and is available from the Texas Ethics Commission at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Completed Conflict of Interest questionnaires should be included with your bid or may be delivered by hand, within 7 business days of the bid opening, to the Director of Contracting. If mailing a completed Conflict of Interest questionnaire, mail to: David R. Gonzales, CPM, 2800 U.S. Hwy 281 North, San Antonio, TX 78212. If delivering a completed Conflict of Interest questionnaire, deliver to Contracting Department, Tower 2, 1<sup>st</sup> Floor, Room 171, 2800 U.S. Hwy 281 North, San Antonio, TX 78212. Please consult your own legal advisor if you have questions regarding the statute or form.”

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# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of person who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined in Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

## BIDDER'S CERTIFICATIONS

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Contract For: \_\_\_\_\_

**The following certifications must be completed by the bidder for each contract.**

### A. EQUAL EMPLOYMENT OPPORTUNITY:

I have developed and have on file at my each establishment affirmative action programs pursuant to 41 CFR Part 60-2.

I have participated in previous contract(s) or subcontract(s) subject to the equal opportunity clause under **Executive Orders 11246 and 11375**. I have filed all reports due under the requirements contained in 41 CFR 60-1.7.

I have not participated in previous contracts(s) subject to the equal opportunity clause under **Executive Orders 11246 and 11375**.

I will obtain a similar certification from any proposed subcontractor(s), when appropriate.

### B. NONSEGREGATED FACILITIES

I certify that I do not and will not maintain any facilities provided for my employees in a segregated manner, or permit my employees to perform their services at any location under my control where segregated facilities are maintained; and that I will obtain a similar certification prior to the award of any federally assisted subcontract exceeding \$10,000 which is not exempt from the equal opportunity clause as required by 41 CFR 60-1.8.

I understand that a false statement of this certification may be grounds for rejection of this bid proposal or termination of the contract award.

\_\_\_\_\_  
Typed Name & Title of Bidder's Authorized Representative

\_\_\_\_\_  
Signature of Bidder's Authorized Representative      Date

\_\_\_\_\_  
Name & Address of Bidder

## VENDOR COMPLIANCE WITH RECIPROCITY ON NON-RESIDENT BIDDERS

Government Code 2252.002 provides that, in order to be awarded a contract as low bidder, a non-resident bidder must bid projects for construction, improvements, supplies or services in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. A non-resident bidder is a contractor whose corporate offices or principal place of business is outside of the state of Texas. This requirement does not apply to a contract involving Federal funds. The appropriate blanks in Section A must be filled out by all out-of-state or non-resident bidders in order for your bid to meet specifications. The failure of out-of-state or non-resident contractors to do so will automatically disqualify that bidder. Resident bidders must check the blank in Section B.

A. Non-resident vendors in \_\_\_\_\_ (give state), our principal place of business, are required to be \_\_\_\_\_ percent lower than resident bidders by state law. A copy of the statute is attached.

Non-resident vendors in \_\_\_\_\_ (give state), our principal place of business, are not required to underbid resident bidders.

B. Our principal place of business or corporate offices are in the State of Texas: \_\_\_\_\_

BIDDER:

\_\_\_\_\_  
Company

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
By: (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title: (please print)

**THIS FORM MUST BE RETURNED WITH THE BID**