

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

**ADDENDUM NO. 02
FOR**

**PROFESSIONAL SERVICES FOR
PROJECT CONTROLS AND ANALYTIC SERVICES
CONTRACT NO. 8500394**

May 4, 2021

The Request for Qualification Statements for the above is hereby revised as follows:

RFQ Revisions

1. "Part 1 – Information and Instructions to Respondents" is replaced with the attached and revised "Part 1 – Information and Instructions to Respondents".
(A) Add clarification for Page 8, Section 17) Award of Agreement, Execution, Item a) Multiple Awards: The not-to-exceed (NTE) amount for Project Controls and Analytic Services will be \$35 million. If one contract is awarded, then it will be for a NTE amount of \$35 million. If a multiple award to two or more companies, then the NTE \$35 million figure will be split evenly based on the number of companies awarded. For example, if awarded to two companies, the NTE amount awarded to each company would be \$17.5 million.

Schedule Revisions

1. N/A

Solicitation Questions (Q) and Answers (A)

1. (Q) If more than one contract is to be awarded, would the \$35 million NTE amount be divided evenly among the number of companies selected for award?
(A) Refer to RFQ Revisions, Item 1 above.
2. (Q) The selection is heavily weighted on WBE/MBE - are SBE, EBE or DBE being considered in the diversity inclusion effort?
(A) It is the policy of the Dallas/Fort Worth International Airport Board of Directors ("Airport Board") to support the growth and development of Minority/Women Business Enterprises ("M/WBE") that can successfully compete for Airport prime contracting and subcontracting opportunities. DBE is only applicable to federally funded projects. This project is not federally funded. DFW has never accepted EBE and as a result of a recent Disparity Study, the Airport's local programs are ONLY M/WBE.

3. (Q) What is the purpose of the following rate table in Exhibit 3, Schedule B of the agreement? How does it compare to the negotiation of fees and expenses?

Exhibit 3 – Compensation, Invoices, Consultant Key Personnel

Schedule B

Board-Approved Maximum Labor Cost Rates (All Firms)

When Applicable, the following Maximum Labor Rates will apply to compensation under this Agreement:

Category	Maximum Hourly Rate
Principal	\$115.00
Program Controls Manager	\$85.00
Project Controls Manager	\$80.00
Program Estimating Lead	\$85.00
Program Scheduling Lead	\$85.00
Program Cost Lead	\$85.00
Program Analytics – Lead Analyst	\$80.00
Digital Twin Administrator/QC	\$65.00
Program Analytics – Analyst	\$60.00
Sr. Estimator	\$85.00
Sr. Scheduler	\$85.00
Cost Manager	\$60.00
Estimator	\$60.00
Scheduler	\$60.00
Program Controls/Cost Analyst	\$45.00

At Board's sole discretion, it may approve a Maximum Labor Cost Rate in excess of those contained in this table for specific Consultant Personnel as may be specifically requested in a Delivery Order.

(A) Awardee/Consultant will substantiate and report to the Contract Administrator their average current rates paid to all employees in the above Job Categories. Combined with additions for established overhead and profit costs, these average rates will be used in calculating hourly fees paid for Delivery Orders compensated via the Cost-Plus methodology. Per this contract's requirements, all average rates are capped at the Maximum Hourly Rates shown above.

Relatedly, the Maximum Hourly Rates shown above will be used, as quoted with no other additions, in all Delivery Orders compensated using the Fully Burdened method. (Final costs for Lump Sum payment Delivery Orders can be calculated using either the Cost-Plus or Fully Burdened calculation method.)

The Consultant will be given a proposal template to calculate Deliver Order costs using the anticipated rates for each Delivery Order. The Project Manager for each individual Deliver Order will establish the compensation methodology to be used for the Delivery Order. Negotiations will take place after the Project Manager reviews the completed proposal template provided by the Consultant.

Upon award of this contract, the Contract Administrator will meet with the Consultant to discuss the proposal process and how to file Requests for Payment.

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

**REQUEST FOR QUALIFICATIONS STATEMENTS
FOR
PROJECT CONTROLS AND ANALYTIC SERVICES
AGREEMENT NO. 8500394**

May 4, 2021

Solicitation Schedule

PROJECT CONTROLS AND ANALYTIC SERVICES CONTRACT NO. 8500394

Advertisements	April 18 and April 25, 2021
Request for Statement of Qualifications available on website	April 19, 2021
Pre-Qualifications Conference - via GoToMeeting https://global.gotomeeting.com/join/417213069 or Call (toll free) 1-877-309-2073 or 1 (571) 317-3129 Access Code: 417-213-069	April 27, 2021, 2:00 pm (Central Time)
Deadline for Questions	May 7, 2021, 12:00 pm (Central Time)
Issue Final Addendum (if applicable)	May 17, 2021
Statement of Qualifications Due	June 4, 2021, 11:00 am (Central Time)
Committee Review	June 14 - June 29, 2021
Tentative Interview Dates – Virtual Meeting Meeting link information will be provided to finalist firms once those firms are identified.	July 13 - July 16 2021
Airport Board Action	September 2, 2021
Estimated Notice to Proceed	September 30, 2021
Contract Term	4 years with two 1-year options

Statement of Qualifications in response to this RFQS must be received by Board’s Contract Administrator, Kim Worley, at the following address: Design, Code and Construction Department, 3003 South Service Road, DFW Airport, Texas 75261, no later than listed due date and time above. Any Qualifications Statement received after this time will not be considered and will be rejected and returned.

The pre-bid sign-in sheet is located at URL <https://bit.ly/3cyy8gH> or QR Code
Please use this URL to fill out the short form.



Solicitation Questions – All emails must be addressed to kworley1@dfwairport.com AND ddaniels1@dfwairport.com and include in the Subject Line “Questions Regarding Agreement No. 8500394 Project Controls and Analytic Services”. Questions received after the designated submittal date will not be considered.

Advertisement

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

SOLICITATION: 8500394 Project Controls and Analytic Services

PRE-QUALIFICATIONS CONFERENCE: April 27, 2020 2:00pm (Central Time), **via GoToMeeting**

QUALIFICATIONS DUE DATE AND TIME: June 4, 2021 11:00am (Central Time)

MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) GOAL: 25%

CONTACT: Sr. Contract Administrator Debbie Daniels (972) 973-1733 and ddaniels1@dfwairport.com AND Contract Administrator Kim Worley (972) 973-1896 or kworley1@dfwairport.com.

STATEMENT OF QUALIFICATIONS DROP OFF LOCATION: DFW International Airport Board, Design, Code and Construction Offices, 3003 South Service Road, DFW Airport, TX 75261.

Additional information is available on the Dallas Fort Worth International Airport website at www.dfwairport.com/business/solicitations

The DFW Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

NOTICE– CONFLICT OF INTEREST

Conflict of Interest: It is the responsibility of the Respondent to fully examine and investigate their team's current contracts and engagements with the Board. The Board is aware of the below known conflicted contracts or contracts in development:

- a. 8005399: Digital Twin Platform
- b. 8500329: Program Management/Construction Management Services – Facilities
- c. 8500386 and 8500393: Program Management/Construction Management / Program Integration Office Services
- d. 8500331: Commissioning Services
- e. 8500381: Commissioning Services
- f. 8500348: Code Inspection and Plan Review Professional Services
- g. 8500351: Indefinite Delivery of Professional Structural Inspection Services
- h. 8500363: Material Testing and Inspection Services
- i. 8500376: Master Planner and Master Architect Services
- j. 8500382, 8500388, 8500389 and 8500390: Quality Assurance Inspection Services
- k. 8500395 – Landside (Civil) Program Management / Construction Management Services (future near-term RFQ to be issued)

Subconsultants/Subcontractors to the above listed contracts are not conflicted from engagement in this Solicitation/Contract No. 8500394. However, a subconsultant /subcontractor under one or more of these contracts may be required to choose which contract it will remain on, or withdraw from, if it is part of the subconsultants awarded under Contract No. 8500394.

For transparency, all Statements of Qualifications must include a list reporting any existing contracts the prime consultant and its proposed subconsultants / subcontractors have with the Airport or have been awarded by the Airport (contracts in development). The list must include the Airport contract number, contract name and current expiration date (if applicable). This information shall be provided in the Statement of Qualifications, Part 2, "Contents of Qualification Statements/Required Submittals", Section 2, Subsection 3 "Detailed Information Requirements" Item iii.

Part 1 Information and Instructions to Respondents

1) Services Being Procured

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

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

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

3) Method of Source Selection

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

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

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

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

Board’s Position on Respondent Qualifications; Role of Subconsultants/Subcontractors: Accordingly, Board’s qualifications-based evaluation in this solicitation will focus on the specific qualifications attributable to each Respondent itself, as it is the top ranked Respondent with which successful negotiations occur that will be in

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

privity of contract with Board, if it chooses to award an Agreement pursuant to this solicitation. Although the qualifications of a Respondent's Subconsultants/Subcontractors may factor into Board's evaluation of a Respondent's qualifications because it reflects on a Respondent's ability to bring qualified Subconsultants/Subcontractors to this transaction, a Respondent that may be awarded an Agreement pursuant to this solicitation is ultimately responsible for the qualifications of Subconsultants/Subcontractors it chooses to utilize to provide Services.

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

- a) **Responsibility/Responsiveness Phase** – Each Respondent's Qualifications Statement will be evaluated to determine whether it is responsive and each Respondent will be evaluated to determine whether it is responsible. The Board may disqualify a Firm submitting a qualification statement, either as a prime or a subconsultant, as non-responsible and its qualification statement shall not be considered for reasons including, but not limited to, the following:
 - i) Where the Prime Firm, or any subconsultant thereof, is in litigation with the Board, or with either the cities of Dallas or Fort Worth, or where such litigation is contemplated or imminent, in the sole opinion of the Board.
 - ii) The Prime Firm, or any subconsultant thereof, being in arrears on any existing Contract, Change Order, Delivery Order and/or other Contract Action.
 - iii) The Prime Firm, or any subconsultant thereof, having defaulted on a previous Contract.
 - iv) Uncompleted work that, in the judgment of the Board, will prevent or hinder the prompt completion of additional work if awarded.
 - v) Where the Prime Firm, or any subconsultant thereof, in the judgment of the Board, has failed to perform in a satisfactory manner on a previous contract.
 - vi) Where a Prime Firm, or any subconsultant thereof, has failed to disclose a potential conflict of interest or discovered to have a conflict of interest in accordance the Board's Code of Business Ethics.
 - vii) Where a Prime Firm, or any subconsultant thereof, or individual officer/principal of the bidder or subcontractor is under criminal indictment or been convicted of a criminal offense;
- b) **Qualifications Evaluation Phase** – Each Respondent that is determined to be responsible and also whose Qualifications Statement is determined to be responsive will then be evaluated based upon qualifications. The Respondents will be ranked according to such evaluations from the most highly qualified provider of Services on the basis of demonstrated competence and qualifications to the least highly qualified; and
- c) **Negotiations Phase** – Board will enter into negotiations with the highest ranked Respondent in an attempt to negotiate an Agreement at a fair and reasonable price. If negotiations are unsuccessful with the highest ranking Respondent, Board will formally end such negotiations and enter into negotiations with the next ranked Respondent. This process will be followed until Board is able to successfully negotiate an Agreement or determines to cancel this solicitation.

4) Nature of Agreement(s) Anticipated for Award

- a) **Master Agreement/Delivery Orders** – The type of Agreement that is anticipated to be awarded pursuant to this solicitation is a general services agreement for basic Services, as set forth in Appendix 4 – The Agreement, attached to this RFQS. The Agreement will serve as a “master agreement” for future Services, which will be provided through separately issued Delivery Orders. No Services will be provided independently under the Agreement, absent a Delivery Order for Services. The Agreement will set forth general contractual provisions applicable to any Delivery Order issued under it and will also establish basic negotiated terms concerning compensation.
- b) **Delivery Order Scopes** – Each Delivery Order will include, among other things, a more detailed Scope of Services for the specific project and will include a project schedule and/or additional compensation terms based on those originally set forth in the Agreement.
- c) **No Obligation to Issue Delivery Order** – Even if an award or multiple awards of an Agreement result during this solicitation, Board will be under no obligation to issue any Delivery Order to any successful awardee, once an Agreement with it is executed.

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

6) Minimum Qualifications – Each Respondent should have a minimum of 5 years' experience in providing the

Services at a major commercial airport, large municipalities or multistate type facilities with comparable requirements. This minimum qualification requirement does not apply to Subconsultants/Subcontractors.

- 7) **Insurance Requirements** – The insurance requirements applicable to any Agreement that may be executed pursuant to this solicitation are set forth on Appendix 4 – The Agreement to this RFQS.
- 8) **Proposed Form of Agreement** – A proposed form of Agreement that Board anticipates executing with a successful awardee is attached to this RFQS as Appendix 4 – The Agreement. The Agreement included in this RFQS is a Board form that it expects a successful awardee to execute. The Agreement does contain certain provisions that are drafted in blank that will be completed by Board if a successful awardee is identified (e.g. identification of Consultant Key Personnel or Subconsultants/Subcontractors, terms concerning compensation, etc.). However, the stated terms and provisions contained within the Agreement (requiring no modification as a result of the contents of an accepted Qualifications Statement) are not negotiable and any Qualifications Statement submitted that takes exceptions to the Agreement, proposes modifications to its language or otherwise attempts to change its content may be deemed non-responsive.
- 9) **Conflicts of Interest/Participation in Additional Pending or Upcoming Solicitations**
 - a) **Existing Business Relationships with Airport** – Board recognizes that certain Persons desiring to participate in this solicitation may currently provide services to Board or to another Person doing business at the Airport, either through a direct contract with Board or such other Person or as a Subconsultant/Subcontractor, Affiliate or similar Person.
 - b) **Participation in Additional Pending or Upcoming Solicitations** – Board also recognizes that certain Persons desiring to participate in this solicitation may also be participating in other pending or upcoming solicitations, such that potential conflicts of interest may arise if the Person is both successful in this solicitation and other solicitations.
 - c) **Questionnaire** – Accordingly, Board has included in this RFQS at Form 3 – Questionnaire, a request for information about Persons (including Respondents, Subconsultants/Subcontractors, Affiliates or similar Persons) currently doing business at the Airport or that are participating or will participate in other solicitations, so that it may properly evaluate whether any Respondent, Subconsultant/Subcontractor or any Person associated with them, has or may develop a potential conflict of interest.
 - d) **Independent Consultant Sought** – Board’s goal in this solicitation is to obtain an Agreement with a Respondent that is satisfactorily, in Board’s opinion, independent of current business relationships at the Airport.
 - e) **Potential Board Actions** – Depending on the nature of Respondents participating in this solicitation and the information Board obtains in the Qualifications Statements, Board may determine that it is not in its best interests to further consider a specific Respondent’s Qualifications Statement because such Respondent (or its Subconsultants/Subcontractors, Affiliates or similar Persons) may have potential conflicts of interest as a result of existing contract or service relationships at the Airport.
 - f) **No Prohibition** – Nothing in this RFQS prohibits any Person from participating in multiple Qualifications Statements (e.g. as a prime on one Qualifications Statement and as a Subconsultant/Subcontractor to a prime on another Qualifications Statement) or participating in other solicitations being conducted by Board.
- 10) **Diversity**
 - a) **Applicable Board Diversity Program** – The Board’s Diversity Program applicable to this solicitation is set forth in Appendix 1 – M/WBE Contract Provisions attached to this RFQS. By submitting a Qualifications Statement in response to this solicitation, each Respondent agrees to comply with such applicable Diversity Program.
 - b) **Diversity** – Board encourages Minority/Women Business Enterprise (M/WBE) firms to participate in this solicitation and encourages teaming arrangement Qualifications Statements which include M/WBE participation. Teams should be large enough to provide adequate resources to accomplish the Services and small enough to provide opportunity for significant and material participation by every team member.
 - c) **Title VI Procurement Notice** – Board, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all potential Respondents that it will affirmatively ensure that disadvantaged/small/minority and woman-owned businesses enterprises will be afforded full and fair opportunity to submit Qualifications Statements in

response to this procurement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of an Agreement.

- 11) **No Offer by Board** – This solicitation does not constitute an offer by Board to enter into an agreement and cannot be accepted by any Respondent to form an agreement.
- 12) **Qualifications Statements Deadline** – Your Qualifications Statement in response to this RFQS must be received by Board’s Contract Administrator Kim Worley, and in accordance with the Solicitation Schedule.
- 13) **Pre-Qualifications Statements Conference** – Each Respondent may attend the Pre-Qualifications Statements Conference as detailed in the Solicitation Schedule.
- 14) **Procurement Questions, Prohibited Contacts**
 - a) **No Reliance on Verbal Information** – Board anticipates during the Pre-Qualifications Statements Conference the exchange of dialogue between its representatives and those of potential Respondents, including questions and answers to those questions during such exchange. Each Respondent, however, is obligated to reduce to writing any questions to which it seeks a formal response for submittal to Board. No Respondent may rely on any verbal response to any question submitted (verbally or in writing) concerning this RFQS.
 - b) **Board Contact, Solicitation Questions** – Any questions regarding this RFQS should be submitted in writing to Board’s Sr. Contract Administrator Debbie Daniels, AND Contract Administrator Kim Worley and in accordance with the Solicitation Schedule.
 - c) **Addenda, Board Website** – Any response made by Board to timely submitted written questions will be provided in writing to all Respondents by Addendum. It is entirely within Board’s discretion as to whether to respond to any question. It is the responsibility of each Respondent to obtain a copy of any Addendum issued for this solicitation by monitoring Board’s website at dfwairport.com. This solicitation and, potentially, the terms of any Agreement that may be awarded pursuant to it, are governed by the contents of any Addendum, regardless of whether a particular Respondent, in fact, obtains a copy of it.
 - d) **Prohibited Contacts** – All Respondents and representatives of any Respondent are strictly prohibited from contacting any other Board employees/representatives or any third-party representatives of Board on any matter having to do with this RFQS. All communications by any Respondent concerning this RFQS must be made to Board’s contact person.
- 15) **Ownership of Qualifications Statements** – Each Qualifications Statements submitted to Board will become the property of Board, without compensation to a Respondent, for Board’s use, in its discretion.
- 16) **Cancellation of Procurement/Rejection of Respondents/Qualifications Statements** – In accordance with Applicable Laws, this solicitation may be cancelled by Board and Board may reject any Respondents/Qualifications Statements. By submitting a Qualifications Statement, each Respondent agrees that it has no entitlement to an award of an Agreement and no Agreement will be deemed to have been awarded until the award has been legislatively approved by Board, Respondent has executed the Agreement, Board has executed the Agreement and it has been approved by Legal Counsel for Board as to form, and an original of the fully executed Agreement has been provided to Respondent.
- 17) **Award of Agreement, Execution**
 - a) **Multiple Awards** – Board may award 1 or more Agreements under this solicitation. *The not-to-exceed (NTE) amount for Project Controls and Analytic Services will be \$35 million. If one contract is awarded, then it will be for a NTE amount of \$35 million. If a multiple award to two or more companies, then the NTE \$35 million figure will be split evenly based on the number of companies awarded. For example, if awarded to two companies, the NTE amount awarded to each company would be \$17.5 million.*
 - b) **Conditions to Award** – No Agreement award will occur until legislation authorizing such award is considered by Board, such legislation is enacted, Board and the successful awardee have, in fact, executed such Agreement, the fully executed Agreement has been approved by Board’s Legal Counsel as to form and an original of the fully executed Agreement has been delivered to awardee.
 - c) **Post-Award Agreement Execution** – If Board awards an Agreement pursuant to this solicitation, Board will prepare and forward to the successful Respondent an Agreement for execution substantially in the form provided to the Respondent during the negotiation phase of this solicitation.

Part 2 Contents of Qualifications Statements/Required Submittals

1) Formatting of Qualifications Statements

- a) **Page Limit and Format** – Qualifications Statements are limited to a maximum of thirty (30) 8 ½” x 11” pages. Each page should be numbered sequentially. Qualifications Statements may be submitted single or double sided, each printed side of any page will count as a numbered page. 11”x17” paper may be used for large exhibits; each printed side of an 11” x 17” page will count as 2 numbered pages. Resumes and forms (including attachments to such forms prepared by Respondent) do not count toward applicable page limits.
- b) **Original Signature(s)** – All documents within a Qualifications Statement requiring a signature must bear the original signature of an authorized signatory.
- c) **General Contents of Qualifications Statements** – A Respondent must submit a complete Qualifications Statement in response to this RFQS in the format specified in this RFQS; no other format will be considered.

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

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

3) Detailed Information Requirements

- a) **Cover Letter** – The cover letter must accompany the executive summary and include:
 - i) Respondent’s name, address, telephone number and fax number, signed by a person authorized to act on behalf of Respondent
 - ii) The name, title, address, e-mail address, telephone number and fax number of the person signing the letter and to whom all future correspondence and/or communications may be directed by Board concerning this solicitation
 - iii) The type of business entity that proposes to enter into an Agreement with Board and the identity of any other business entities that will comprise Respondent
- b) **Executive Summary** – The purpose of the Executive Summary is to provide an overview of Respondent’s qualifications to perform the Services outlined in this RFQS. At a minimum, the Executive Summary must contain the following information:
 - i) Complete legal name of Respondent and the name of the legal entities that comprise Respondent. Respondent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity (including services provided), contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices;

- ii) The general and specific capabilities and experience of Respondent’s Team, including Subconsultants/Subcontractors and individuals working for Respondent or its Subconsultants/Subcontractors. Respondent must identify examples where team members have worked together to complete a project and discuss how the team was formed and how the team will function as an integrated unit in providing Services to Board.
- iii) List of current contracts with the Airport for Respondent’s Team, including Subconsultants/Subcontractors. These pages will not be counted against your page limit.
- c) **Organizational Structure/Staffing Plan** – Respondent’s Organizational Structure Section of the Qualifications Statement should introduce the proposed Respondent team by:
 - i) Providing Respondent’s Management Organizational Chart both graphically and in narrative format. The Organizational chart and narrative should provide a description of Respondent’s views on how it will organizationally provide the Services, as well as depict the relationship of its key personnel roles to that of the Principal-in-Charge and other key members of the management team. The Management Organizational Chart should illustrate Respondent’s detailed staffing response to the Scope of Services in the Agreement.
 - ii) Describing how this organizational structure will facilitate managing the Services requested and how an efficient flow of information will be realized from the organizational structure.
 - iii) Describing how the organizational structure will incorporate the role of Subconsultants/Subcontractors in a well thought out approach to providing the Services.
 - iv) Describing Respondent’s ability to scale its team to meet the needs of an unknown program size.
 - v) Describing additional resources to be utilized for staffing the Agreement, in the event they are needed.
 - vi) Providing the names of proposed candidates for each function on the chart.
- d) **Capacity to Provide Services According to Applicable Schedules and Budgets** – Respondents should provide a detailed narrative that outlines any unique abilities/in-place processes/innovative strategies that will demonstrate its ability to meet scopes, schedules, and budgets applicable to required Services under multiple Delivery Orders.
- e) **Quality Control and Quality Assurance** – Respondents should provide a detailed description of Quality Control and Quality Assurance plan and implementation strategies for the Prime and Subconsultants. Respondents should provide examples of its measurable matrix and check/balance structure before deliverables are issued to the Owner.
- f) **Specialized Experience and Technical Competence in the Type of Services Being Procured** – Respondents should provide a detailed narrative describing any specialized experience and technical competence in providing the Services with minimal impact to operation of an airport or other operationally intensive facility.
- g) **Consultant Key Personnel/Resumes**
 - i) Identify and provide resumes for the individuals that the Respondent will use to provide the Services. By submitting Resumes for individuals to provide Services, Respondent is certifying that such individuals will be available to provide Services during the term of the Agreement.
 - ii) Resumes should be organized as follows:
 - (1) Name and Title
 - (2) Professional Background
 - (3) Current and Past Relevant Employment
 - (4) Education
 - (5) Certifications
 - (6) Licenses
 - (7) Relevant knowledge
 - (8) List of 5 relevant projects within the past 5 years (3 must be over \$10 Million in construction cost), including:
 - (a) Client Name
 - (b) project description
 - (c) role of the individual (duties, responsibilities and accomplishments)
 - (d) project actual or expected completion date
 - (e) Client List/Reference Contact
 - (f) Documentation submitted in response to the Clause entitled “Consultant Key

Personnel/Resumes” will not count towards any page limits established in this RFQS

- h) **Overall Experience, Qualifications, and Performance on Previous Projects**
 - i) Describe recent, relevant aviation experience, (within the last 5 years) projects that Respondent participated in, demonstrating the experience Respondent has with working in a team environment for private or public projects (greater than \$5 million). For each project listed, describe Respondent’s specific contribution;
 - ii) Describe 5 relevant, recent (within the past 5 years) projects that Respondent participated in that involved providing the Services at facilities with intensive security and operating restrictions, such as those at an international airport, military base or other operationally intensive facility;
 - iii) Describe experience, qualifications and capability (in an Owner’s Representative role) to provide the Services. Include a complete description of experience related to all aspects of the Services.
 - iv) Describe experience in understanding the issues and processes required to provide the Services at an operational airport.
 - v) Provide a detailed description of Respondent’s Subconsultants/Subcontractors ability and processes used to work with all involved parties (i.e. owner, contractor, subcontractors, stakeholders).
 - vi) Provide a detailed description of Respondent’s ability and processes used to manage the work of all Subconsultants/Subcontractors to ensure high quality, on time and within budget delivery of Services.
 - vii) Although Board encourages a Respondent to submit information on as many different projects as possible in response to this Section, overlap among the subsections and projects listed in response to them is permitted.
- i) **Affirmative Action and M/WBE Participation** – Each Respondent should provide a narrative in its Qualifications Statement describing the following:
 - i) Affirmative Action Plan – Respondent’s Affirmative Action Plan and/or policy statement, including goals with respect to hiring staff for the Agreement and any Delivery Orders that may be issued under it. Such plan must include, but not be limited to: goals for women and minorities for management and non-management positions.
 - ii) Description of Commitment – How will the Respondent manage expectations and commitment to firms that have been identified in the Qualifications Statement that will be utilized to fulfill Respondent’s M/WBE requirements? In addition, explain the selection of Respondent’s team composition, including diversity within the team and any opportunities given to team members that may be new to Respondent’s team and why they were selected.
 - iii) Description of Business Development, Technical Assistance, and/or Capacity Building Initiatives – Description of Respondent’s commitment to programs, assistance or support to enhance the capacity or facilitate the participation of M/WBE’s, including outreach and a proposed mentoring program.
 - iv) Private Sector Participation – Describe Respondent’s ability to demonstrate M/WBE participation on private sector work or on contracts that require no goals. How is the overall effectiveness of Respondent’s diversity and inclusion initiatives measured? Is it tied to a goal or metric? If so, what is the goal/metric and how has Respondent performed in relation to the goal historically?
 - v) Assurance – What steps will Respondent take to ensure it meets the M/WBE participation goal and does Respondent have a dispute resolution/mediation plan in place for modification, elimination or termination of a M/WBE. In addition, who will oversee Respondent’s M/WBE program and at what level are they within Respondent’s organization? Also describe this individual’s commitment to M/WBE programs, assistance or support to enhance the capacity or facilitate the participation of M/WBE firms under the Agreement and any Delivery Orders issued pursuant to it. What systems does Respondent have in place to reach its M/WBE participation and is Respondent familiar with Board’s B2GNOW system and, if not, what steps will Respondent take to learn the system?

4) Submission of Qualifications Statements

- a) Contents – A Qualifications Statements will consist of 1 submittal in a 3-Ring Binder.
- b) Identification – A Qualifications Statements must clearly identify the name of the project: Request for Qualifications Statements for Contract No. 8500394 Project Controls and Analytic Services and the name and address of Respondent.
- c) Copy Requirements – Copy requirements for a Qualifications Statement are: One (1) original and Seven (7) flash drives, each with a copy in pdf format saved to it. Each flash drive should be individually labeled with the contract number and respondent firm name.
- d) Organization – The Qualifications Statement contained in the 3-Ring Binder should have each information category clearly identified and/or separated by labeled tabs (not counted against page limit) and organized in accordance with subject matter sequence set forth in this RFQS.

5) Submittals – The following submittals must be completed and submitted with each Qualifications Statement. This table is included for Respondent’s convenience and may be used to track the preparation and submittal of certain required information with its Proposal.

Item #	Required Qualifications Statement Submittal - Check Sheet	Check (√)
1.	Appendix 1 - M/WBE Contract Provisions and Forms <ul style="list-style-type: none"> • Commitment to M/WBE Participation Form • Preliminary Schedule of Subcontractors • Intent to Perform Contract as a M/WBE Subcontractor • Good Faith Effort (if applicable) 	
2.	Appendix 2 - M/WBE Certificates	
3.	Appendix 3 – Additional Forms <ul style="list-style-type: none"> • Business Disclosure Form • Work Force Composition Form • Questionnaire • Disclosure of Lobbying Activities 	

Part 3 Evaluation of Qualifications Statements

- 1) **Description of Evaluation Process** – This solicitation contemplates a multi-step process.
 - a) First, all Qualifications Statements that are timely submitted will be reviewed for responsiveness and Respondents will be reviewed for responsibility.
 - b) Second, if a Respondent is deemed responsible and its Qualifications Statement is deemed responsive, that Respondent/Qualifications Statement will advance to the Criteria Evaluation Phase. During the Criteria Evaluation Phase, Respondents will be ranked according to qualifications. The Criteria Evaluation Phase will be conducted in one or two steps: [i] initial evaluations based upon the content of submitted Qualifications Statements; and [ii] subsequent re-evaluations based upon interviews of Respondents, if Board chooses to conduct interviews. A re-evaluation after an interview will involve Board's re-evaluation of a Respondent using the same evaluation matrix set forth in the table in the Clause entitled "Evaluation Form/Criteria" in which a member of the Selection Committee considers the contents of a submitted Qualifications Statement in light of the Respondent's interview responses and any clarifications to its Qualifications Statement made during the interview.
 - c) Third, Board will schedule a negotiation with the top-ranked Respondent for the purpose of attempting to negotiate a fair and reasonable price for the Services. If Board and the top ranked Respondent are able to successfully negotiate a fair and reasonable price for Services and Board otherwise determines that an Agreement will be awarded, the Agreement will be provided to the successful Respondent for execution. If Board and the top ranked Respondent are unable to negotiate a fair and reasonable price for the Services, Board will formally discontinue such negotiations and attempt to negotiate an Agreement with the next ranked Respondent. Board will continue this process until it is able to successfully negotiate an Agreement with a Respondent or, instead, determines it is in its best interests to cancel the solicitation.

- 2) **Initial Evaluation of M/WBE Component** – Board's established M/WBE program goal for this solicitation is 25% (Refer to Appendix 1 - M/WBE Contract Provisions and Forms). In the event a Respondent does not demonstrate a commitment to meet or exceed the established goal, documentation evidencing a good faith effort to meet the goal must be submitted with its Qualifications Statement. A Respondent that does not demonstrate a commitment to meet or exceed the established goal or does not demonstrate a good faith effort to do so (as evaluated by Board's Business Development & Diversity Department ["BDDD"]) will be deemed non-responsive and/or non-responsible (Good Faith Effort Plan documentation does not count against the page limit) and will not move into the Criteria Evaluation Phase of this solicitation.

- 3) **Interviews** – Board may conduct interviews of Respondents during this solicitation. Depending on the number of Qualifications Statements received by Board, it may: [i] decide to interview all Respondents before re-evaluating all of them; or [ii] because of the high number of Qualifications Statements received, it may decide to interview only a certain number of Respondents, based upon their initial rankings in the initial evaluation phase of this solicitation. Board will advise all Respondents how it intends to approach interviews once it receives and evaluates Qualifications Statements.
 - a) Board realizes that the negotiation process contemplated by Texas Government Code Section 2254.004 requires potentially successive negotiations with Respondents in accordance with their rankings during the evaluation phase of this solicitation. If Board interviews and re-evaluates only some of the Respondents and is then faced with the need to negotiate with a Respondent that was not interviewed, it will interview and re-evaluate, as it deems appropriate, Respondents in the remaining pool of negotiation candidates and schedule negotiations according to the resulting rankings after those interviews. It is Board's intent that any Respondent with which it winds up negotiating with will have been interviewed, re-evaluated after the interview and ranked according to its overall evaluation score after its interview.

- 4) **Evaluation Form/Criteria** – All Qualifications Statements will be evaluated by an Evaluation Committee in accordance with the following Evaluation Form/Criteria:

Evaluation Form/Criteria

Evaluation Criteria Number	RELATIVE WEIGHT	GRADED ITEM
3.c	10%	Organizational Structure/Staffing Plan and Communication Hierarchy Plan
3.d and 3.e	15%	Project Management Plan to provide Services According to Applicable Schedules and Budgets, Quality Control and Quality Assurance Management Plan
3.f	15%	Specialized Experience and Technical Competence in the Type of Services Being Procured
3.g	20%	Consultant Essential Personnel/Resumes Assigned to Contract
3.h	20%	Overall Experience, Qualifications and Performance on Previous Projects
3.i	20%	Affirmative Action and M/WBE Participation
	100%	TOTAL SCORE

- 5) **Award Determination(s)** – Based upon the number of Respondents participating in this solicitation and the rankings of those Respondents, Board may determine to award 1 or more Agreements.

Part 4

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

Appendix 1 – M/WBE Contract Provisions and Forms

- Exhibit B Minority/Women Business Enterprise (M/WBE) Special Contract Provisions
- Commitment to Minority/Women Business Enterprise (M/WBE) Participation Form
- Preliminary Schedule of Subcontractors
- Intent to Perform Contract as a M/WBE Subcontractor
- Good Faith Effort (GFE) Criteria (If applicable)

Appendix 2 - M/WBE Certificates

(Insert M/WBE Certificates Here)

Appendix 3 – Additional Forms

- Business Disclosure Form
- Work Force Composition
- Questionnaire
- Disclosure of Lobbying Activities

Business Disclosure Form

**DALLAS-FORT WORTH INTERNATIONAL AIRPORT BOARD
BUSINESS DISCLOSURE FORM**

It is recommended this form be completed by a governing person, governing authority, or legal counsel.

Information about Entity Submitting Bid/Proposal/Offer

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

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

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

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

Work Force Composition Form (PRIME CONTRACTOR)

NAME OF BIDDING FIRM / CONTRACTOR _____

DATE _____

Classification	American Indian or Alaskan Native			Asian or Pacific Islander			Black			Hispanic			White			Total Number of Full Time Employees				
	M	F	%	M	F	%	M	F	%	M	F	%	M	F	%	M	F	ALL	%	
M=Male / F=Female																				
Officials and Managers																				
Professionals																				
Technicians																				
Sales Workers																				
Administrative Support Workers																				
Craft Workers																				
Laborers and Helpers																				
Service Workers																				
TOTAL																				

Definitions in accordance with Equal Employment Opportunity (EEO)

American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintain their culture through a tribe or community
Asian or Pacific Islander	A person having origins in any of the original people of the Far East, Southeast Asia, India, or the Pacific Islands. These areas include, for example, China, India, Korea, the Philippine Islands, and Samoa.
Black	A person having origins in any of the black racial groups of Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White	A person with origins in Europe, North Africa, or the Middle East.

REMARKS:

Questionnaire

Respondent's disclosures must fully answer all questions posed by Board. Such disclosure must be submitted at the time of the Qualifications Statement submission and included as a part of the Qualifications Statement.

For the purposes of this disclosure form:

1. "Respondent" means, and disclosure is required for, each Respondent and its constituent Persons (e.g. members, firms, partners, joint ventures, or similar Persons), and all Subconsultants/Subcontractors (at any tier), and such Subconsultants/Subcontractors' constituent Persons (e.g. members, firms, partners, joint ventures, or similar Persons).
2. "Affiliate" means:
 - a. any Person that, directly or indirectly through one of more intermediate Persons, controls, is controlled by or is under common control with Respondent or its constituent Persons (e.g. members, firms, partners, joint ventures, or similar Persons); or
 - b. any Person that, directly or indirectly through one of more intermediate Persons, controls, is controlled by or is under common control with Subconsultant/Subcontractor or its constituent Persons (e.g. members, firms, partners, joint ventures, or similar Persons).
3. "Person" includes but is not limited to, any individual, sole proprietorship, partnership, company, corporation, limited liability company, limited liability partnership, association, joint venture, or other entity of any nature whatsoever, including any successor (by merger or otherwise).
4. "Control" means that the controlling Person: (i) possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the controlled Person, whether through the ownership of voting securities or by contract or otherwise; or (ii) has direct or indirect ownership in the aggregate of fifty one (51%) or more of any class of voting or equity interests in the controlled Person.

The following information must be provided:

1. Please provide the names and business addresses of Respondent and each of Respondent's officers, directors, managers, general partners, affiliates and other employees, agents or representatives for this project at Dallas/Fort Worth International Airport. Describe accurately, fully and completely their respective relationships with Respondent, including their ownership interests and their anticipated role in the management and operations of Respondent.
2. Please describe the general development of Respondent's business during the past ten (10) years, or such shorter period of time that Respondent has been in business.
3. List any legal claims, threatened litigation, demands, lawsuits, and administrative actions to which Respondent, including Respondent's management, team members, key personnel, and supervisory personnel, is currently a party or has been a party (either as a plaintiff or defendant) during the past ten (10) years based upon fraud, theft, breach of contract, professional negligence, misrepresentation, safety, wrongful death or other similar conduct. For each of the foregoing, list all parties and indicate the role such party played and the transaction out of which it arose (e.g. bonding company, insurance company, an owner, etc.). State the project giving rise to the matter, explain the basis for all claims, etc., and state whether a settlement was reached or a judgment was entered, specifying the terms of the settlement, judgment, fine, and/or penalty and identifying each party against whom a judgment was entered and/or fine or penalty was levied.
4. Provide details if Respondent has been charged with a criminal offense within the last ten (10) years.
5. Describe any investigations, administrative actions, warnings, citations or notices of violation which Respondent, including Respondent's management, team members, key personnel, and supervisory level personnel, received from any government agency in connection with any of its/their work or professional license during the past ten (10) years (including the determination of

- liability and amount of any judgment, settlement, or fine/penalty). Include OSHA violations, except for de minimis dollar amounts.
6. Please state whether any of the following events have occurred in the last ten (10) years with respect to Respondent. If any answer is yes, explain fully the circumstances surrounding the subject matter of the affirmative answer:
 - (a) Whether Respondent, or affiliate currently or previously associated with Respondent, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium or assignment for the benefit of creditors, or otherwise sought relief from creditors.
 - (b) Whether Respondent, or affiliate currently or previously associated with Respondent, was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining Respondent from engaging in any type of business practice.
 - (c) Whether Respondent, or affiliate currently or previously associated with Respondent, was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Respondent which directly arose from activities conducted by Respondent which submitted a bid, proposal or qualifications statement for the subject project.
 - (d) Whether Respondent, or affiliate currently or previously associated with Respondent, has been debarred or suspended from the participation in any procurement conducted by any governmental entity or other legal entity engaged in competitive public procurements.
 - (e) Past termination(s) of Respondent's management, team members, key personnel, and supervisory personnel.
 7. State whether any employee, agent or representative of Respondent who is or will be directly involved in the Services, in the last ten (10) years: (i) has or had, directly or indirectly, a business relationship with Board; (ii) directly or indirectly has received revenues from Board or (iii) directly or indirectly has received revenues from conducting business on Board property or pursuant to any contract with Board.
 8. State whether any employee, agent or representative of Respondent who is or will be directly involved in the project has or had within the last ten (10) years a direct or indirect business relationship with any elected or appointed Board official or with any Board employee.
 9. List:
 - (a) any current contract under which Respondent or an Affiliate (as a prime contractor or Subcontractor/Subconsultant) provides work or services to Board or any Person doing business at the Airport; and
 - (b) pending contract (e.g. not finalized and executed) under which Respondent or an Affiliate (as a prime contractor or Subcontractor/Subconsultant) will provide work or services to Board or any Person doing business at the Airport.
 10. List any other Board solicitations (including those being done or that will be done on Board's behalf; e.g. Construction Manager at Risk procurements under Chapter 2269 of the Texas Government Code) that Respondent or an Affiliate (as a prime contractor or Subcontractor/Subconsultant) is currently participating in or intends to participate in during the next 6 months.

NOTE: Respondent may complete this Disclosure and Questionnaire Form by answering the questions on a separate submittal that is organized according to the numbered inquiries in this form. In addition to providing detailed narrative answers to the questions posed in this Disclosure and Questionnaire Form, Respondent may attach any other documents that may provide information responsive to the subjects addressed in this form.

Under penalty of perjury, I declare that I have examined this Disclosure and Questionnaire Form and all attachments to it, if applicable, and, to the best of my knowledge and belief, and all statements contained in it and all attachments, if applicable, are true, correct and complete.

Date: _____

Corporate Respondent:

By: _____

Name: _____

Title: _____

Non-Corporate Respondent:

By: _____

Name: _____

Title: _____

Standard Form-LLL, “Disclosure Form to Report Lobbying”

Approved by PMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <input type="checkbox"/> a. contract <input type="checkbox"/> b. material change <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<p>2. Status of Federal Action:</p> <input type="checkbox"/> a. id/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<p>3. Report Type:</p> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ _____ date of last report _____
<p>4. Name and Address of Reporting Entity</p> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known Congressional District, if known:	<p>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and address of Prime:</p> Congressional District, if known:	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> CFDA No., if applicable _____	
<p>8. Federal Action No., if known:</p>	<p>9. Award Amount, if known:</p> \$ _____	
<p>10.a. Name and Address of Lobbying Registrant: (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a (Last name, first name, MI):</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be made available for public inspection Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____</p> <p>Date: _____</p>	
<p>Federal Use Only:</p>	<p>Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)</p>	

INSTRUCTION FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information:

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paper Work Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Appendix 4 – The Agreement

Provided at www.DFWAirport.com/business/solicitations, Contract No. 8500394.