**RESPONDENT QUESTIONNAIRE**

**PROJECT NAME: W6 Upper Segment: HWY 90 to SW Military Drive Sewer Main Project**

**Instructions:**  The Respondent Questionnaire is a required questionnaire. Complete the questionnaire by inserting the requested information. Do not modify or delete the questions.

**GENERAL INFORMATION**

1. **Respondent Information:** Provide the following information regarding the Respondent ***unless the proposing entity will be joint venture. And, if so, see the instructions below.***

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the Agreement, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

 Respondent Name:

 (NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address:

 City: State: Zip Code:

Telephone No. Fax No:

Social Security Number or Federal Employer Identification Number:

2. **Contact Information:** List the one person who SAWS may contact concerning your proposal or setting dates for meetings.

Name:

Address:

City: State: Zip Code:

Telephone No. Fax No:

Email:

3. Identify the principal contact person authorized to commit the Respondent to a contractual agreement.

 **(Note: If a Respondent is a Joint Venture entity that currently exists and has the financial capability of completing this project solely based on the assets of the Joint Venture, the questions 4,5,6,7,8,9, and 10 would pertain only to the joint entity. If the Joint Venture entity is being created for this project, then those questions pertain to the co-respondent members.)**

4. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes [ ]  No [ ]

5. Is Respondent authorized and/or licensed to do business in Texas?

Yes [ ]  No [ ]  If “Yes”, list authorizations/licenses.

6. **Affirmative Action**–Respondent agrees to adhere to the EEO requirements contained in this RFCSP ?

Yes [ ]  No [ ]  If “No”, state reason.

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes [ ]  No [ ]  If “Yes”, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension ***within Section 1.a.iv. of the Evaluation Criteria Form****.*

8. **Bankruptcy Information:**  Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes [ ]  No [ ]  If “Yes”, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

9. Provide any other names under which Respondent has operated within the last 10 years.

10. **Litigation Disclosure**: Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required in the Litigation Disclosure questions may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

a. Have you or any member of your Firm or Team to be assigned to this project ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

 Yes [ ]  No [ ]

b. Have you or any member of your Firm or Team to be assigned to this project been terminated (for cause or otherwise) from any work being performed for the San Antonio Water System or any other Federal, State or Local Government, or Private Entity?

 Yes [ ]  No [ ]

c. Have you or any member of your Firm or Team to be assigned to this project been involved in any claim or litigation with the San Antonio Water System or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

 Yes [ ]  No [ ]

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, ***as applicable within Section 1. iv. of the Evaluation Criteria forms. Any such information may be provided on a separate page and attached to this the Evaluation Criteria form and submitted with your proposal.***

11. Non-disclosure:No information obtained by Respondent from SAWS shall be disclosed by Respondent to any third party. In the event Respondent is subject to the Texas Public Information Act, upon receipt of a request for any information by Respondent, Respondent shall provide notice to SAWS of the request along with a copy of the request, and give SAWS the opportunity to respond to the request prior to its release by Respondent.

 No Lobbying and Compliance with Law. During the selection process for the project named in this RFCSP, Respondent agrees to comply with all applicable laws and regulations, including but not limited to restrictions against direct or indirect lobbying of public officials. Respondent agrees not to make or permit to be made any improper payments, or to perform any unlawful acts.

 This agreement shall be construed to be enforceable to the maximum extent permitted by law.

 Failure to complete this question or comply with it terms may subject Respondent to elimination form the selection process at any time.

 Does the Respondent agree to the above?

Yes [ ]  No [ ]

12**. Security Procedures:** Respondent acknowledges having read the security procedures and understands the requirements. Respondent is prepared to perform at their own expense background security checks on their employees, or the employees of their consultants or sub-consultants if requested by SAWS.

Yes [ ]  No [ ]

13. **Addendums:** Each Respondent is required to acknowledge receipt of all addendums **for this RFCSP**.

None [ ]  Yes [ ]  If “Yes”, Identify.

14. **Contract Terms and Conditions:**  Respondent acknowledges having read the Contract Documents including the plans and specifications for this project and modifications to the contract terms and conditions within the special and supplemental conditions to this RFCSP.  By responding to this RFCSP, Respondent agrees to these terms and conditions.

No Exceptions [ ]           Exceptions [ ]                If “Exceptions”, they must be submitted with the proposal.  Respondents shall submit exceptions with proposed alternative language to SAWS as an attachment accompanying this questionnaire.

Exceptions will not be accepted after the proposal due date and time.

15. **Statement on President’s Executive Orders:** Has your firm previously performed work subject to the President’s Executive Orders Numbers 11246 and 11375 or any preceding similar executive orders (Numbers 10925 and 11114)? Yes No

The information provided above is true and accurate to the best of my knowledge. Furthermore, we understand that failure to complete the Respondent Questionnaire may subject this firm to elimination from the selection process.

 Signature Date

 Printed Name

 Title