



Vision Statement

A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.

Mission Statement

Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brand Statement

Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn & Play.

REQUEST FOR PROPOSAL
FOR CONSTRUCTION SERVICES
PERCENTAGE FEES AND
GENERAL CONDITIONS WITH CONCEPTUAL
GMP

INNER CIRCLE OFFICE 1
&
MEDICAL OFFICE 1
BROOKS CITY BASE

REQUESTED BY:
JLL
14100 San Pedro Ave., Ste. 608
San Antonio, TX 78232
As Agent for
Brooks Development Authority



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Inner Circle Office Building 1: [Download all associated files](#)

Medical Office Building 1: [Download all associated files](#)

Project Team

CLIENT: **Brooks City Base**

CLIENT'S REPRESENTATIVE: JLL Project and Development Services
Lisa R. Clark
14100 San Pedro Ave., Suite 608, San Antonio, TX

78232

210-839-2005 ofc
817-992-0409 cell
Lisa.clark@am.jll.com

ARCHITECT: Alamo Architects

CIVIL ENGINEERS: Pape-Dawson

MEP ENGINEERS: CNG

STRUCTURAL ENGINEER: IES

NOTE

All correspondence, questions, and communication will be with the Clients' Representative only. Any other attempts at communication, other than with the parties outlined above is grounds for bid disqualification. Please present questions in written form only.

CONFIDENTIAL INFORMATION

All the information contained in this Request for Proposal (RFP) is confidential and shall not be discussed with anyone, except for the purpose of responding to this RFP, without expressed consent from the Client or Client's Representative.

Request for Proposal

September 22, 2016

RE: Brooks City Base
Request for Proposal (RFP) – Construction Services
General Office Building 1 and Medical Office Building 1

To Whom It May Concern:

JLL invites your firm to submit a proposal to provide construction services for the above-referenced project **Brooks City Base, General Office Building 1 and Medical Office Building 1**.

Electronic proposals and 1 hard copy are due no later than 10/11/2016 at 4:00 p.m. and shall be based on a lump sum general conditions with percentage fee and a conceptual budget GMP (final GMP proposal developed at a future date). A mandatory pre-bid meeting will be held on September 28th at 1:00 p.m. at 3175 Sidney Brooks, San Antonio, TX 78235.

Bid Schedule	Date
Mandatory Pre-Bid Meeting	09/28/16
RFI's/Bid Questions Due	10/4/16
RFI Response	10/7/16
Proposals Due	10/11/16
Contractor Interviews	10/19/16
Award	11/08/16

The project description, scope of services being sought, and specifics are outlined below:

A. Project Description

The new facilities will be comprised of 2 building sites with approximately 110,000 rentable square feet and used for General Office and Medical Office business purposes. Key elements to the development include:

<p>General Office:</p> <ol style="list-style-type: none"> 4.75 acre site 70,000+/- sf 2 story building Shell/core tilt wall construction Floor to floor height: 15' Lobby with common stair Elevators Open tenant space Mechanical/electrical Parking Site Amenities 	<p>Medical Office:</p> <ol style="list-style-type: none"> 5 acre site 40,000+/- sf 2 story building Shell/core tilt-wall construction Floor to floor height: 15' Lobby Elevators Open tenant space Mechanical/electrical Parking Site Amenities
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The project is anticipated to track against the following milestone schedule:

	Start Date	End Date
Construction Documents	09/2016	12/2016
Construction	11/2016	10/2017

B. Intentionally Deleted

C. Scope of Services

1. Preconstruction

- a. Review and analyze project documents to determine material availability, long lead items, potential areas of trade conflict, construction budgeting and value engineering opportunities.
- b. During this time, the Project Team will establish all of the management procedures that will be used throughout the duration of the project. These include, but are not limited to, reporting mechanisms, contracts, invoicing and disbursements.
- c. Throughout the pre-construction process, you must attend weekly construction progress meetings with the project team to ensure that all pertinent issues are being addressed in a timely manner.
- d. Review design elements/materials and make recommendations with respect to cost-effectiveness and consistency with traditional practices.
- e. Review overall design and make recommendations as it relates to construction feasibility.
- f. Provide value engineering services and recommendations of design alternatives.

2. Construction

- a. Upon commencement of construction, the Construction Manager shall assume the responsibility for managing, supervising, and coordinating all aspects of the construction project, within its scope, as well as portions of the project that require intersection, coordination with the Client's Vendors.
- b. Throughout the project, the Construction Manager must maintain a team comprised of a project executive, project manager, dedicated, onsite superintendent, foreman, estimator, and accounting support staff. Client reserves the right to approve all members of the project team and to request the replacement of a member of the team at their sole discretion.

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- c. Propose site and mobilization logistics with the cooperation and approval of the client and building Client.
- d. Schedule critical path activities for the Project, including identification of any long lead items for expedited or pre-purchase consideration.
- e. Administrative responsibilities include:
 - i. Attending weekly progress meetings with the team to ensure that appropriate matters of construction are being considered.
 - ii. A method of submittal distribution and tracking will be established and reviewed periodically to maintain the construction schedule.
 - iii. Preparation and distribution of change orders for Client approval
 - iv. Monthly requisitions accurately reflecting work in place are required.
- f. Field responsibilities include managing a safety program and maintaining safety procedures according to all statutes, laws and codes. Daily logs must be maintained documenting weather, manpower on site, work in progress, accidents, and field issues. Team members must inspect all facets of work put in place to ensure that installation is proceeding in accordance with specifications and local laws on a daily basis.
- g. Insurance must be maintained for all subcontractors, suppliers, and vendors (including materials stored offsite) throughout the entire duration of the construction project. Certificates of Insurance must reflect any “additional insured”, verbiage required by the Client (See Exhibit C)
- h. All closeout documents must be submitted in electronic form (bound form if requested) and delivered to Client no more than two months after the occupancy date. Retainage for the project will be held until all of the required documentation is accepted by the Client. The close-out package must include the following:
 - i. As-built drawings for all MEP and structural trades consisting of reproducibles and CADD files,
 - ii. Operation and Maintenance Manuals for all components installed in or around the project scope,
 - iii. All Submittals,
 - iv. Subcontractor/Supplier Contact Information,
 - v. Warranties and Guarantees for all components of the project,
 - vi. Commissioning,
 - vii. Training,
 - viii. Sign Offs from all applicable agencies having jurisdiction over the project, and
 - ix. Final Waiver of Lien from all subcontractors and suppliers.

3. Contract Documents

Basis of contract will be the following documents (amend as needed)

- a. Modified AIA Contract and Exhibits (See Exhibit A)
- b. JLL Request for Proposal terms and exhibits
- c. Addendum to JLL RFP (if issued)
- d. Inner Circle Office Design Development Documents by Architect, dated 09/14/2016 and MOB Design Development Documents by Architect, dated 09/21/2016
- e. Geotechnical Report by Raba-Kistner dated 09/09/2016
- f. Schedule

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4. Contractor's Applications for Payment shall be accompanied by the following, all in form and substance satisfactory to the Client and in Compliance with applicable State of Texas statutes:
 - a. A duly executed and acknowledged Contractor's Sworn Statement showing all contractors with whom contractor has entered into subcontracts, the amount of such subcontract, the amount requested for any subcontractor in the Application for Payment and the amount to be paid to the Contractor for such progress payment, together with similar sworn statements from all subcontractors and, where appropriate, from sub-subcontractors.
 - b. Duly executed conditional Waivers of Mechanics' liens from contractor and all such subcontractors, establishing payment or satisfaction of the payment requested by contractor at the time of Application for Payment
 - c. Waivers shall be submitted at the time of payment application.
5. Contractor will obtain and pay for all permits, licenses, etc. necessary to complete their work. All contractors (including any subcontractors) will be required to be licensed and bonded as required by any applicable jurisdiction. GC shall include any and all sales & use taxes.

D. Response Protocol

RFP responses must be submitted in an organized manner, each copy should address distinct sections as listed in the RFP Table of Contents. All RFP responses should have consecutively numbered pages.

All questions or comments concerning this RFP **must be made via email** to Lisa R. Clark, Senior Project Manager. JLL is requesting one electronic response, which may be emailed directly to: lisa.clark@am.jll.com.

E. Proposal Format

In an effort to keep the proposals at a concise level to facilitate review, we have determined an overall document size guideline. Please maintain a ten-page limit on the body of the proposal. Any additional information necessary in your submission should be presented as attachments. The proposal shall be organized according to the outline give below:

1. *Title Page*
The title page should clearly state your company name, contact name, address, telephone, and fax number.
2. *Company Background and Project Approach*
Provide a brief history of your firm and identify projects of similar size and scope that your firm has completed. State the qualities and attributes your firm brings to this project that may distinguish it from others. State the number of years your firm has been in business and any previous experience with the client.
3. *Organization and Staffing*
Within this section, you should provide an organizational chart for the local offices of

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- your company and for this specific project. Include resumes of all key project team members. Please make us aware of any other projects the team members will be involved with concurrent with this project.
4. *Client References*
Included in your proposal should be at least five Client references that we may contact regarding your work. If possible, please provide specific examples of any (enter specialized specific components) your firm has completed in the recent past. Project references should be of a similar size and scope of the project described.
 5. *Insurance and bonding*
Provide your firms' insurance carrier and agent information. Include contact names and phone numbers. Please outline the insurance limits that your firm carries. Please refer to the attached sample contract for specific insurance requirements.
 6. *OSHA Safety Log*
Provide records showing the last 5 years status of OSHA 300 Safety Logs.
 7. *Prior/Pending Litigation*
Provide record of last 10 years prior/pending litigation.
 8. *Fee Proposal (see below)*
 9. *Schedule*
 10. *Exceptions*
Provide any exception your firm has to the terms of this RFP and the proposed contract form. Failure to provide exceptions during the RFP response phase will result waive of any exception at the award.
 11. *SBEDA Good Faith Effort Plan (GFEP)*
Provide a Good Faith Effort Plan that includes specific documentation that demonstrates a commitment by the proposer, to utilize minority and women business enterprises in a percentage which equals or exceeds the goals for this project. **Any proposal that does not include a completed GFEP shall be declared non-responsive.**

F. Fee for Basic Services

1. Respondents to provide fees based on attached bid form (See Exhibit D). Supply form in electronic MS Excel format with proposal. See Exhibit B for breakdown of fee categories.
2. Provide a schedule of hourly rates with the proposal. It must contain the project team members included in this project, complete with their associated actual hourly rates.
3. Provide weekly rate for extension of General Conditions.
4. Provide competitive bidding (for agreed scopes) and complete transparency related to pricing when the Fee Proposal is being developed (future).

G. Evaluation Criteria

The proposal review process will be private. The basis for selection will include, but not limited to:

1. The understanding the firm has of the purpose and scope of the project and of the work to be accomplished.
2. The firm's general approach and methodology for meeting the requirements of the Project.
3. Ability of the firm to successfully accomplish the project based on factors such as staff resources, technical expertise, project management, organizational commitment, and understanding of the project schedule.
4. Fees for basic services.
5. Proposed team members.
6. SWMBE Participation.

H. Participating Contractors/Vendors/Suppliers

Others invited to participate in this RFP response include:

1. Belden (low voltage cabling) Eric Philips; 704-954-4029; eric.phillips@belden.com
2. USG/L&W (acoustical/sheetrock) Rob Kelley; 704-763-8288; rkelley@lwsupply.com
3. Trane US, Inc. (mechanical equipment); Eric Webster; 505-239-3539; edwebster@trane.com

EXHIBIT A - Contract Language

The Client's desired form of contract is a modified AIA A133-2009 Cost of Work plus Fee with a GMP, the General Conditions will be defined by the AIA A201-2007. Please raise any objection to the terms within this form of contract as part of your RFP response.

EXHIBIT B – Breakdown of General Conditions

	REQUIRED OF GC			
	Pre-Constructi on Services Fee	Constructio n Services Fee	General Condition s	Direct Cost of Work
PHASE: PRE-CONSTRUCTION				
REVIEW DESIGN CONCEPTS	X			
DEVELOP BID PACKAGES/SUB-CONTRACTING STRATEGY	X			
BUILDING SYSTEMS RECOMMENDATIONS	X			
CONSTRUCTION FEASIBILITY RECOMMENDATIONS	X			
PROJECT MASTER SCHEDULING	X			
INFORMAL AND FORMAL VALUE ENGINEERING	X			
ENERGY USE ANALYSIS AND RECOMMENDATIONS	X			
PRELIMINARY TOTAL COST FEASIBILITY REVIEW	X			
PHASE: PROJECT BUDGETING AND COST CONTROL				
CONSTRUCTION COST BUDGET	X			
DESIGN DEVELOPMENT PHASE ESTIMATES	X			
CASH FLOW PROJECTIONS	X			
CHANGE ORDER ESTIMATES, PROCEDURES			X	
SET-UP COST ACCOUNTING			X	
SET-UP REPORTING METHODS			X	
SET-UP PAYMENT PROCEDURES			X	
CONTINUAL PROJECT COST MONITORING			X	
PHASE: SUB-CONTRACTING SELECTION AND PURCHASING				
RECEIVE BIDS	X			
ANALYZE BIDS	X			
RECOMMEND AWARD	X			
VERIFY UNIT COSTS	X			

	REQUIRED OF GC			
	Pre-Constructi on Services Fee	Constructio n Services Fee	General Condition s	Direct Cost of Work
PREPARE CONTRACTS	X			
ORIGINATE RFIs			X	
VERIFY CORRECTNESS OF QUANTITIES AND PRICES OF CHANGE ORDER REQUESTS			X	
PHASE: CONTRACT DOCUMENTS COORDINATION				
CONSTRUCTIBILITY REVIEW AND RECOMMENDATIONS	X			
SUBCONTRACTOR WORK SCOPING	X			
RESPONSIBILITY FOR: SAFETY PRECAUTIONS			X	
SAFETY PROGRAMS			X	
TEMPORARY FACILITIES			X	
COMMON USE EQUIPMENT			X	
COMMON USE SERVICES			X	
REVIEW FOR: JURISDICTIONAL OVERLAP	X			
INCLUSION OF ALL WORK	X			
PHASE CONSTRUCTION COORDINATION	X			
IDENTIFY LONG LEAD ITEMS	X			
OBTAIN AGENCY APPROVALS	X			
PHASE: CONSTRUCTION PHASE STAFF				
PROJECT MANAGER			X	
PROJECT SUPERINTENDENT			X	
FIELD/PROJECT ENGINEER			X	
SCHEDULER			X	
SAFETY ENGINEER			X	
PHASE: TEMPORARY FACILITIES				
SAFETY EQUIPMENT AND FIRST AID SUPPLIES			X	
HANDRAILS AND TOE BOARDS			X	
OPENING PROTECTION			X	
FIRE EXTINGUISHERS			X	

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	REQUIRED OF GC			
	Pre-Constructi on Services Fee	Constructio n Services Fee	General Condition s	Direct Cost of Work
OFFICE OR TRAILER RENTAL			X	
PROJECT SIGNS			X	
CONSTRUCTION FENCING				X
BARRICADES				X
TEMPORARY OFFICE			X	
TEMPORARY TOILETS			X	
PHASE: ON-SITE UTILITIES AND SERVICES				
TEMPORARY POWER SERVICE			X	
POWER SERVICE			X	
TEMPORARY WIRING				X
LIGHT BULBS				X
DAILY CLEAN-UP			X	
WEEKLY TRASH-REMOVAL			X	
FINAL CLEAN-UP			X	
DUMP PERMITS AND FEES				X
DEBRIS HAULING/REMOVAL				X
DUST CONTROLS				X
PHASE: ON-SITE EQUIPMENT				
AUTOMOBILE AND FUEL			X	
FLATBED TRUCK AND FUEL			X	
AIR COMPRESSOR AND FUEL				X
DEBRIS REMOVAL/HAULING EQUIPMENT				X
TIRES AND MAINTENANCE COST			X	
FORKLIFT OPERATOR				X
MATERIAL HOIST OPERATOR			X	
PHASE: REPRODUCTION/PRINTING AND DATA PROCESSING				
POSTAGE AND EXPRESS COSTS			X	
AS-BUILT DOCUMENTS			X	
ACCOUNTING FORMS		X		
SUBCONTRACT AGREEMENT FORMS	X			
SCHEDULE REPORT FORMS			X	

	REQUIRED OF GC			
	Pre-Constructi on Services Fee	Constructio n Services Fee	General Condition s	Direct Cost of Work
ESTIMATING FORMS	X			
COST REPORTING FORMS	X			
REFERENCE MATERIALS			X	
SHOP DRAWING PRINTING				X
DATA PROCESSING		X		
MAINTENANCE AND OPERATIONS MANUALS				X
PHASE: QUALITY CONTROL				
WARRANTY INSPECTIONS		X		
AIR AND WATER BALANCING				X
END USER ON-SITE TRAINING				X
PREPARE OPERATION/MAINTENANCE MANUALS				X
PHASE: PERMITS AND SPECIAL FEES				
STORAGE YARD RENTAL	N/A			
SIGN PERMITS	N/A			
BUILDING PERMITS				X
PLAN CHECK FEES				X
GAS AND POWER SERVICE CHARGE (TEMPORARY)			X	
CONTRACTORS LICENSES		X		
CONSTRUCTION EQUIPMENT LICENSES		X		
CONSTRUCTION EQUIPMENT PERMITS				X
PHASE: INSURANCE AND BONDS				
BUILDERS RISK INSURANCE			X	
GENERAL LIABILITY, INCLUDING AUTOMOBILE			X	
PRODUCT LIABILITY			X	
EXCESS LIABILITY COVERAGE			X	
WORKERS COMPENSATION			X	
FICA INSURANCE			X	
UNEMPLOYMENT			X	

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	REQUIRED OF GC			
	Pre-Constructi on Services Fee	Constructio n Services Fee	General Condition s	Direct Cost of Work
PAYMENT BOND			X	
PERFORMANCE BOND			X	
STATE/LOCAL BONDS				X
SUBCONTRACTOR BONDS				X
PHASE: OTHER COSTS				
CONSTRUCTION EQUIPMENT				X
CONSTRUCTION SERVICES LABOR				X
CONSTRUCTION MATERIALS				X
COST OF ENGINEERING DESIGN	N/A			
COSTS OF EMERGENCY WORK	N/A			
GENERAL OVERHEAD COST		X		
PROFIT MARGIN		X		
STATE REQUIRED INSPECTION		X		
PHASE: OFF-SITE SERVICES				
PROJECT EXECUTIVE	X	X		
LEGAL - BASIC SERVICES	X	X		
ACCOUNTING		X		
PURCHASING	X			
SAFETY OFFICER		X		
ADMINISTRATORS	X	X		
BENEFITS AND VACATIONS	X	X		

EXHIBIT C – Insurance Requirements

EXHIBIT D – Bid Form

Included with this RFP is an MS Excel document that captures the fee categories. Please populate this form and return it in MS Excel form as part of your RFP response.

Calculate fees and general conditions based on the following assumptions:

1. Pre-construction duration: 6 weeks
2. Construction duration: ___ weeks
3. Hard cost construction conceptual budget

EXHIBIT E – Clarifications

Respondents will also take into consideration the following clarifications:

1. It is anticipated that the Project shall be completed in 1 phase. Office Building and Medical Office Building will be constructed simultaneously.
2. Construction will take place 5 days per week (M-F). Include any overtime or weekend work to ensure the required milestone dates are met.
3. Construction water and electricity utility costs will be provided by the GC. GC shall include costs to install any temporary facilities.
4. Should the contractor fail to adhere to the schedule, the contractor shall furnish such labor and/or services, or work sufficient overtime as may be necessary to make progress conform to schedule. Any premium time costs shall not be reimbursable unless previously approved in writing by Client and/or JLL.
- ~~5. All required low voltage wiring for voice / data systems wiring will be installed by the Client under a separate contract(s) with a low voltage or technology wiring vendor. It will be the responsibility of the Contractor to coordinate with the Client's separate contractor(s) for this scope.~~
- ~~6. The building will be fitted out with new and relocated furniture and accessories. The layout and selection of this furniture will occur under the scope of the furniture dealer. All required rough-in infrastructure for the Client installed furniture will be the responsibility of the Contractor including final connection of Client furniture & equipment. Furniture whips will be provided by the Client.~~
7. All required audio/video systems will be installed by the Client under a separate contract with an A/V vendor. It will be the responsibility of the Contractor to coordinate with the Client's separate contractor for this scope. All raceways, power, and in-wall blocking shall be provided by the GC.
8. All required security/ access control systems will be installed by the GC. All electrified hardware shall be the furnished and installed by the security contractor. It will be the responsibility of the Contractor to coordinate with the security contractor for this scope, including review and coordination of the doors & hardware.

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9. Note any exceptions your firm takes to this Request for Proposal.
10. Client and JLL may elect to meet with contractors after the receipt of the proposals. The selection of these contractors would be based on clarity of the proposal, level of service, responsiveness, project team, references and costs. The final selection will be made after thorough review of the proposals and as needed, interviews.
11. It is the policy of the Client to encourage involvement of qualified Small, Minority, Women-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the clients Board of Directors and the City of San Antonio. Participation goals are as follows:

SBE 50.0%

MBE 31.0%

WBE 10.0 %

AABE 2.2 %
12. **Prevailing Wage Rates:** Comply with the BDA's Procurement Policy concerning Wage and Hour Labor Standard Provision. Prevailing wage rate and general labor conditions: The Provisions of Chapter 2258, Texas Government Code, are expressly made a part of this contract. Comply with the overtime regulations and pay workers the prevailing wage rate as listed in the wage decision. Wage rates can be located by visiting the following website <http://www.wdol.gov/dba.aspx> .

EXHIBIT F – Additional Requirements

1.	Proposal Confidentiality	<p>This RFP contains CLIENT proprietary and confidential information that is provided to Respondent for Respondent's exclusive use in evaluating and preparing a written proposal. This document should not be duplicated except as necessary to prepare Respondent's response. This document should not be disclosed or distributed to any third party without the express written consent of CLIENT.</p>
2.	Terms and conditions of the RFP	<p>All proposals and any other material submitted in response to this RFP will become the property of CLIENT.</p> <p>Acceptance of a proposal does not commit CLIENT to award a contract to any Respondent, regardless of whether or not the proposal meets all the requirements stated in this RFP, nor does it limit CLIENT's right to negotiate in its best interests. CLIENT reserves the right to reject any or all proposals and price quotations received for any reason whatsoever. Neither the receipt of any proposal, nor failure to reject any proposal shall impose any legal obligation on CLIENT.</p> <p>CLIENT reserves the right to select and negotiate with those companies it deems qualified for competitive bidding and to terminate negotiations at any time without incurring liability.</p> <p>CLIENT reserves the right to enter into discussions and/or negotiations with one or more qualified Respondents at the same time.</p> <p>CLIENT reserves the right to terminate the entire RFP process at any time without incurring any liability.</p> <p>Respondent is not authorized to assign this RFP to any other entity without CLIENT's prior written approval. Subcontractors, if any, must be clearly identified in the financial proposal.</p> <p>Mandatory requirements, notices, and other critical information shall be designated as such and shall be displayed in this format.</p> <p>Non compliance with timelines, mandatory requirements or other critical elements may cause Respondent disqualification from this RFP.</p> <p>If a Respondent is unwilling or unable to meet any RFP requirement, an explicit statement to that effect must be made in the proposal as an exception.</p>

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3.	Incurred proposal expenses	Respondent shall be responsible for its costs of preparing and responding to this proposal and shall not be compensated for labor or materials costs.
4.	Timing of the Validity of Proposals	This proposal shall be valid for a period of 90 days from the proposal date and may not be withdrawn once submitted.
5.	Silence of Specification	<p>The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the Respondent.</p> <p>This RFP is open to innovative and creative responses. Any ideas that would make attainment of CLIENT's stated objectives simpler, more efficient, and/or cost effective are expected and will be gladly accepted. Respondent is encouraged to respond to this RFP with creative ideas regarding product, process and systems as long as the RFP requirements are met.</p>
6.	Addenda to the RFP	If it becomes necessary to revise any part of this RFP, revisions will be provided in writing to all Respondents who are known to have received a copy of the RFP and will be sent via e-mail. Potential Respondents shall acknowledge, in writing, receipt of all amendments, addenda and changes issued in connection with this RFP by submitting an affirmative statement in the proposal.
7.	Potential Conflicts of Interest	Identify any potential conflicts of interest and submit a plan for eliminating them.
8.	Exceptions and other Information	Identify any exceptions, conditions, liabilities, or limitations Respondent's organization may have to any of the requirements of this RFP. Respondent should also submit any other information that Respondent deems necessary or relevant in assisting CLIENT in the evaluation of Respondent's proposal.
9.	Diversity	<p>Identify whether Company is an MBE (Minority Business Enterprise), WBE (Woman-owned Business Enterprise) or owned by a (DV) Disabled Veteran and provide date of certification.</p> <p>Describe Company diversity policy, if any, that outlines specific goals to increase or maintain specific levels of hiring and business partnerships with an MBE, WBE, or DV. CLIENT</p>

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	<p>may require Respondent to provide certifications by the NMSDC (National Minority Supplier Development Council) and/or its local affiliates or by the WBENC (Women Business Enterprise Network Council), respectively. CLIENT will not discriminate on the basis of race, sex, religion, age, handicap, color, creed, sexual orientation or national origin with regard to obligations, work or services performed under the terms of any contract ensuing from this proposal.</p>
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