



Request for Qualifications

Reference Number: # 17-009

**Project Title: Landscape Architecture/
Design Services for Denton
Highway Beautification –Green
Ribbon Project**

**Closing Date: January 27, 2016
2:00PM (CST)**

**CITY OF WATAUGA
7105 WHITLEY ROAD
WATAUGA, TEXAS 76148**

INTRODUCTION:

The City of Watauga is requesting qualifications from qualified consultants to provide landscape architecture/design services for a landscape beautification plan. The purpose of the landscape beautification plan is to improve corridor aesthetics within the parkway of TX DOT Right-of-Way, located along the western side of Denton Highway. The goal is to prepare an application for TX DOT to be used in conjunction for a TX DOT Green Ribbon grant proposal.

GENERAL CITY INFORMATION:

Since 1958, the City of Watauga has transformed from a small town to a city approaching 25,000 people today.

The City of Watauga is strategically located in the heart of the Dallas-Fort Worth region located near Highway 377, Interstates 35W and 820, and State Highway 114, providing easy access to neighboring communities, and DFW Airport. The city is in a prime location to offer a regionally attractive center of business, culture and housing.

The city is approximately 96% built-out and while there are less large scale development opportunities, there exist almost 50 acres of infill development exist available there are many redevelopment opportunities.

PROJECT BACKGROUND:

The City of Watauga has taken many steps in a direction to improve place-making and beautification city-wide. A strategic goal of the Watauga City Council is to enhance City's the beautification of the TX DOT right-of-way.

PLAN ELEMENTS:

The anticipated beautification plan shall include a detailed set of drawings of the extent of the area, design for irrigation, and specific drought tolerant plantings worthy for a TX DOT Green Ribbon grant application. Understanding the Green Ribbon project does not include hardscaping, the City would like for the plan to include a phase II for a future trail.

PROJECT EXPECTATIONS:

The process will be finalized pending negotiation of the final contract:

- Initial meeting with City staff to review the scope of the project, project schedule, schedule meetings and the timeline for those meetings.
- Final action is the completion of the beautification plan.

ESTIMATED TIMEFRAME:

The following timeframe has been established:

- Request for Qualifications advertisements: Wednesday, January 11, 2017
- Questions deadline: Wednesday, January 18, 2017
Tuesday, January 17, 2017
2:00PM (CST)
- Receipt of Qualifications deadline: Friday, January 27, 2017
2:00PM (CST)
- Review & evaluation process: Week of January 30, 2016
- Interviews as needed: Week of February 6, 2017
- Begin negotiations with selected firm: Week of February 13, 2017
- Review & Award Contract: Week of February 20, 2017
- Finalize project timeline and commence project: Week of February 20, 2017
- Estimated design project completion: Friday, February 24, 2017

PURPOSE, GENERAL INFORMATION, AND NOTIFICATIONS:

The purpose of the landscape beautification plan is to improve corridor aesthetics within the parkway of TX DOT Right-of-Way, located along the western side of Denton Highway. The goal is to prepare an application for TX DOT to be used in conjunction for a TX DOT Green Ribbon grant proposal and construction project.

The intent of this solicitation is to obtain professional services of a qualified firm to work with the City of Watauga to provide landscape architecture/design services for a landscape beautification and maintenance plan.

Requests for site visits and introductory meetings will not be allowed.

The design is expected to commence no later than February 24, 2017, and to be concluded approximately September 1, 2017. The project is estimated to start construction September/October 2018. The Landscape Architect shall remain under contract until the completion of the construction project.

Questions concerning this Request for Qualifications: To ensure that all prospective respondents have accurately and completely understood the requirements, questions will be accepted until 2:00PM (CST), Tuesday, January 17, 2017. Answers to such questions will be issued in the form of an addendum and submitted to all known firms simultaneously. Questions must be in writing to:

City of Watauga
Deby Woodard, Assistant Director of Finance/Purchasing Manager
dwoodard@cowtx.org
7105 Whitley Road
Watauga, Texas 76148

Questions will not be accepted after 2:00PM (CST), Tuesday, January 17, 2017. In order to keep this process as objective as possible, potential firms are not to contact any City staff or official, appointed or elected, other than the Assistant Director of Finance/Purchasing Manager regarding this Request for Qualifications.

In addition, respondents are cautioned not to contact any City official or staff outside the Purchasing Division regarding the selection process. Inappropriate efforts to lobby or influence individuals or organizations involved in the selection process may result in dismissal from further consideration. All communications should be directed to the Purchasing Division contact as indicated.

Addenda and explanations: Explanations desired by a prospective firm shall be requested of the City in writing, via email, fax, and/or regular mail. If explanations are necessary, a reply shall be made in the form of addenda via email, fax, or regular mail. A copy of this addendum will be forwarded to all known firms. Each request for such explanation shall be in writing addressed to the designated contact person. Any verbal statements regarding same by any person, previous to the award, shall be non-authoritative and non-binding.

Addenda issued to prospective firms shall become a part of the contract documents, and all qualifications shall include the work described in the addenda. All issued addenda shall be signed and included with the firm's response package as acknowledgment of the addendum.

All responders are responsible for obtaining all published addenda from the City of Watauga Purchasing Division or by downloading these documents from the City of Watauga website. The City assumes no responsibility for the responder's failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addendum may be cause for the Statement of Qualifications to be rejected. The City's decision to accept or reject any particular Statement of Qualifications due to a failure to acknowledge and submit addenda shall be final.

Any and all such interpretations and supplemental instructions will be in the form of written addenda which, if issued, shall be sent to all known prospective firms and posted to the City website.

SUBMISSION REQUIREMENTS:

The City has limited funding allocated for the completion of the project. Firms are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the outlined needs.

Absolutely no faxed or emailed qualifications will be accepted. The City of Watauga shall not consider any request for extension of the deadline for qualifications.

Any firm wishing to be considered for providing the services described in this Request shall submit one (1) original and six (6) copies of each Statement of Qualifications, totaling seven (7) submissions in a sealed envelope or box. An additional complete copy in electronic format to be read with Adobe PDF software may be submitted on a single CDROM or memory stick.

All submissions shall be sealed and clearly labeled on the front of the package with:

**Request for Qualifications: Landscape Architecture/Design Services for
Denton Highway Beautification – Green Ribbon Project
Due: Friday, January 27, 2017
2:00PM (CST)**

Mail or deliver responses to the following address:

**City of Watauga
Purchasing Office
7105 Whitley Road
Watauga, Texas 76148**

Qualifications will be received until 2:00PM (CST), Friday, January 27, 2017, by the City of Watauga Purchasing Office at which time they will be publicly acknowledged.

Statements of Qualifications should include, but not be limited to, information on the following evaluation criteria and must be arranged according to the following outline:

1. **Title Sheet:** The title sheet must provide the name(s) of the team submitting with the name of the primary contact project manager clearly identified.
2. **Cover Letter:** The cover letter must indicate the composition of the entire team including the Principal in Charge, Project Manager, and support team.
3. **Table of Contents.**
4. **Background information for each firm included on the team.** Summarize for each firm its background and focus. List and describe the principals of each firm, their length of association and general background. Provide a list of current active projects, including the name, type of project, location, firm's role in the project and status of the project.
5. **Relevant experience of firms comprising the team:** for each firm list three (3) to five (5) examples of planning/design projects comparable in scale, program, process, component parts and function to this project.
6. **Planned, as well as completed projects are eligible.** Include drawings, photographs or published materials to illustrate the nature and scope of each example project. For all projects listed as relevant experience, include the following:
 - Location;
 - Client;
 - Date of project involvement;
 - Project description including illustrative materials and a written description of why this example is relevant to this design standard project;
 - Probable cost and scope of the project;

- Specific services performed by the firm. If the firm submitting this response was not the principal firm in charge of the example project, indicate the principal firm.
7. **Team composition:** For each firm included in the team provide names, titles and qualifications of individuals who will be assigned to the project. This section of the response should include descriptions of the respective roles that will be played by team members. Discuss the experiences of team members on the example projects referred above. A resume (no more than one-page in length) should be included for key team members in an addendum to the response.
 8. **Professional references:** list a minimum of four (4) professional references for each firm. List references for the example projects. For each reference, list the contact's name, address, phone number and relationship to the firm.
 9. **Statement of philosophy and project understanding:** provide a concise statement (one page) outlining the philosophy of the team in approaching projects of this nature and the team's grasp of issues and goals to address in the study.

Please note that all information, including financial information, submitted as part of this Statement of Qualifications become the property of the City of Watauga and may be subject to the provisions of the Texas Open Records Act, Chapter 552, of the Texas Public Information Act. All documentation shall be open for public inspection, except for trade secrets and confidential information so identified by firm as such. The City of Watauga will follow all requirements and procedures in the Public Information Act when responding to requests for disclosure of documents.

All material submitted to the City of Watauga becomes public property and is subject to the Texas Open Record Act upon receipt. If a firm does not desire proprietary information in the Qualifications to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure.

CRITERIA FOR CONSIDERATION OF QUALIFICATIONS:

The sole objective of the committee will be to select a firm that is most responsive to the needs of the City. The selection will be based on the total of all evaluators' scores achieved on the rating. The highest ranked firm may be invited to enter into final negotiation with the City.

The City of Watauga will review all submittals to determine compliance with the requirements as specified in the Request for Qualifications. Only submittals which, in the opinion of the committee, meet the requirements of the RFQ will be further evaluated.

The City reserves the right to modify the activities, time lines, or any other aspect of the process at any time as deemed necessary by the City.

The criteria used to evaluate the Statement of Qualifications will include, but not necessarily limited to, the following (items listed below are not listed in order of importance):

1. Design experience for a master landscaping plan in conjunction with TX DOT Green Ribbon projects for other communities – **Points Available: 30**
2. Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project – **Points Available: 15**
3. Ability to complete the plan within the given timeframe – **Points Available: 10**
4. Ability to maintain timely communication on plan development – **Points Available: 10**
5. Ability to involve partners and stakeholders in the process – **Points Available: 10**
6. The ability of the firm to perform the proposed work – **Points Available: 15**
7. References – **Points Available: 10**

EVALUATION AND SELECTION PROCESS:

An evaluation committee will review the Qualifications submitted by each firm in accordance with the evaluation criteria described within this Request. The committee reserves the right, where it may serve in the best interest, to request additional information or clarification from respondents. At the discretion of the committee, all firms reasonably susceptible of being selected based on the criteria set forth in this Request, may be requested to make oral presentations.

Firms will be ranked in order of preference and contract negotiations will begin with the top ranked firm. Should negotiations with the highest ranked firm fail to yield a contract, or if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm, and so on according to the provisions of Chapter 2254 of the Texas Government Code.

It is understood that the City of Watauga reserves the right to accept or reject any and/or all responses to this Request as it shall deem to be in the best interest of the City of Watauga.

PROCEDURE FOR EVALUATION AND SELECTION:

The procedure for evaluation and selection is as follows:

- Request for Qualifications issued
- Receipt of Qualifications

- Review and evaluation of all Qualifications in accordance with the requirements of the Request. If further information is desired by the committee, firm(s) may be requested to make additional written submissions or oral presentations before the committee makes a recommendation
- Negotiations begin with the selected firm
- Presentation to Council for approval of selected firm and contract

GENERAL INFORMATION, TERMS AND CONDITIONS:

- Respondents are advised to review this Request carefully, and to follow instructions completely, as failure to make a complete submission as described herein may result in rejection of the submission.
- Disclosure of interest: Pursuant to Chapter 176 of the Texas Local Government Code, a person, or agent of a person, who contracts or seeks to contract for the sale or purchase of property, goods, or services with the City of Watauga must file a completed conflict of interest questionnaire which is included in this solicitation or available at www.ethics.state.tx.us. The conflict of interest questionnaire must be filed with the City of Watauga no later than the seventh business day after the person or agent begins contract discussions or negotiations with the City or submits to the City an application, response to a request for proposal or bid, correspondence, or writing related to a potential agreement. An updated conflict of interest questionnaire must be filed in accordance with Chapter 176 of the Local Government Code. An offense under Chapter 176 is a Class C misdemeanor.

By doing business or seeking to do business with the City of Watauga, you acknowledge that you have been notified of the requirements of Chapter 176 of the Texas Local Government Code and that you are solely responsible for complying with these requirements.

- Certificate of interested parties: in 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code and applies to all contracts entered into on or after January 1, 2016. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract to the governmental entity. The law applies to all contracts/purchases of a governmental entity that require action or vote by the governing body of the entity.

With regards to the City of Watauga, a vendor that is awarded a contract or purchase that is greater than \$50,000 is required to electronically create a Form 1295 through the Texas Ethics Commission website (<https://www.ethics.state.tx.us>) and submit a signed and notarized copy of the form to the City. A contract, including City-issued purchase order, will not be enforceable or legally binding until the City receives and acknowledges receipt of the properly completed Form 1295 from the vendor.

- The City may request representation and other information sufficient to determine firm's ability to meet the minimum standards as indicated herein.
- Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described herein may result in rejection of the submission.
- Requests for site visits and introductory meetings will not be allowed.
- All costs associated with developing or submitting a qualifications statement in response to this request, or to provide oral or written clarification of its content shall be the sole responsibility of the respondent. The City of Watauga assumes no responsibility of these costs. This RFQ does not commit the City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- This RFQ does not commit the City of Watauga to enter into a contract. The City reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The City of Watauga reserves the right to waive any formalities and irregularities in the submissions or qualifications received. The City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- The Contract, if awarded, will be awarded to the respondent whose submittal is deemed most advantageous to the City of Watauga, as determined by the selection committee, upon approval of the Watauga City Council.
- Termination of Contract: This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered. Either party may also terminate the contract with thirty (30) days written notice prior to any cancellation.
- Termination for Default: The City reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the successful firm fails to:
 - Meet schedules.
 - Make payment of any fees.
 - Perform in accordance with the contract.
- In the event the successful firm shall fail to perform, keep or observe any of the terms and conditions, the City shall give the successful firm written notice of such default. If said default is not remedied to the satisfaction and approval of the City within ten (10) working days of receipt of such notice by the successful firm, default shall be declared and all the successful firm's rights shall terminate. The firm, in submitting this RFQ, agrees that the City shall not be liable to prosecution for damages in the event that the City declares the firm in default.

- **Termination for Insolvency:** The City may terminate this contract/agreement forthwith if any of the following occur:
 - Insolvency of development firm. Firm shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not is insolvent within the meaning of such laws.
 - The filing of a voluntary or involuntary petition regarding firm under the Federal Bankruptcy Code.
 - The appointment of a Receiver or Trustee for firm.
 - The execution by firm of a general assignment for the benefit of creditors.
 - Any change in the project manager or team member, unless approved by City Representative in writing.

- **Termination for Convenience:** this contract may be cancelled or terminated at any time by giving firm thirty (30) days written notice. Firm may be entitled to payment for services actually performed; to the extent said services are satisfactory.

- **Termination without Cause:** The City shall have the right to terminate the contract, in whole or in part, without cause any time upon thirty (30) days prior written notice. Upon receipt of a notice of termination, the firm shall promptly cease placing orders and all further work pursuant to the contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the firm, to the extent funds are appropriated or otherwise legally available for such purposes, for all goods delivered and services performed, and obligations incurred prior to the date of termination in accordance with the terms hereof.

- **Ownership of Documents:** Original documents, including plans, designs and notes developed in connection with services or commodity provided hereunder belong to, and shall remain the property of the City. The Contractor may receive reproducible copies of such documents upon request. Some of these documents, if patented, trade secrets or proprietary in any way, and are so noted in the RFQ, may not be subject to the Texas Open Records Act, Chapter 252, Subchapter C, Section 252.049 (Vernon's Texas Codes Annotated).

- The City of Watauga reserves the right to contact any respondent for clarification, interviews or to negotiate if such is deemed desirable by the City.

- All respondents are prohibited from making any contact with any City personnel, City Council, or City Manager with regard to the RFQ, other than in the manner and to the person designated herein. The City of Watauga reserves the right to disqualify any respondent found to have contacted anyone other than the designee.

- Responders should be aware that the RFQ and the contents of the successful RFQ will become part of any subsequent contractual document that may arise from this

Request. In cases of discrepancy between the RFQ and the responder's submittals, the RFQ will rule.

- Submittals cannot be altered or amended after the closing date. Submittals will be publicly acknowledged in the City Hall Council Chambers located at 7105 Whitley Road, Watauga, Texas 76148 at the time and date specified. All interested parties may be present. There will be no disclosure of contents to competing firms, and all Statements of Qualifications will be kept confidential during the evaluation and negotiation process.
- By submitting, firm certifies that they have fully read and understands this Request for Qualifications and has full knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein. Failure to do so will be at the firm's own risk.
- Any submittal which does not contain all of the information requested herein will be considered incomplete and may be rejected.
- The City reserves the right to retain all submittals and to use any idea in a submittal regardless of whether the firm is selected. Submission indicates acceptance by the firm of the terms and conditions contained in the Request for Qualifications unless clearly and specifically noted in the submission and confirmed in the contract between the City and the selected firm.
- The City reserves the right to waive any informalities and technicalities and to accept the offer considered most advantageous in order to obtain the best value for the City. Causes for rejection of a submittal may include but shall not be limited to:
 - The firm's current violation of any City Ordinance
 - The firm's current inability to satisfactorily perform the work or service
 - The firm's previous failure to properly and timely perform its obligations under a contract with the City
- Firm may be disqualified and rejection of submittals may be recommended for any (but not limited to) of the following causes:
 - Failure to use the forms furnished by the City (if any)
 - Lack of signature by an authorized representative
 - Failure to properly complete the submittal requirements
 - Evidence of collusion among firms
 - Any alterations of the language contained within the RFQ.
- The City of Watauga reserves the right to waive any minor informality or irregularity.
- The City may conduct reference checks as needed to evaluate submittals. The City may contact those listed, and inclusion of this listing in your submittal is an agreement that the City may contact the named reference. The City reserves the

right to contact other companies or individuals that can provide information to the City that will assist in the evaluation of the capability of the firm.

- The City of Watauga operates and is funded on a fiscal year basis; accordingly, the City reserves the right to terminate, without liability, any contract for which funding is not available.
- The City of Watauga is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in any contract that may be awarded from this Request for Qualifications.
- The City reserves the right to negotiate all elements that comprise the successful firm's response to ensure that the best possible consideration can be afforded to all concerned.
- The firm may not assign its rights or duties under an award without the prior written consent of the City. Such consent shall not relieve the assignor of liability in the event of default by its assignee.
- Firm will not be allowed to take advantage of any errors or omissions in this Request for Qualifications. Firms shall promptly notify the City of any omission, ambiguity, inconsistency or error that they may discover upon examination of the documents. The City assumes no responsibility for any errors or misrepresentations that result from incomplete Qualifications. No plea of ignorance of conditions that exist, or difficulties or conditions concerning the work to be performed, or execution of the work shall be accepted as an excuse for any failure or omission on the part of specifications documents governing the work. The firm awarded the contract shall not be allowed any extra compensation by reason of any matter or aspect prior to the Qualification.
- Any ambiguity in the Request as a result of omission, error, lack of clarity or noncompliance by the firm with specifications, instructions and all conditions shall be construed in the favor of the City.
- Once the submittal deadline has passed, any Qualification shall constitute an irrevocable Statement to provide the commodities and/or services set forth in this Request. Such Qualification shall be irrevocable until the earlier of the expiration of ninety (90) days from the submission deadline, or until a contract has been awarded by the City.
- When the City has reason to question the firm's intent to perform, the City may demand that written assurances of intent to perform be provided. In the event such a demand is made, and no assurance is given within ten (10) calendar days, the City may treat this failure as an anticipatory repudiation of the contract.

- No oral statement of any person shall modify or otherwise change, or effect the terms, conditions, or specifications stated in the resulting contract. All change orders to the contract will be made by the City of Watauga in writing. Purchasing shall be informed of any change orders.
- The contract will be governed and construed according to the laws of the State of Texas. The contract is performable in Tarrant County, Texas. Venue shall lie exclusively in Tarrant County, Texas. All services shall be provided in accordance with applicable requirements and ordinances.
- Firms shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the City. The City may, by written notice to the successful firm, cancel this contract without liability to the firm if it is determined by the City that gratuities or bribes of entertainment, gifts, or otherwise, were offered or given by the firm, its agents, or its representatives to any City officer, employee, or elected representative with respect to the performance of this contract. In addition, the successful firm shall be subject to penalties as stated in Title 8 of the Texas Penal Code.
- Firm agrees to defend, indemnify and hold harmless the City, all of its officers, council members, agents, and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, including reasonable attorney fees, court costs and related expenses, arising out of, connected with, or resulting from any acts or omissions of firm or any agent, employee, subcontractor, or supplier of firm in the execution or performance of this contract without regard to whether such persons are under the direction of City agents or employees.
- The City of Watauga requires awarded firm to carry the minimum insurance as required by state law. Certificates of Insurance must be provided to the City.

WITHDRAWAL/MODIFICATION OF QUALIFICATIONS:

- A firm may withdraw a Qualification at any time prior to the final submission deadline upon presentation of acceptable identification. The firm may thereafter submit a new or modified Qualification prior to the final submission deadline.
- Any submitted Qualification may be withdrawn or revised Qualification substituted if a written notice is submitted to Purchasing prior to the submittal deadline.
- Any interlineations, alterations, erasure or other amendment made before the submittal deadline, must be signed or initialed by the firm or authorized agent, guaranteeing authenticity. Qualifications cannot be altered, amended or withdrawn by firm after the submission deadline. Modifications offered in any other manner, oral or written, will not be considered. A final Qualification cannot be changed or withdrawn after the designated time for receipt, except for

modifications/clarifications requested by the City of Watauga after the date of receipt and following any oral presentations.

AWARD OF CONTRACT:

It is understood that the City reserves the right to accept or reject any and all Qualifications and to re-solicit for Qualifications, as it shall deem to be in the best interest of the City. Receipt and consideration of any Qualification shall under no circumstances obligate the City to accept any Qualification. If an award of the contract is made, it shall be to the responsible firm whose Qualifications is determined to be the best evaluated offer taking into consideration the relative importance of the evaluation factors set forth in this Request for Qualifications.

Reference Sheet

Please Complete and Return This Form

The firm shall furnish the following information, for at least four (4) recent references to whom products and/or services have been provided that are similar to those required by this RFQ. At least one (1) of the references must be a municipality.

REFERENCE ONE:

Client/Company Name:	
Contact Name:	Contact Title:
Phone:	Email:
Date and Scope of Work Provided:	

REFERENCE TWO:

Client/Company Name:	
Contact Name:	Contact Title:
Phone:	Email:
Date and Scope of Work Provided:	

REFERENCE THREE:

Client/Company Name:	
Contact Name:	Contact Title:
Phone:	Email:
Date and Scope of Work Provided:	

REFERENCE FOUR:

Client/Company Name:	
Contact Name:	Contact Title:
Phone:	Email:
Date and Scope of Work Provided:	



All qualifications submitted to the City of Watauga shall include this page

Reference Number	17-009
Project Title	Landscape Architecture/Design Services
Submittal Deadline	Friday, January 27, 2017 @ 2:00PM (CST)
Submit Hard Copies to	City of Watauga Purchasing 7105 Whitley Road Watauga, Texas 76148

FIRM INFORMATION:

Legal Name			
Address			
City, State, Zip			
Federal ID Number			
Phone Number		Fax Number	
Email Address			
Central Masters Bidders List registration number			
Prime Contractor HUB/MWBE registration number			

FIRM AUTHORIZATION:

I, the undersigned, have the authority to execute this Qualification in its entirety as submitted and enter into a contract on behalf of the Firm.	
Printed Name of Authorized Representative	
Position of Authorized Representative	
Signature of Authorized Representative	
Signed this Date	