

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

CONSTRUCTION MANAGER-AT-RISK (CM@R) SERVICES

FOR

MARY B. ERSKINE RENOVATION PROJECT

GUADALUPE APPRAISAL DISTRICT

RFQ No.	2026-01
Issued	May 20, 2026
Pre-Submittal Conference	June 1, 2026 at 2:00 pm Location: 216 E. College Street, Seguin, TX 78155
Deadline for Written Questions / Interpretation Requests	June 15, 2026 at 2:00 pm
RFQ Submittal Deadline	June 23, 2026 at 2:00 pm
Public Opening and Reading of Offeror Names	June 24, 2026 at 9:00 am
Delivery Location	Guadalupe Appraisal District 3000 North Austin Street Seguin, Texas 78155
Designated Contact	Peter Snaddon, Chief Appraiser psnaddon@guadalupead.org 830.303.3313 ext. 307

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Section 1 – Introduction

1. Background and Special Concerns

- A. Guadalupe Appraisal District (the "District" or "GAD") is soliciting Statements of Qualifications ("SOQs") from qualified firms interested in providing Construction Manager-at-Risk ("CM@R") services for the Mary B. Erskine Renovation Project (the "Project").
- B. The Project generally consists of renovation and adaptive reuse of the main three story building of former Mary B. Erskine school facility at 216 E. College Street in Seguin, Texas, for use as the District's administrative headquarters and public service facility. The Project is expected to support long-term District operations, public access, records management, staff work areas, hearing and meeting functions, building systems, code compliance, accessibility, and related site or facility improvements.
- C. The District has retained Debra J. Dockery, Architect, P.C. to provide architectural design services for the Project. The selected CM@R will be expected to work collaboratively with the Architect, District representatives, consultants, and applicable permitting authorities during preconstruction and, if authorized, construction.
- D. The District has determined that the Construction Manager-at-Risk delivery method, using a two-step process under Texas Government Code Chapter 2269, Subchapter F, provides the best value to the District for this renovation and adaptive reuse project.
- E. In seeking a CM@R, the District is looking for a qualified general contractor with demonstrated CM@R experience, public-sector experience, renovation/adaptive reuse experience, cost estimating accuracy, scheduling discipline, subcontractor procurement capability, and demonstrated ability to coordinate construction within existing buildings and public-owner governance requirements.

2. Statutory Requirements for a Construction Manager-at-Risk Contract Under TX Govt. Code Section 2269

- A. This RFQ is issued pursuant to Texas Government Code Chapter 2269, including Subchapter F, Construction Manager-at-Risk Method. The District intends to use a two-step selection process. Step One is limited to qualifications. Step Two may be issued only to five or fewer offerors selected solely on the basis of qualifications.
- B. Texas Government Code Section 2269.253 requires the initial RFQ for a two-step CM@R process to include a statement as to whether the selection process is one-step or two-step; general information on the project site, project scope, schedule, selection criteria and weighted value for each criterion, estimated budget, and the time and place for receipt of qualifications; and other information that may assist in the selection of a CM@R.
- C. A "Construction Manager-at-Risk (CM@R)" is a sole proprietorship, partnership, corporation, or other legal entity that assumes the risk for construction, rehabilitation, alteration, or repair of a facility at the contracted price as a General Contractor and provides consultation to the District regarding construction during and after the design phase of the project.
- D. Architects and Engineers: The District has selected the Architect (Debra J. Dockery, Architect, P.C.) to prepare construction documents for the Project and who has full responsibility for complying with the requirements of Chapter 1051, Subtitle B of the Texas Occupations Code (Regulation of Architecture and Related Practices).

3. Selection Process, Qualifications Being Sought and Evaluation Criteria

A. Selection Process:

1. The process for selection of a CM@R for this Project will be a two-step process. The time period for responding to this Step One RFQ is set out in **Section 2 (#12)**. After receiving timely SOQs, the District will publicly open the submissions and read aloud the names of the offerors received in accordance with the submission deadline.
2. In Step One, the District will evaluate SOQs solely on the basis of qualifications and the published evaluation criteria. The District **may shortlist** five or fewer offerors to proceed to Step Two.
3. In Step Two, the District may issue a Request for Proposals (RFP) to the shortlisted offerors to provide additional information, which may include the CM@R's proposed fee and prices for fulfilling the general conditions, as permitted by Texas Government Code Section 2269.253(e).
4. The District may conduct interviews, request clarifications, verify references, and perform due diligence as part of the evaluation process. The District reserves the right to reject any or all submittals, waive informalities, cancel or reissue this RFQ, modify the schedule, or proceed in any manner determined to be in the best interest of the District and consistent with applicable law.
5. Within the time required by applicable law after opening final Step Two proposals, the District will evaluate and rank offerors based on the published selection criteria. Unless all submissions are rejected, the District may authorize negotiations with the first-ranked offeror. If negotiations are unsuccessful, the District may terminate negotiations and proceed with the next-ranked offeror in order of ranking until an agreement is reached or all submissions are rejected.

B. Qualifications Being Sought

1. Successful experience and expertise as CM@R or general contractor on public-sector building projects of similar size, complexity, scope, and quality.
2. Demonstrated experience with renovation, adaptive reuse, occupied or partially occupied facility work, code compliance upgrades, accessibility improvements, and public facility modernization.
3. Demonstrated capability to provide preconstruction services, including constructability review, cost estimating, budget reconciliation, value engineering, scheduling, phasing, and long-lead procurement planning.
4. Demonstrated ability to provide resources, including financial capabilities, bonding capabilities insurance, staffing, and subcontractor market outreach necessary to meet Project requirements.
5. Qualifications and experience of proposed project personnel, including proposed project executive, project manager, preconstruction manager, estimator, superintendent, safety lead, and other key personnel.
6. Recent experience with cost estimating accuracy, GMP development, project budget adherence, schedule adherence, quality assurance, and change management.
7. Safety record supported by accurate, verifiable data, including EMR and OSHA-related metrics.
8. Client references from public owners or comparable institutional owners indicating quality of work, responsiveness, cost control, schedule performance, and overall satisfaction.

- C. Evaluation Criteria - The evaluation criteria will be grouped into percentage factors as follows:
1. Firm's Experience as CM@R on Similar Public-Sector Renovation or Adaptive Reuse Projects – 30%
 2. Firm's Experience with Pre-Construction Estimating Accuracy and Budget Control – 20%
 3. Proposed Project Team Qualifications and Relevant Experience with Government Agencies – 20%
 4. Firm's Experience with Local Permitting Authorities on Existing Facilities' work – 15%
 5. Proposed Schedule, Project Understanding, and Ability to Meet District Objectives – 10%
 6. Firm's Safety Record, Bonding capabilities, Financial capabilities, and Claims History – 5%

4. Project Scope, Schedule, Payment, and Procurement

A. Scope of Work

1. Preconstruction Services. The CM@R will work with the District, Architect, and consultants during design development and construction document preparation to evaluate feasibility, constructability, perform on-site investigation of existing conditions, phasing, cost, schedule, long-lead items, subcontractor availability, and value engineering options. The CM@R may be required to review design documents at milestone intervals, anticipated to include schematic/design development, 60% construction documents, 95% construction documents, and other milestones as directed by the District.
2. Budget Control and GMP Development. The CM@R will provide detailed cost estimates during design and will assist the District in reconciling scope and cost to the Project budget. At the appropriate design milestone, and only if requested by the District, the CM@R will submit a proposed Guaranteed Maximum Price (GMP), supporting assumptions, clarifications, exclusions, alternates, allowances, contingencies, subcontractor procurement plan, and project schedule.
3. Bidding and Trade Procurement Services. If authorized by the District, the CM@R will coordinate bidding, advertisement, solicitation, receipt, evaluation, and recommendation of trade contractor and subcontractor bids or proposals in compliance with Texas Government Code Chapter 2269, the CM@R agreement, and District requirements.
4. Construction Services. If the District elects to proceed to construction, the CM@R will serve as the general contractor responsible for construction administration, subcontractor management, safety, schedule, quality control, coordination with District operations, coordination with the Architect and consultants, reporting, payment applications, change management, closeout, warranties, and delivery of the completed Project.
5. General Anticipated Work Elements. Final scope will be determined by the construction documents. Anticipated work may include selective demolition; building envelope work; interior reconfiguration; structural modifications; accessibility improvements; fire protection; life-safety systems; mechanical, electrical, and plumbing systems; technology, security, and audio/visual coordination; roofing; doors, frames, and hardware; finishes; millwork; signage; site improvements; parking, access, utility coordination; and other work necessary to complete the Project.
6. Excluded or Separately Contracted Services. The District may separately contract for design services, geotechnical services, environmental testing, materials testing, inspections, furniture, fixtures, equipment, technology, security systems, moving services, or other services as determined to be in the District's best interest. The CM@R shall coordinate with separately retained consultants or vendors as required by the District.

7. Project Staffing. The CM@R shall identify key project personnel in the SOQ. The District may require approval before any material change in key personnel after selection.

B. Estimated Budget

The current planning budget for the Project is **approximately \$5,764,748**, subject to refinement through design development, preconstruction services, Board authorization, financing requirements, and final scope determination. This RFQ does not authorize construction, does not establish a final GMP, and does not obligate the District to proceed beyond preconstruction services.

C. Schedule

Offerors shall provide a qualifications-stage schedule approach and milestone narrative. Offerors shall not submit pricing. The preliminary Project schedule is subject to change based on design progress, permitting, Board authorization, procurement requirements, financing requirements, and District operational needs.

D. Payment

If a CM@R agreement is executed, payment terms will be set forth in the agreement. Construction phase payments, if authorized, are expected to be made to the CM@R for distribution to subcontractors and suppliers as appropriate, based on approved applications for payment, schedule of values, supporting documentation, lien releases, statutory retainage requirements, and District approval procedures.

E. Procurement and Contracting

1. The successful offeror will enter into a Construction Manager-at-Risk Agreement ("Agreement") with the District, using a contract form approved by the District and its legal counsel. The District may use a modified AIA form, another industry form, or a District-specific agreement.
2. Upon execution of Agreement, the CM@R shall provide required insurance and bonding before commencing work. Payment and performance bonds will be required for construction work as required by applicable Texas law and the contract documents.
3. The CM@R and all subcontractors shall comply with all applicable federal, state, and local laws, including applicable wage requirements, safety requirements, public procurement requirements, public information requirements, and District policies incorporated into the contract documents.
4. The CM@R shall publicly advertise for bids or proposals and receive bids or proposals from trade contractors or subcontractors for the performance of major elements of the work as required by Texas Government Code Chapter 2269. The CM@R may seek to perform portions of the work itself only if permitted by law and the contract documents, and only if the CM@R submits its bid or proposal for those portions in the same manner as other trade contractors or subcontractors and the District determines that the CM@R's bid or proposal provides the best value.
5. The District reserves the right to contract separately with other consultants, suppliers, vendors, inspectors, or contractors as deemed in the best interest of the Project.

Section 2 – Notice To Offerors

1. Request for Qualifications

The Guadalupe Appraisal District is accepting Statements of Qualifications for CM@R services pursuant to Texas Government Code Chapter 2269 and the terms, conditions, and requirements set forth in this RFQ.

OFFERORS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFQ CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

2. Pre-Submittal Conference

A pre-submittal conference will be held at the time and place listed in **Section 2 (#12)**. The purpose of this conference is to discuss the Project and allow prospective offerors to ask questions arising from review of this RFQ. Answers provided orally will not be binding unless confirmed in a written addendum issued by the District.

The pre-submittal conference is for informational purposes only; attendance **is not** mandatory.

3. Submittal Format

Responses must comply with the Submittal Requirements set out in **Section 3** of this RFQ. Failure to comply with required formatting, page limits, required forms, or delivery requirements may result in disqualification at the District's discretion.

4. Submittal Deadline

The District will accept SOQs until the date and time listed in **Section 2 (#12)**. Responses received after the stated deadline may not be considered.

District will publicly open and read aloud the timely received SOQ offerors' names at the date, time, and location listed in **Section 2 (#12)**.

5. Place for Submission

Responses must be submitted by mail or hand delivery to:

Guadalupe Appraisal District
Attn: Cathy Castaneda, HR Assistant - Governance
3000 North Austin Street
Seguin, Texas 78155

It is the responsibility of each offeror to ensure that its response is submitted in a timely manner. The District is not responsible for mail, courier, delivery, weather, traffic, or other delays.

6. District Contact

All questions or concerns regarding this RFQ shall be directed in writing to the designated District contact:

Peter Snaddon, Chief Appraiser
Guadalupe Appraisal District
psnaddon@guadalupead.org
830.303.3313 ext. 307

Offerors shall restrict all contact and questions regarding this RFQ to the designated contact. Unauthorized contact with Board members, District staff, consultants, evaluation committee members, or the Architect regarding this procurement may result in disqualification.

7. Inquiries and Interpretations

Requests for interpretation, clarification, or changes to this RFQ must be submitted in writing by the deadline listed in **Section 2 (#12)**. Responses to inquiries that directly affect interpretation or change this RFQ will be issued by written addendum. Only written addenda issued by the District shall be binding. Oral interpretations or clarifications shall not be binding on the District.

Offerors are responsible for confirming receipt of all addenda before submission. Offerors must acknowledge receipt of all addenda in the Response Letter.

8. Selection Procedure

The procedure for selecting the CM@R is described in **Section 1 (#3)** of this RFQ. The District will evaluate submissions in accordance with the published selection criteria and applicable law.

9. Public Information

Information, documentation, and other materials submitted in response to this RFQ may be subject to disclosure under the Texas Public Information Act, Texas Government Code Chapter 552. Offerors should clearly mark any information claimed to be confidential or proprietary. The District will process public information requests in accordance with applicable law and opinions of the Texas Attorney General. The District cannot guarantee that information marked confidential will be withheld if disclosure is required by law.

10. Offeror Acceptance of Evaluation Methodology

By submitting an SOQ, each offeror accepts the evaluation methodology set forth in this RFQ and acknowledges that the evaluation process may involve professional judgment by the District, its representatives, and any evaluation committee. Each offeror waives claims against the District, its Board of Directors, officers, employees, agents, representatives, consultants, and Architect arising out of the administration of the RFQ, evaluation of submissions, shortlisting, ranking, or selection process, to the extent permitted by law.

11. Offeror Commitment

The offeror understands and agrees that the District may terminate the selection process at any time, reject any or all responses, waive informalities, request clarification, or elect not to award a contract. The District has made no representation, written or oral, that it will award a contract for the Project. Costs incurred by offerors in preparing or submitting a response to this RFQ, participating in interviews, or responding to any subsequent request are the sole responsibility of the offeror.

12. Key Events Schedule

The following tentative timeline has been established for the selection process and subject to change by the District through written addendum or other written notice as appropriate.

Event	Date / Time
Step One - Issue Request for Qualifications	May 20, 2026
Pre-Submittal Conference	June 1, 2026, at 2:00 pm Location: 216 E. College St., Seguin, TX 78155
Deadline for Written Questions / Interpretation Requests	June 15, 2026, at 2:00 pm
Step One - RFQ Submittal Deadline	June 23, 2026, at 2:00 pm
Public Opening and Reading of Offeror Names	June 24, 2026, at 9:00 am
Step Two - RFP Issued to Shortlisted Offerors	June 26, 2026
Step Two – RFP Submittal Deadline	July 17, 2026
Recommendation to Board / Authorization to Negotiate	August 5, 2026

13. Eligible Offerors

Only individual firms or formal joint ventures may respond to this RFQ. Two firms may not respond jointly unless they have formed a formal joint venture. This does not preclude an offeror from identifying consultants, subcontractors, or trade partners; however, the offeror must clearly identify the legal entity submitting the SOQ and the entity that would contract with the District.

14. Insurance Requirements

The successful offeror will be required to obtain and maintain insurance acceptable to the District. The following requirements are included for planning purposes and are subject to review and modification by the District and legal counsel before contract execution.

Coverage Type	Minimum Requirement / Comment
Commercial General Liability	Minimum combined single limits of \$1,000,000 per occurrence, \$1,000,000 products/completed operations aggregate, and \$2,000,000 general aggregate, or other limits approved by the District.
Workers' Compensation and Employer's Liability	Workers' Compensation with statutory limits and Employer's Liability coverage with limits acceptable to the District.
Business Automobile Liability	Coverage for owned, hired, and non-owned vehicles with a minimum combined bodily injury and property damage limit of \$1,000,000 per occurrence.
Umbrella or Excess Liability	Minimum limits of \$5,000,000 each occurrence and annual aggregate, or other limits approved by the District.
Builder's Risk	If the CM@R serves as general contractor during the construction phase, builder's risk insurance may be required in an amount equal to one hundred percent of the completed value of the Project, with coverage and endorsements acceptable to the District.
Professional Liability / Contractor's Pollution Liability	If required by the District based on scope, design-assist activities, environmental conditions, or contract structure.

Applicable policies shall name the District, its Board of Directors, officers, employees, and agents as additional insureds where appropriate; include waiver of subrogation where required; and provide notice of cancellation or material change as required by the contract documents. Insurance companies must be authorized to do business in Texas and have ratings acceptable to the District.

Section 3 – Submittal Requirements

1. General Instructions

- A. Offerors should carefully read this RFQ and submit a complete response to all requirements and questions as directed.
- B. Responses and information submitted in response to this RFQ become the property of the District and may be subject to public disclosure.
- C. The District will not compensate offerors for expenses incurred in preparing submissions, attending conferences, participating in interviews, or responding to any subsequent request.
- D. Responses which are qualified with conditional clauses, alterations, exceptions, or irregularities may be rejected or deemed non-responsive at the District's discretion.
- E. Each response should be prepared simply and economically, with emphasis on completeness, clarity, responsiveness, and demonstrated understanding of the District's needs.
- F. The District makes no guarantee that an award will be made as a result of this RFQ or any subsequent RFQ, and reserves the right to accept or reject any or all submittals, waive any formalities, irregularities, or minor technical inconsistencies, or delete any item/requirements from this RFQ or contract when deemed to be in the District's best interest. Representations made within the response will be binding on responding firms.
- G. Failure to comply with the requirements contained in this RFQ may result in a finding that the Offeror is not qualified and is ineligible to submit in response to any subsequent RFQ.
- H. Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. Any associates will be disqualified. *(This does not preclude an Offeror from having consultants.)*

2. Preparation and Submittal Instructions

- A. Offerors must complete, sign, and return the Response Letter in **Section 4** as part of the SOQ. A company official authorized to bind the offeror must sign the response.
- B. Responses should include complete answers to the Offeror Questionnaire in **Section 5** and all requested supporting information. It is not necessary to repeat each question; however, responses should reference the corresponding question number or tab.
- C. Submittals must be typed on letter-size 8.5 inch by 11 inch paper. Pages should be numbered sequentially. Tabs and dividers should be used for ease of reference.
- D. SOQs shall be limited to **thirty (30) single sided-pages**, excluding cover, table of contents, divider tabs, signed forms, financial statements if requested separately, insurance certificates, bonding letters, and reference letters.
- E. Submit one (1) original, clearly labeled, and five (5) hard copies of the full response, unless modified by addendum.
- F. The sealed package must identify the RFQ number, Project name, submittal deadline, offeror name, telephone number, and return address on the outside of the package.
- G. Late responses will be returned unopened and will not be considered. Telephone, fax, or email submissions are **not acceptable** when in response to this Request for Qualifications.

3. Pricing

Step One Pricing Prohibition: SOQs **shall not** include fees, pricing, general conditions costs, preconstruction service fees, construction phase fees, hourly rates, markups, contingencies, or other compensation information. Any Step One response containing pricing or cost information **may be** disqualified.

4. Required Organization of SOQ Response

Tab	Required Content
Tab 1	Response Letter and Addenda Acknowledgment
Tab 2	Firm Profile, Legal Structure, and Contact Information
Tab 3	CM@R Experience and Similar Public-Sector Projects (minimum 3)
Tab 4	Renovation / Adaptive Reuse / Existing Facility Experience (minimum 3)
Tab 5	Proposed Project Team, Organization Chart, and Resumes
Tab 6	Preconstruction Services, Cost Estimating, and Constructability Approach
Tab 7	Schedule Approach and Project Phasing
Tab 8	Safety Record, Quality Assurance, and Risk Management
Tab 9	Bonding capabilities, Insurance, Financial capabilities, Claims, and Litigation
Tab 10	References and Reference Letters
Tab 11	Completed Offeror Questionnaire and Required Forms

5. Submittal Checklist

Offerors are instructed to complete, sign and return the following documents as part of their submittal. Failure to return these documents may subject your submittal to disqualification

- Signed and completed Response Letter (reference Section 4)
- Completed Offeror Questionnaire (reference Section 5)
- Firm profile and legal structure information.
- Project experience and references.
- Proposed project team organization chart and resumes.
- Safety data, quality assurance description, and claims/litigation disclosures.
- Bonding capabilities letter and insurance acknowledgment.

Section 4 - Response Letter

RFQ No. 2026-01

Guadalupe Appraisal District
Attn: Peter Snaddon, Chief Appraiser
3000 North Austin Street
Seguin, Texas 78155

Mr. Snaddon:

This response is submitted by the undersigned on behalf of the offeror identified below in response to the Request for Qualifications for Construction Manager-at-Risk Services for the Mary B. Erskine Renovation Project.

The person signing this Response on behalf of the Offeror represents to the District that:

1. The information provided in this response is true, complete, and accurate to the best knowledge and belief of the undersigned.
2. The undersigned has full authority to execute this response on behalf of the offeror.
3. The offeror has received and considered Addenda numbered:
_____ (N/a, if not applicable).
4. The offeror acknowledges that Step One is qualifications-only and confirms that this response does not include fees, pricing, general conditions costs, hourly rates, markups, contingencies, or other cost information.
5. The offeror acknowledges and accepts the evaluation methodology and procurement terms stated in the RFQ.

Executed this ____ day of _____, 2026.

OFFEROR: _____

By: _____

Name: _____

Title: _____

Phone: _____

Email: _____

Attachment: Required Submittal Materials and Responses to Offeror Questionnaire

Section 5 – Offeror’s Questionnaire for RFQ No. 2026-01

Offerors are required to submit a complete response to each item below. Responses requiring additional space should be brief and may be included as attachments within the applicable tab. No pricing or cost information shall be included in Step One.

1. Legal Name of Company: _____
 - a. Authorized Point of Contact for Company
 - Name: _____
 - Mobile Phone #: _____
 - Office Phone #: _____
 - Email Address: _____
 - b. Physical Address of Company: _____

 - c. Number of years in Business: _____
 - d. Type of Operation: Individual _____ Partnership _____ Corporation _____
 - e. Number of Employees: _____
 - f. Annual Sales Volume: _____
2. State whether the offeror will provide financial statements for the past two years, if requested by the District during due diligence or Step Two.
3. Provide available documentation indicating the financial stability of the company, including bonding capabilities and any available third-party financial rating or letter from surety.
4. Is the company currently for sale or involved in any transaction to expand, merge, reorganize, or be acquired by another business entity? If yes, explain the expected impact on organization, staffing, commitments, and project delivery.
5. Provide details of all material past or pending litigation, claims, arbitration, mediation, termination for cause, default, or surety involvement arising out of or in connection with construction management or construction services within the past five years. Describe resolution status.

6. Is the company currently in default on any loan agreement, financing agreement, bond obligation, or material financial obligation? If yes, specify dates, details, circumstances, and prospects for resolution.
7. Does any relationship exist between the company and any District Board member, officer, employee, consultant, or representative, whether by family relationship, business relationship, financial interest, employment relationship, or other potential conflict? If yes, explain.
8. Confirm the offeror's ability to furnish payment and performance bonds in the full amount required for construction if the District proceeds to a construction phase.