



**CITY OF BRYAN**  
*The Good Life, Texas Style.™*

# **CITY OF BRYAN CONTRACTOR REGISTRATION PROGRAM**

**FOR**

**PUBLIC INFRASTRUCTURE CONTRACTORS  
AND  
PRIVATE UTILITY CONTRACTORS**

**PREPARED BY:**

**CITY OF BRYAN  
ENGINEERING DEPARTMENT**

**AUGUST 2018**

## CITY OF BRYAN CONTRACTOR REGISTRATION PROGRAM OVERVIEW

The objective of the registration program is to substantiate that contractors have the experience, equipment, knowledge, insurance, bonding capacity and stability to safely and efficiently construct the public infrastructure that will service the citizens of Bryan and operate safely in public rights of ways.

This Registration applies to Contractors hired by:

1. the City to construct public infrastructure and the bid opening occurs on or after December 1, 2018.
2. private developers to construct infrastructure to be dedicated to the public and the Pre-Construction Conference is held on or after December 1, 2018.
3. land owners or private utilities to work in Public Rights of Ways or public easements and permit issuance is on or after December 1, 2018.

Valid registration is required to be considered a qualified bidder for any City of Bryan construction contract involving public infrastructure. Similarly, private developers building public infrastructure will be required to hire a registered company in order for the City of Bryan to accept the public infrastructure. Contractors wanting to construct private facilities in public right of way or easements must be registered. A registered contractor cannot subcontract to a non-registered contractor. If registration is denied by the City, the business entity may not compete for or otherwise seek a contract with the City including public infrastructure until valid registration is obtained.

Registration does not guarantee work, but rather allows the contractor to bid on public infrastructure work or perform public infrastructure construction for private developers or private utilities in public right of way or easements. Registration will be based upon the Contractor's response submitted as part of the Registration process. A certificate will be issued by the City of Bryan to the contractor listing the dates covered by the registration. Annual renewal of the registration is required.

There are multiple areas of Public Infrastructure in which to obtain registration. Indicate on the application all registration classes for which the organization is applying. An example of experience in each area for which the company is seeking registration is required.

The City of Bryan application requires the contractor to submit a listing of prior work experience in each of the above listed categories of work for which the contractor is seeking registration. Prior work experience should include contact names and phone numbers for each project listed. Safety of the public as well as the contractor is paramount to the City of Bryan therefore the contractor shall demonstrate as part of the application the training given to their employees on topics such as work zone safety, trench safety, equipment safety, etc. As part of the application, it is required that each of the contractor's crew leaders or foreman demonstrate a record of continuing education as required in the application.

Contractors will be required to provide information on the contractor's bonding and insurance capabilities to perform contracts, the equipment and personnel the contractor has available.

Review of the application takes place by a committee of City staff who will have 30 days to carefully review the application, after such time the applicant will be notified of the results. A registration application can be submitted at any time; however the application must be submitted 30 days prior to any bid opening.

For more information or to ask questions about this Registration Process, please contact the City Engineer's Office at 300 S. Texas Avenue, Bryan, TX 77803 or by phone at 979-209-5030.

## **REGISTRATION PROCESS**

All answers and other entries on the forms, except signatures, should be filled in on a typewriter or printed. Applicants may generate their own computer forms provided that the layout and formats are the same. It is the responsibility of the applicant to provide all requested information and materials. Failure to do so can affect registration score. See the format requirements section below.

All answers and entries must be specific and complete in detail. The application is reviewed for each class of work requested. You should request registration only for the classes of work your Company performs with its own forces; not work that is subcontracted out. Project history must be included for all classes of work requested.

The registration application shall be signed by the applicant or in the case of a partnership, corporation, or limited liability by a partner, corporate officer, or member, in affidavit form, on the last page of the application, the affidavit being properly executed and sworn to as the form indicates. The signatory of the statement guarantees the truth and accuracy of all statements and of all answers to questions, and to any additional information submitted to process this application.

### **USE OF ATTACHMENTS:**

Schedules, reports and other forms of statements may be used as attachments to the requested information, provided that the City of Bryan finds the information contained therein helpful in evaluating the registration application.

### **PLACE OF SUBMISSION:**

Registration applications shall be addressed to the City of Bryan Engineering Services, 300 S. Texas Ave., Bryan, Texas 77803. Telephone (979) 209-5030.

### **TIME OF SUBMISSION:**

A registration application can be submitted at any time; however the application must be submitted at least 30 days prior to the bid opening of a project the contractor is pursuing. The application renewal date will be December 31<sup>st</sup> of each year.

### **NOTIFICATION OF ACTION TAKEN BY THE CITY OF BRYAN:**

The applicant will be notified of the action of the City on their application. The applicant will then be allowed to bid only on projects within the classifications for which their registration is approved.

### **APPEAL FROM REJECTION OF APPLICATION OR LIMITATIONS THEREON:**

An applicant, who has applied for registration within the prescribed time limits prior to the scheduled bid on a particular project, may appeal from the total or partial rejection to the Bryan City Manager.

### **PERIOD DURING WHICH A REGISTERED CONTRACTOR REMAINS REGISTERED:**

A contractor who has been registered will usually remain registered until annual registration date of December 31. Unless such contractor is otherwise notified by the City of Bryan, they will be permitted to submit bids for any and all projects within their registration classification for which bids are to be received prior to the annual anniversary date.

### **REQUIREMENT OF CONTINUING REGISTRATION:**

Contractors who have once been qualified and who desire to maintain an uninterrupted registration standing are required to submit an annual update either recertifying previous information or providing new information. These may be submitted not earlier than 60 days prior to but no later than December 31st.

### **CHANGES TO EXISTING REGISTRATION:**

Requests for the revision of the registration standing of any contractor will be considered whenever the contractor can make a showing of materially improved ability. With or without a request from the registered contractor, the registration standing and any limitation on class of work may be reviewed by the City and modified as found appropriate. The registered contractor will be notified in writing of any such revision.

## **MANDATORY DENIAL OF REGISTRATION**

A business entity shall be denied registration if the evidence supports a finding as to any of the following:

1. A business entity, or any of its officers or principal owners, are currently debarred by a federal, state or local public authority;
2. The business entity has knowingly submitted false information on the registration questionnaire or in response to any follow-up inquiries from the City; or
3. The business entity has declined to submit to the City information requested by the City Engineer as part of the registration process.

## **PERMISSIVE DENIAL OF REGISTRATION**

The City may, in its sole discretion, deny registration to a contractor if the evidence supports a finding as to the business entity, or their principals or officers, of any of the following:

1. Commission of civil or criminal fraud in connection with obtaining, attempting to obtain, or performing a public contract, agreement, or transaction;
2. Violation of federal or state antitrust statutes, including, but not limited to, those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging.
3. Commission of embezzlement, theft, forgery, bribery, making false statements, submitting false information, attempting to commit fraud against the City or other public entity, receiving stolen property, making false claims to any public entity, obstructing justice or fraudulently obtaining public funds;
4. Violation of federal guidelines for disadvantaged business entity status including, but not limited to, a violation of 49 CFR part 26 et seq., or misrepresenting minority or disadvantaged business entity status with regard to itself or one of its subcontractors;
5. Conviction for non-compliance with the prevailing wage requirements of the Texas labor law, or similar laws of any other state;
6. Violation of any law, regulation or agreement relating to a conflict of interest with respect to a government funded procurement;
7. Falsification, concealment, withholding and/or destruction of records relating to a public agreement or transaction;
8. Commission of any act or omission, or engaging in a pattern or practice, which tends to demonstrate that the business entity lacks the quality, fitness or capacity to perform a contract with the City, including, but not limited to, deficiencies in on-going contracts, false certifications or statements, fraud in performance or billing, or the lack of the financial resources necessary to perform contractual obligations;
9. Indictment or conviction for an offense which indicates a lack of business integrity or business honesty;
10. Willful failure to perform in accordance with the terms of one or more contracts;
11. Violation of a statutory or regulatory provision or requirement applicable to a public or private agreement or transaction;
12. Performance or conduct on one or more private or public agreements or transactions in a manner which negatively impacts or threatens the health or safety of the business entity's employees, the employees of any other entity involved with the transaction, the general public or any real property.

13. Knowingly has entered into a business relationship with a business entity while that entity was debarred by the City.
14. Violation of the City policy regarding a drug-free workplace.
15. Violation of any non-discrimination laws or provisions included in any public agreement or transaction;
16. Violation of any labor laws, including but not limited to, child labor violations, failure to pay wages, failure to pay into a trust account, failure to remit or pay withheld taxes to tax authorities or unemployment insurance tax delinquencies;
17. Violation of a licensing, sub-letting or subcontractor-listing law.
18. Failure to comply with Texas corporate registration, federal, state and local licensing requirements;
19. Violation of a material provision of any settlement of a denial of registration or validation action;
20. A history of failure to perform, or of unsatisfactory performance of one or more contracts including, without limitation, default on contracts with the City or another public agency;
21. Has had its corporate status, business entity's license or any professional certification suspended, revoked, or has otherwise been prohibited from doing business in the State of Texas in the past three years.
22. Has undisputed or finally adjudicated and unresolved tax liens with federal, state or local taxing authorities; or
23. Any other cause so serious or compelling in nature that it affects the present responsibility of the business entity, the quality of its work, and/or its fitness or capacity to perform on a contract with the City.

## **INVESTIGATIONS, DETERMINATIONS AND REFERRALS**

The City shall review the available information related to each business entity seeking registration and may conduct such further investigation as he or she deems necessary. City officials having information regarding a business entity they know to be seeking registration where such information is reasonably likely to bear on the registration determination shall promptly provide such information to the City Engineer for consideration.

Based upon all the information obtained, the City Engineer shall make a determination consistent with this policy as to whether a business entity seeking registration shall be granted registration.

If information obtained during the registration process is of a sufficiently serious nature to warrant further investigation and possible action beyond the denial of registration, the City Engineer shall refer the matter to the City Legal staff and/or other appropriate official for possible debarment or suspension.

All actions of the City Engineer pursuant to this policy shall be considered to be actions with the course and scope of the City Engineer's employment with the City and shall be subject to the protections for public employees.

## **CERTIFICATE OF REGISTRATION**

Upon a finding that a business entity is approved for registration, the City Engineer shall promptly provide that business entity with a Letter of Registration.

## **NOTICE OF DENIAL OF REGISTRATION**

If the City Engineer denies registration, a notice shall be promptly given by letter to the business entity.

Such notice shall be deemed sufficient notice if served personally or by mail. Any attempt by a business entity to avoid service shall not prevent the denial of registration from becoming effective as of the date the City attempts notice as set forth in this paragraph.

## **EFFECT OF REGISTRATION DENIAL**

A denial of registration for a business entity shall constitute a denial of the right to obtain or compete for a contract with the City until such time as the business entity is granted registration. Whether a denial of registration will extend to every division or other organizational element of the business entity will depend upon the structure of the business entity. However, if the application for registration is not limited to specific divisions or organizational elements of the business entity, a denial of registration shall apply to all affiliates, divisions, and/or organizational elements.

A denial of registration to a particular business entity for a particular solicitation shall not necessarily result in the suspension or deferral of the solicitation schedule, regardless of whether an appeal from a denial of registration has been filed. Any suspension or deferral of the solicitation schedule will be within the sole discretion of the City Engineer.

A denial of registration for a business entity then under contract with the City, where the denial of registration is based upon evidence which could support a cause for debarment, shall result in an immediate review of the status of that business entity's existing contracts with the City to determine whether action is appropriate.

A denial of registration shall extend for an indefinite period of time unless the denial is overturned through an appeal. A business entity subject to a denial of registration may again apply for registration after six months have elapsed from the date of notice of denial of registration, or at any time upon showing of changed circumstances.

## **APPEAL OF REGISTRATION DENIAL**

Any business entity that has been issued a notice of denial of registration may appeal that decision to the City Manager. The appeal letter, together with all supporting documentation shall be submitted to the City Manager within 10 working days of receipt of the notice of denial of registration.

If a business entity which has been served with a notice of denial of registration fails to file a timely written appeal as described in this section, the denial of registration shall become final.

If the City Manager reverses the denial of registration, a Letter of Registration shall be issued within 15 working days from the date of the reversal.

## **FORMAT REQUIREMENTS**

- A cover letter / memo, completed application, contractor questionnaire and required certifications should accompany your submittal.
- The format should conform to the Registration Evaluation Criteria (outlined below). Applications that do not contain straightforward and concise responses to each of the requirement items may be considered incomplete and may be rejected by the City of Bryan.
- One (1) bound original and one electronic version of the registration application packet must be submitted in a sealed envelope. The electronic version of the application must be provided in Adobe Acrobat format written to a single CD-ROM or flash drive. The electronic version of the application must be an exact duplicate of the original hard copy proposal and both must comply with the format requirements of this RFQ. Failure to submit in the manner prescribed may cause the application to be rejected.

## CONTRACTOR REGISTRATION EVALUATION CRITERIA

Information supplied in the application will be evaluated upon the criteria as described below. The “Pages” column represents the maximum number of pages allowed for submittal in each specific evaluating criteria. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed on 8-1/2 x 11 inch pages. The “Points” column represents the maximum points the city can place on evaluating each criteria. The “Points Awarded” column represents the points the city will score for each criteria. See below for additional information regarding requested information.

				<b><u>No business entity may be deemed registered unless it receives a score of 70 points of the mandatory criteria in Category A-G.</u></b>
Criteria	Pages	Points	Points Awarded	Registration Factors
A	5	10		Company Introduction, Organization and Integrity
B	10	15		Demonstrate the Competence and Qualifications of the Project Managers / Job Superintendents who will be Directly Responsible for the Management and Delivery of the Proposed Work
C	20	15		Demonstrate the Technical Adequacy of the Company’s Personnel
D	30	15		Demonstrate the Experience of the Company based upon Previous Public Infrastructure Construction
E	30	25		Demonstrate the Success of the Company Based upon the Record of Performance on other Projects (both City of Bryan Projects and Projects for other Entities).
F	5	10		Knowledge of Local Construction Criteria and Site Conditions in Bryan.
G	5	10		Construction equipment availability and condition
Total		100		

## CONTRACTOR REGISTRATION EVALUATION CRITERIA

The following is a description of items that will be scored as part of the City of Bryan Contractor Registration Program.

### **Consideration Item (a): *Company Introduction, Organization and Integrity***

Briefly introduce your Company, providing a summary of the administration, organization and staffing of your Company, including multiple offices, if applicable. Provide completed Performance and Integrity Questionnaire.

- (1) Provide an organizational chart indicating the positions and names of the core management team including down to the job superintendent level.
- (2) Identify the name and address of your organization. Please include federal ID or Social Security number. If maintaining multiple offices, list all.
- (3) Indicate the name, title, and address of the contact person in your organization authorized to negotiate/expedite a bid quotation/contract. Also include telephone number, facsimile number, and E-mail address.
- (4) Contractors must provide proof of ability to obtain insurance in accordance with the City's requirements.
- (5) Indicate bonding capacity expressed in dollars for which the applicant can be bonded (per project and aggregate capacity). State the name of the company applicant will provide bonds from (company name, contact person, address and phone number of surety)
- (6) List names, addresses and phone numbers of banks, equipment suppliers, material suppliers, and subcontractors with whom you have done major volume of business in the last 3 years (do not include bank account numbers)
- (7) Is your Company a Historically Underutilized Business (HUB) or Disadvantaged Business Enterprise (DBE)?
- (8) Complete the Performance and Integrity Questionnaire included in the Appendix.

### **Consideration Item (b): *Demonstrate the Competence and Qualifications of the Project Managers / Job Superintendents who will be Directly Responsible for the Management and Delivery of the Proposed Work.***

City is interested in their experience as a project manager or job superintendent on projects involving construction of public infrastructure. Of specific interest is the qualifications of the superintendents employed by the company that have direct control over the onsite daily work. At a minimum they shall keep current on the below listed qualifications but further demonstration of qualifications by experience or training shall be provided depending on the area of registration being sought. Demonstrate project management experience, technical competency, qualifications, and compliance with legal requirements by providing a resume which reflects:

- (1) educational background;
- (2) licenses or certifications as applicable;
- (3) continuing education efforts including specific courses and dates
- (4) documented specialized expertise demonstrating such specialized capabilities pertinent to public infrastructure construction;
- (5) descriptions and examples of specific projects by each individual and their role in the work. This should include at a minimum the following information: Project name/location, Project Description, Company name work performed under, Year completed, Owner representative's name, title, address, and phone number.

Superintendents, Foremen or Crew Leaders shall possess the following recent continuing education:

- (1) Trench Safety certificate of continuing education (TEEX or equivalent) – max 2 years old.
- (2) Workzone Traffic Control continuing education (TEEX or equivalent) – max 2 years old



- (3) Stormwater MS4 (NPDES.com or equivalent)
- (4) OSHA (TEEX or equivalent)

Topics to be developed in the Future (as program develops may require these additional topics from personnel)

- Water service / sewer service connection
- Storm inlet connections

Superintendent Certifications (see attached form in the Appendix) – Include one for each individual planned to be used as a Superintendent for any project

Superintendent Expectations:

Each project should have only one Superintendent assigned to it. The Superintendent may have multiple projects to which they are assigned; however, they and the office project manager are the designated responsible parties with whom the City of Bryan will solely communicate. The Superintendent needs to be available on site regularly or during critical points in the project and contactable by phone at all times. Questions that arise from work crews (including sub-contractors) at the project site, should be addressed to and answered by, the Superintendent, not the City. Additional expectations include but are not limited to:

- directing the work and coordinating subcontractors and crews
- planning ahead of the current work underway to anticipate and resolve conflicts before they affect progress
- supervising work crews to insure proper equipment and construction techniques are being utilized on the project in accordance with plans, specifications, and standard details
- insure the work is progressing in a safe manner to workers and the public
- attend and participate in preconstruction and progress meetings
- respond promptly to phone calls from the City
- attend and participate in the punch list preparation at project closeout.

**Consideration Item (c): *Demonstrate the Technical Adequacy of the Company's Personnel.***

City is interested in the technical qualifications and experience of the contractor's workers who will actually be constructing the public infrastructure. Demonstrate technical competency, qualifications, and compliance with legal requirements by providing resumes which reflect:

- (1) continuing education efforts including specific courses and dates, including continuing education certificates if available;
- (2) documented specialized expertise demonstrating such specialized capabilities pertinent to public infrastructure construction;
- (3) descriptions and examples of specific projects by each individual and their role in the work. This should include at a minimum the following information: Project name/location, Project Description, Company name work performed under, Year completed, Owner representative's name, title, address, and phone number.
- (4) documented specialized expertise in a particular construction element;

The Company must be able to staff the project with personnel who possess talent and expertise in the field of Construction. Indicate the number of personnel by skill and qualification presently employed by your Company whom you would intend to utilize on public infrastructure projects. Specific information shall include years of construction experience, magnitude and type of work and the capacity of each individual when the experience was obtained. Attach résumés of professional personnel that may be utilized on these projects. Include educational level, training, experience and related certifications. Attach certificates of continuing education indicating most recent classes.

**Consideration Item (d): *Demonstrate the Experience of the Company based upon Previous Public Infrastructure Construction.***

City is interested in the Company's experience with construction of public infrastructure. List and briefly describe projects completed by your Company which best illustrate your experience relative to the areas identified. Projects should be representative of each of the classification for which registration is sought. List no more than fifteen (15) projects involving construction of public infrastructure, which have been completed within the last five years. Include:

- (1) Project Name
- (2) name of the project manager and superintendents
- (3) construction cost of the project
- (4) list and explain cost overruns
- (5) start and completion dates
- (6) description of the scope of the company's role and list of sub-contractors with their scope of the project
- (7) Describe the size and complexity of each project
- (8) Indicate the type of organization for which work was performed (governmental, private, nonprofit, etc.).
- (9) name, address, and phone number of the agency contact who can respond to questions about the work.

**Consideration Item (e): *Demonstrate the Success of the Company based upon the Record of Performance on previous Projects (both City of Bryan and Projects for other Entities) including delivery of projects within budget and on schedule***

City is interested in the Company's success and performance record related to projects for the City of Bryan or other entities. List no more than eight (8) projects. Projects other than those listed in Consideration Item (d) may be submitted. For other projects not listed in Consideration Item (d), include the information requested in Item (d). Known projects, other than those listed can be evaluated by the City in scoring the Company's record of performance.

- (1) Identification of issues during the bidding phase by the contractor that resulted in addendums prior to bid that would have been change orders if not identified early
- (2) Quality of the final work product;
- (3) Define the approach and techniques of the Company for internally managing and controlling a typical project, including the following areas of construction administration:
  - a. Project tracking and progress reporting
  - b. Work schedule including: hours per week, daily schedule and weekly schedule
  - c. Project staff transition or replacement including plan to sustain a loss of a key team member without compromising project quality, schedule or budget
  - d. Quality assurance/quality control procedures including compliance with construction documents, codes, ordinances, regulations, standards, etc.
  - e. Issue resolution and change order management process
  - f. management of multiple projects simultaneously
- (4) number and dollar amount of change orders;
- (5) measures taken by the contractor to minimize cost including innovative solutions, alternatives, or other efforts;
- (6) comparison of initial completion date to actual completion date to demonstrate ability to remain on schedule;
- (7) company procedures on how a project is brought back into schedule once it has fallen behind
- (8) may include reference statements from clients regarding job performance;
- (9) coordination with and responsiveness to applicable parties during construction (designer, client, citizens);

**Consideration Item (f): *Knowledge of the Local Construction Criteria, Specifications, Details and Site Conditions in the City of Bryan.***

City is interested in the ability of the Company to successfully construct public infrastructure projects with great familiarity with the construction details and specifications and how to overcome the uniqueness and specifics of site conditions found in the local area. Briefly describe the Company's experience and knowledge in this area including but not limited to the following local conditions and considerations.

- (1) rehabilitation of existing public infrastructure;

- (2) development work including subdivisions and commercial site work;
- (3) building material availability and use;
- (4) local soil conditions;
- (5) environmental issues and considerations;
- (6) public awareness and involvement during construction projects;
- (7) local design standards and construction specifications.

**Consideration Item (g):    *Construction Equipment Availability and Condition***

City is interested in the Company's construction equipment to ensure appropriate equipment is available to construct the public infrastructure. List equipment utilized by Company to complete the categories of work for which registration is sought. Equipment should be identified with the following information:

- (1) Description of equipment;
- (2) Equipment capacity;
- (3) Leased or Owned;
- (4) Age in years and condition;
- (5) Equipment Maintenance Program to prevent unnecessary downtime.



CITY OF BRYAN  
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# PUBLIC INFRASTRUCTURE CONTRACTOR REGISTRATION APPLICATION

Application of \_\_\_\_\_

- An Individual
- A Co-Partnership
- A Corporation
- Joint Venture
- Member of Joint Venture
- LLC/LLP/LP

Registered In What State? \_\_\_\_\_

Official Address \_\_\_\_\_  
(Street) (P.O. Box)

City \_\_\_\_\_ State \_\_\_\_\_  
(Zip Code)

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

E-Mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Date Application Prepared \_\_\_\_\_

OFFICIAL USE ONLY				
Date Received	Received By	Omitted Documents Requested	Omitted Documents Received	Contractor Notice of Approval

<b>Registration Class</b>	<b>Check all that apply</b>	<b>Construction Classifications</b>
1		Reinforced concrete street pavement
2		Reinforced concrete sidewalk / misc. flatwork
3		Asphalt street pavement
4		Street pavement grinding/milling
5		Gravity sewer pipe (sanitary or storm) 12 inch diameter or less
6		Gravity sewer pipe (sanitary or storm) greater than 12 inch diameter
7		Pressure sewer pipe (force main)
8		Water pipe 12 inch diameter or less
9		Water pipe greater than 12 inch diameter
10		Sanitary Sewer Lift (pump) Station
11		Excavation / Grading
12		Drilled piers / pile driving
13		Wastewater Treatment Plant Construction / Modification
14		Water Well Drilling / Groundwater monitoring wells
15		Water Storage Tank (Concrete or Steel)
16		Water Production Plants
17		Traffic Signalization
18		Traffic Control (signage, striping, barricades)
19		Telecommunications / Fiber
20		Gas Main
21		Wet bore
22		Dry bore
23		Directional boring
24		Park Improvements
25		Landscaping

I certify, by my signature on this application, that all information provided is truthful and accurate and as a contractor in the City of Bryan we will comply with all applicable federal, state and local codes, ordinances, standards, specifications and regulations. Additionally as a contractor in the City of Bryan we agree to warranty the work we perform in the construction of public infrastructure.

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

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

Applicant Signature \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature  
(seal)

# APPENDIX

**Project Superintendent Certification:**

I certify, by my signature on this application, that I am very familiar with the construction standards, specifications, and details associated with building Public Infrastructure in the City of Bryan and that I understand the expectations of the Project Superintendent as outlined in the City of Bryan Public Infrastructure Contractor Registration Program. I further certify that all work will be performed in accordance with applicable federal, state and local codes and regulations.

Project Superintendent Applicant Name: \_\_\_\_\_

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

Applicant Signature \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(seal) Notary Public Signature



## Performance and Integrity Questionnaire:

1. How many years has your organization been in business under your present business name?
2. How many years experience in construction work has your organization had: a) prime contractor b) sub contractor
3. Greatest number of contracts in excess of \$100,000 under construction at one time in the company's history:
4. Greatest number of contracts in excess of \$500,000 under construction at one time in the company's history:
5. Approximate average dollar volume of incomplete work outstanding under contract at any one time:
6. Has your organization ever failed to complete any work awarded? Yes / No If so, where and why?
7. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete work under a contract? Yes / No If yes, state name of individual, other organization and reason thereof.
8. Has any officer or partner of your organization ever failed to complete work under a contract handled in his own name? Yes/ No If yes, state name of individual, name of owner and reason thereof.
9. Within the last 10 years has your company defaulted on any public works project? If yes, indicate government agency and provide detailed description.
10. Within the last 3 years have you, your company or any officers, agents or employees of you or your company been found to have violated any state or federal prevailing wage statute or regulation (including the federal Davis-Bacon and Related Acts) by the United States Department of Labor or by any court of competent jurisdiction? Yes / No. If yes, provide copies of the final order or judgement in which this occurred and explain in detail: (circumstances behind a violation including amount not paid, whether the amounts have now been paid, the reasons for the violation, all efforts undertaken to ensure that future violations will not occur).
11. Have you pledged or transferred title to any of your equipment or other assets in favor of a surety company as part of an indemnity agreement for the issuance of a performance bond by any such surety? Yes / No. If Yes, give date of transfer and also name / address of surety company requiring such transfer.
12. In what other lines of business are you financially interested?
13. List any organization owned or controlled by the applicant, its officers, directors, partners or anyone owning 10% interest in the Company or in which the applicant was or is an officer, partner, doing business in Texas under another name. If none, state so.
14. Is your Company under the protection of the bankruptcy court, have any pending petition in bankruptcy court, or have you made assignment for the benefit of creditors? Yes/no If yes, give detailed explanation.
15. In last 10 years has your company received any unsatisfactory safety ratings or been in violation of any OSHA requirements/regulations. Yes/No If yes, give detailed explanation
16. In the last 10 years has your company filed a formal claim against the City of Bryan or other municipality in the State of Texas? If yes, please indicate project(s), claim amount and settlement amount.
17. In last 10 years has your company been assessed liquidated damages on any City of Bryan or other municipal project in the State of Texas? If yes, please indicate project, liquidated damage days assessed and amount.
18. Has your Company or any officer of your Company been indicted, pled guilty or been convicted of any offense that resulted in your Company currently being debarred or suspended from bidding or performing work for any State, local or Federal Government agency? If yes, please indicate government agency and provide detailed explanation.