



REQUEST FOR QUALIFICATION #33

Blinn College District invites qualified firms to submit Qualifications for:

ARCHITECTURAL SERVICES

Master Planning and Design

Blinn-Waller/Harris County Campus - Blinn-Brenham Campus

Qualifications will close on:

January 9, 2025 @ 2:00 PM C.S.T.

Sealed Qualifications must be submitted to the following location with the RFQ # in the lower left corner of the envelope.

Vendors are encouraged to register and submit proposals through the Blinn College District E- procurement site: <https://blinn.ionwave.net/Login.aspx>

Faxed and e mailed qualifications will not be accepted.

Mail Qualifications to:

**Blinn College District Purchasing
902 College Avenue
Brenham, Texas 77833**

Deliver Qualifications to:

**Blinn College District Purchasing
806 College Avenue – Old Main Room 207
Brenham, Texas 77833**

RFQ #33

Architectural Services – Master Planning and Design

Qualifications that arrive after the closing date and time will be rejected. Time/date stamp clock in the Purchasing Department shall be the official time of receipt. Responses received in the Purchasing Department after submission deadline shall be returned unopened and will be considered void and unacceptable. Mailing of a Proposal does not ensure that the RFQ will be delivered on time or delivered at all. The proposer (not the college mail system) is solely responsible for ensuring the RFQ is received prior to the closing date and time. **Delivery at any other campus location or any other department is unacceptable.**

Blinn College District reserves the right to reject any and/or all RFQ's, to award contracts as may appear advantageous to the Blinn College District, and to waive all formalities in offering.

Ross Schroeder – Director of Purchasing

Blinn College District, a Junior College District of Washington County, is receiving qualifications for Architectural Services for Master Planning and Design on the Blinn-Waller/Harris County Campus in Waller, Texas and Blinn-Brenham Campus in Brenham, Texas. The selection of the Architect will comply with the provisions of the Texas Educational Code Section 44.031 and consist of the process set forth in Section 2254.004 of the Texas Government Code.

A Pre-qualification meeting is scheduled for Friday, December 6, 2024 at 1:00 PM. The meeting will be held in Student Center, Conference Room SC120, 1007 Walter Schwartz Way, Brenham, Texas 77833.

1. Response to Request for Qualification

Respondents are required to provide detailed written responses to this RFQ no later than **January 9, 2025 @ 2:00 PM C.S.T.** Responses must be delivered to the Blinn College District, Purchasing Department, located in Old Main, 806 College Avenue, Room 207, Brenham, TX 77833. Responses may also be submitted through Blinn College's E-procurement site at <https://blinn.ionwave.net/Login.aspx>. Responses received after this date will not be considered or accepted.

Written responses shall address each requirement identified in this RFQ. Failure to provide all the requested information will be considered an incomplete response. Blinn College District reserves the right to reject any or all proposals and to accept any proposal deemed as providing the best value to the Blinn College District. Blinn College District shall Short List the respondents based on the information provided, and follow-up with an interviewing process prior to beginning contract negotiations with the respondent deemed to offer the best value.

If responding manually, respondents are required to submit one (1) bound (8 ½" x 11" format) copies and one (1) electronic copy (USB flash drive or Disk) of the proposal statement.

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.

The respondent's qualification statement shall be a maximum of Fifteen (15) double sided pages in length. Qualifications shall be printed on letter-size (8-1/2" x 11") paper, portrait orientation, and assembled in a bound format (not a three-ring binder). Do not include preprinted material or attachments. Blinn forms are in addition to the Fifteen-page limit.

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed.

Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.

The Owner will not compensate respondents for any expenses incurred in Qualification's preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.

Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner.

The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the Owner's best interest.

Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.

Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

Questions regarding the project and this Request for Qualifications are to be directed to:

Ross Schroeder
Blinn College District
Director of Purchasing
902 College Ave.
Brenham, Texas 77833
Phone: 979-830-4118
Email: ross.schroeder@blinn.edu

RFQ #33 Calendar

Date/Time	Action
Tuesday, November 26, 2024	Advertisement #1
Tuesday, December 3, 20124	Advertisement #2
Friday, December 6, 2024, 1:00 pm	Pre-Qualification Meeting Blinn-Brenham Campus Student Center, Conference Room SC120 1007 Walter Schwartz Way Brenham, TX 77833 CLICK HERE FOR CAMPUS MAP
Tuesday, December 10, 2024, 5:00 pm	Last day and time to submit email inquires Submit to: ross.schroeder@blinn.edu
Friday, December 13, 2024	Addenda issued, if any, communicated by e-mail & Ionwave
Wednesday, December 18, 2024 – Friday, January 3, 2025	College Closed for Winter Break
Thursday, January 9, 2025, 2:00 pm	Deadline for Submission, RFQ #33 Blinn College District Purchasing Attn: Mr. Ross Schroeder, Director of Purchasing 806 College Ave., Old Main Room 207 Brenham, Texas 77833 CLICK HERE FOR CAMPUS MAP
Thursday, January 16, 2025	Notify shortlisted firms for presentation
Friday, January 24, 2025	Presentations from Selected Firms (Location and Time: T.B.D.)
Thursday, February 6, 2025	Submit Agenda Item to Administration
Tuesday, February 18, 2025	Recommendation of selected firm to the Board of Trustees for approval

2. Scope of Work

Project Name: Master Planning and Design, Blinn-Waller/Harris County Campus and Blinn-Brenham Campus

Proposed Delivery Method: Construction Manager at Risk

Type of Project: New Construction

Planned Gross Area:

- Blinn-Waller/Harris County Campus: Master Plan a new 100-acre campus, Design an approximately 87,000 sq. ft. academic building
- Blinn-Brenham Campus: Add 24-acres to master planned sports and intramural zone, Design approximately 27,000 sq. ft. fieldhouse with competition softball field, competition soccer field, and practice football field

Project Locations:

- Blinn-Waller/Harris County Campus, 29638 FM 2920, Waller, TX 77484
- Blinn-Brenham Campus, 902 College Ave., Brenham, TX 77833

Budget:

- Blinn-Waller/Harris County Campus – Approximately \$68,000,000
- Blinn-Brenham Campus – Approximately \$29,500,000

The scope of work relative to this RFQ submission includes the following:

1. Master Planning and Design, Blinn-Waller/Harris County Campus
 - a. Master Planning: Incorporate the 100-Acre Blinn-Waller/Harris County Campus into Blinn's Districtwide Facilities Master Plan as an amendment document
 - i. Site Analysis of the Blinn-Waller/Harris County Campus
 - ii. Multi-phased campus master plan
 - b. Design of an Academic Building
 - i. Design a proposed 87,000 sq. ft. +/- Academic building
2. Master Planning and Design, Blinn-Brenham Campus
 - a. Master Planning: Incorporate the recently purchase 24-Acre tract of land into the Blinn College Districtwide Master Plan as an amendment document
 - i. Site Analysis for use as a Sports & Intramural Zone
 - ii. Multi-phased development of the Sports & Intramural Zone
 - b. Design of a Sports & Intramural Zone
 - i. Approximately 27,000 sq. ft. Fieldhouse
 - ii. Competition Softball Field
 - iii. Competition Soccer Field
 - iv. Practice Football Field
 - v. Access Road
 - vi. Utility Extensions
 - vii. Parking Lot
 - viii. 2,500 sq. ft. unconditioned storage facility

Project Schedule:

The anticipated project milestones are as follows:

- **November 2024:** Board Authorization to Seek RFQ's for Architectural Services and to Seek RFP's for CMAR services
- **February 2025:** Board Authorization to Negotiate and Execute a contract for Architectural Services.
- **April 2025:** Board Authorization to Negotiate and Execute a contract for CMAR Services.
- **November-December 2025:** Board Authorization to Execute a GMP
- **June 2027:** Substantial Completion
- **August 2027:** Blinn Occupancy

3. Evaluation Criteria and Selection Process

The evaluation of the respondents is based on the qualifications for architectural services for master planning and design. The compilation of a sub-consultant project team is not required for this RFQ. However, respondents are encouraged to reference successful sub-consultant teams for example projects with regard to the following anticipated services:

- 1) Planner/Programmer/Space Utilization
- 2) Civil Engineering
- 3) Landscape Architecture
- 4) Structural Engineering
- 5) Mechanical Engineering
- 6) Electrical Engineering
- 7) Technology/A.V./I.T./Security Designer
- 8) Interior Design/Furniture Design
- 9) Signage and Graphics Design
- 10) Equipment Consultation
- 11) Esports Design
- 12) Athletic Facility Design
- 13) Food Service Consultation
- 14) Event/Meeting Space Design
- 15) Science Lab Design

The College reserves the right to select one or multiple design firms for this project.

Step One: Qualifications Evaluation Criteria and Requirements

All qualifications will be evaluated based on the criteria listed below by the evaluation committee. The committee shall consist of individuals who have knowledge or experience of the subject matter in the RFQ; beneficiaries and /or users of the RFQ's subject matter; and individuals who provide a diversity of experience within the Blinn College District. The top scoring firms will be selected to participate in step two of the process.

Qualifications Evaluation Criteria for Step One

Criteria	Score
Respondent's Statement of Interest and Qualifications	15
Respondent's Ability to Provide Services	30
Respondent's Performance on Past Representative Projects	30
Respondent's Knowledge of Best Practices	20
Completeness and Thoroughness of Qualifications	5
TOTAL SCORE	100

The following information is required to be included in the RFQ response for step one at a minimum. The descriptions below correspond with the scoring factors outlined above.

1. Respondent's Statement of Interest and Qualifications
 - a. Provide a brief history of the Respondent for the project including when the firm was established, type of ownership and office locations. If more than one office is listed indicate the office that will manage the project. If the firm has changed name or ownership within the last three (3) years indicate the former name.
 - b. Provide a statement on the availability and commitment of the Respondent and its principal(s) and assigned professionals to undertake the project.
 - c. Provide a statement of interest for the project including a narrative describing the Respondent's and Project Team's unique qualifications as they pertain to this particular project.

2. Respondent's Ability to Provide Services
 - a. Provide the following information for the Respondent and consultant(s):
 - i. Legal Name of the company as registered with the Secretary of State of Texas
 - ii. Address of the office that will be providing services
 - iii. Number of years in business
 - iv. Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc.)
 - v. Number of Employees by skill group
 - vi. Provide a list of all your proposed personnel indicating the position they will hold within the project and their years of experience as it relates to this project.
 - vii. Provide an organizational chart that depicts all of your lead personnel. Include current domicile location for each person and employment duration with the firm.
 - viii. Provide resumes for all your lead personnel.
 - ix. Indicated where the office providing the services under this RFQ is located.
 - x. Indicate if any of the lead personnel are located in a different office and the location of that office.

- b. Is your company pending, currently, or within the past 10 years been involved in litigation or claims against your company because of professional services rendered? If yes, specify date(s), details, circumstances, and resolution.
- c. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- d. Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Trustee? If so, please explain.
- e. Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.

3. Respondent's Performance on Past Representative Projects

- a. Provide an overview of a maximum of two (2) higher education projects involving master planning; two (2) higher education new construction academic facilities ranging in size from \$50,000,000-\$80,000,000; and two (2) higher education new construction athletic facilities ranging in size from \$20,000,000-\$40,000,000. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:
 - i. Project name, location
 - ii. Project size, cost
 - iii. Project overview/description including any unique design characteristics
 - iv. Description of professional services Respondent provide for the project
 - v. Listing of all sub-consultants and services provided for the project
 - vi. Name of Project Principal (individual responsible to the Client for the overall success of the project)
 - vii. For Master Plan Projects – Name of Project Planner/Design
 - viii. Name of the Project Design Architect (individual responsible for architectural design of the facility(s))
 - ix. Name of the Project Manager (individual responsible for the day-to-day operation of the project)
 - x. The Client's name and contact information as a reference. References shall be considered relevant based on specific project participation and experience with the Respondent. Blinn College District may contact references during any part of the process.

4. Respondent's Knowledge of Best Practices

- a. Describe the Respondent's programming and design philosophy, methodology, and it process for integrating the client's project vision and standards into the design.
- b. Describe the Respondent's quality assurance program explaining the method used and how the firm maintains quality control during the development of Construction Documents and quality assurance during the Construction phase of a project.
- c. Describe your project team's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.
- d. Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule.
- e. Describe how you plan to ensure continuity of project objectives starting with design solution, moving through construction documents, and finishing with a constructed project that meets the Owner's requirements.
- f. Describe your firm's knowledge of designing classroom, student services, administrative, support, athletics, esports, and amenity spaces, including your firms approach to determining when a specialty design consultant is optimal.

- g. Describe your firm’s philosophy, methodology, and process for monitoring and managing design budgets, design phase estimates, design contingencies, alternates, and scope creep.

5. Completeness and Thoroughness of Qualifications Package:

- A. RFQ submittal packet must be clear, concise and easy to follow. Provide materials in tabs that correspond with all requested information on the criteria factors.

Step Two: Presentation Evaluation and Selection Process

The top ranked firm(s) from step one of the process will be asked to present their qualifications. The evaluation criteria and weight factors listed below will be used in step two. The cumulative scores from step one and step two will be used to select top ranked firm. It is recommended that the Principal(s), Master Planner(s), Design Architect(s), and Project Manager(s) participate in the Step Two presentation.

Presentation Evaluation Criteria for Step Two

Criteria	Score
Presentation of Respondent’s Statement of Interest and Qualifications	10
Presentation of Respondent’s Ability to Provide Services	25
Presentation of Respondent’s Performance on Past Representative Projects	25
Presentation of Respondent’s Knowledge of Best Practices	15
Question and Answer	25
TOTAL SCORE	100

The top ranked respondent(s) will provide a 45-minute presentation to the search committee, presenting criteria 1-4 from the Step One process. Applicable members of the project team and consultants shall be present and participate in the presentation. Following the presentation, a 15-minute question and answer session will begin in which the search committee will ask questions of the project team, and the project team will provide answers.

4. TERMS, CONDITIONS AND AGREEMENTS

1.000 ANNULMENTS AND RESERVATIONS:

- 1.001 Blinn College reserves the right to reject any and all bids and waive any and all formalities and conditions. The College reserves the right to retain all bids received for 30 days prior to taking any action and vendors shall not withdraw their bid at any time thereafter. Blinn College shall accept the bid determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFB to prohibit any responsible vendor from submitting a bid.
- 1.002 This Request for Bid is not construed as a CONTRACT or a COMMITMENT of any kind. The request for bid does not commit Blinn College to pay for any costs incurred in the preparation and submission of specifications or for any costs incurred prior to the execution of a final offer.
- 1.003 Blinn is not obligated to purchase any item or service, if funds are not allocated by the Grant, legislative session or the Board of Trustees.

2.000 VENDOR'S OBLIGATIONS:

- 2.001 Substitutions will not be allowed after a bid has been submitted for review and will not be delivered instead of the item bid, unless the item is of a higher quality than the item specified and approved by the Director of Purchasing.
- 2.002 Any item that does not perform or meet the specifications or warranty, or as claimed by the vendor, will be replaced at no cost to the College.
- 2.003 Any specification a vendor may not agree with must be submitted in writing to the Purchasing Office four (4) days in advance of the bid closing date.
- 2.004 Prompt payment discounts shall be listed on the bid form.
- 2.005 In bidding, give complete information in spaces provided; otherwise your bid offer may not be given consideration. All bid offers must be signed to be considered.

3.000 AWARD DETERMINATION / OBLIGATIONS BY THE COLLEGE:

- 3.001 Blinn College will award this service to the vendor providing the best value as it deems to be in the best interest of the college.
- 3.002 In determining to whom to award a contract, the district shall consider:
- A. the price(s) bid.
 - B. the quality of the vendor's goods or services.
 - C. delivery of services in a timely manner.
 - D. the reputation of the vendor and of the vendor's goods or warranty services.
 - E. the extent to which the goods or services meet the district's needs.
 - F. the vendor's past relationship with the district.
 - G. the total long-term cost to the district to acquire the vendor's goods or services; and
 - H. any other relevant factor that a private business entity would consider in selecting a vendor.

3.003 The College may make such investigations, as it deems necessary, to determine the ability of the vendor to provide satisfactory performance in accordance with the specifications. The vendor shall furnish to the College all such information and data for this purpose as the College may request.

4.000 **INTERPRETATIONS OF THE SPECIFICATIONS:**

4.001 Only the interpretation or correction so given by the College, in writing, shall be binding and prospective vendors are advised that no other source, outside of the college, is authorized to give information concerning, explain or interpret, the bid document.

4.002 Every request for such interpretation or correction must be in writing to the Director of Purchasing. All such interpretation and supplemental instructions will be in the form of written addenda to the bidding documents prior to the bid opening. Your questions concerning the bid specifications must be submitted in writing. We will return a written answer to your company.

5.000 **DELIVERY:**

5.001 Delivery of equipment and services must be made by the successful vendor to:

Blinn College
902 College Avenue
Brenham, Texas 77833

5.002 No allowance for loss, breakage, damage or difficulties shall be made.

6.000 **BILLING AND PAYMENT/DISCOUNTING:**

6.001 All invoices are to be submitted and mailed to:

Blinn College
902 College Avenue
Brenham, Texas 77833

6.002 Unless otherwise stated on the purchase order, payment will be net thirty (30) days after receipt of a correct invoice. If a cash discount is allowed for prompt payment, please indicate on the invoice. Partial payments may be paid if partial shipments have been made. Any penalty for delayed payment must be stated on the invoice.

7.000 **TAX EXEMPTIONS:**

7.001 Prices Bid SHALL NOT INCLUDE FEDERAL EXCISE OR STATE SALES AND USE TAXES as the COLLEGE is exempt from the payment of these taxes. Exemption Certificates for the Federal Excise Tax and State of Texas Sales Tax will be furnished upon request.

8.000 **PRICE QUOTATIONS:**

8.001 Lump sum price. The unit price shall include all costs of labor, profit, insurance, FOB freight, etc to make operational and cover all work outlined in the specifications of this project.

8.002 Bids must be submitted on the forms provided to insure complete uniformity of wording of all bids. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

9.000 **RIGHT OF VENDOR SELECTION:**

9.001 You are notified that although the College is required to submit purchases of all contracts of \$50,000 to competitive bidding, it is not required to accept the lowest bid. In such purchasing the lowest bid may be rejected if the College, in the exercise of its best judgment, feels that the bid of one other than the low bidder will best serve the interest of the College.

9.002 Blinn College reserves the right to accept or reject any or all bids in its entirety and/or waive all formalities. This inquiry implies no obligation on the part of the buyer, nor does the buyer's silence imply any acceptance or rejection of any quotation offer.

10.000 **REFERENCES:**

10.001 Please provide educational references in addition to non-educational references.

11.000 **CONFLICT OF INTEREST:**

11.001 No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171 and Chapter 176.

12.000 **ETHICS:**

12.001 The vendor shall not accept or propose gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Blinn.

12.002 House Bill 1295

Effective January 1, 2016, Blinn College shall comply with the "Disclosure of Interested Parties" requirements mandated by HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, contracts for goods or services which require an action vote by Blinn's governing body may not be executed by the college until the awarded vendor presents a signed and notarized form disclosing the interested parties to the contract. The awarded vendor will be required to complete the form prior to execution of the contract. If the awarded vendor does not comply, the award may be revoked. The filing application and information can be accessed at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

13.000 **STATE LAW REQUIREMENTS:**

13.001 This agreement will be governed and construed according to the laws of the State of Texas.

VENUE The parties agree that regarding any dispute or litigation that may arise in the execution and performance of this contract, that venue for all proceedings, judicial or otherwise shall be in "Washington County", Texas

13.002 All equipment and services furnished under this contract shall comply with applicable laws, ordinances and regulations. The bidder shall give all notices and comply with all laws, ordinances, rules and regulations, and without such notice to the authorized Owner's representative, the bidder shall bear all costs arising there from.

13.003 On May 30, 1995, Governor, George Bush, signed Senate Bill 1. It became effective on the day he signed it. The following is a requirement included in this law. It is mandatory that the College must include this in all Bids. Each vendor must respond to this section of the law.

Section 44.034 TEC. Notification of Criminal History of Contractor. (This section does not apply to a publicly held corporation).

(a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony.

The school district must have advance notice that a person, owner, or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

13.004 State of Texas Government Code Chapter 176 –

Vendors submitting a response to a Blinn College RFB/RFQ are responsible for complying with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting a response to a RFB/RFQ must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your bid. A copy of the CIQ form can be found at the Texas Ethics Commission Web site.

14.000 UNIFORM & COMMERCIAL CODE:

14.001 This writing and subsequent interview information given and forward to the College shall be a sole and final expression of the agreement between the College and the vendor and is intended also as a complete and exclusive statement of the terms of their agreement. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is controlling.

14.002 This agreement shall be governed by the laws of the State of Texas. By submitting a signed bid, the vendor certifies that the company does not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, and certifies that the company complies with equal employment opportunity regulations.

15.000 ENTIRE AGREEMENT

15.001 This bid document, the authorized purchase order, and/or a signed contract constitute the entire agreement. No other document will prevail.

16.000 CANCELLATION

16.001 Blinn College shall have the right to cancel for default all or any part of the undelivered portion of this contract if the Awarded Vendor breaches any of the terms hereof including warranties as bid or if the Awarded Vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any remedies which Blinn College may have in law or equity.

Questions should be referred to:

Ross Schroeder, Director of Purchasing

Blinn College
902 College Ave
Brenham, TX 77833
(979) 830 4118
e-mail: ross.schroeder@blinn.edu

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44,034, Notification of Criminal History, Subsection (a), states a person or business entity that enters into a contract with a College must give advance notice to the College if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: _____

AUTHORIZED PRINTED NAME: _____

Title: _____

Check the appropriate box and sign the form.

My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE:

My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE:

My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: _____

Details of Conviction(s) _____

AUTHORIZED SIGNATURE: _____

VENDOR CERTIFICATION FORM

1. Vendor hereby acknowledges that it is unlawful to offer, give, agree to give to any person, or solicit, demand, accept, or agree to accept from another person, a bribe, or unlawful gift, benefit, advantage, gratuity, payment or an offer of employment in connection with or arising from this RFQ or subsequent contract.
2. Persons submitting a response to this RFQ must comply with all applicable laws, ordinances and regulations including the provisions of the State of Texas "Local Government Code Chapter 176. As applicable, the person submitting a response to this RFQ must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. A copy of the form can be found below or at the Texas Ethics Commission web site <http://www.ethics.state.tx.us/forms/CIQ.pdf>
3. Texas Resident Information: Chapter 2252, Subchapter A, of the Texas Government Code, establishes certain requirement applicable to proposers who are not Texas Residents. Under the Statute, a "Resident" vendor is one whose principal place of business is in Texas, including one whose ultimate parent company or majority owner has its principal place of business in Texas or employs at least 500 persons in the State of Texas:

Location of Principal Place of Business (City / State) and or Number of employees based in Texas:
Address _____

Or, Number of Employees that reside in Texas: _____

4. **Debarment Certification:** Vendor certifies neither the owner or principal owner has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 "Debarment and Suspension" as described in the Federal Register and Rules and Regulations:

 No, Vendor is not currently debarred, suspended or otherwise ineligible.
 Yes, Vendor is currently debarred, suspended or otherwise ineligible.
5. In accordance with Chapter 2270 of the Texas Government Code, by accepting this contract, you verify that your firm does not Boycott Israel, and agree that during the term of this agreement will not Boycott Israel as that term is defined in the Texas Government Code, Section 808.001 as amended.
6. Texas Government Code, Subchapter F, Prohibition on Contracts with Certain Companies, Section 2252.152, Vendor certifies they do not do business with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organization that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153.

VENDOR CERTIFICATION. The undersigned, on behalf of Vendor, certifies that this proposal is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project, and is in all respects fair and without collusion, fraud or unlawful acts.

It is further certified that the person whose signature appears below is legally empowered to bind the Company in whose name the proposal is entered.

Submitted this _____ day of _____, 2019 by and for the Company identified as follows:

Signature: _____

Printed Name: _____

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

