REQUEST FOR PROPOSALS
FOR THE DEVELOPMENT OF A
DISTRICTWIDE FACILITIES MASTER PLAN
BLINN COLLEGE DISTRICT

RFP # 166

SUBMITTAL DEADLINE:
March 26, 2020 @ 2:00 PM CST

TABLE OF CONTENTS

1
Section 1 - General Information & Requirements

1.1 General Information
1.2 Public Information
1.3 Type of Contract
1.4 Clarifications and Interpretations
1.5 Submission of Qualifications
1.6 Point-Of-Contact
1.7 Owner’s Reservation of Rights
1.8 Acceptance of Evaluation Methodology
1.9 No Reimbursement for Costs
1.10 Mandatory Pre-Qualification Conference

Section 2 - Executive Summary

2.1 Project Background and Scope
2.2 Project Planning Schedule

Section 3 - Requirements for Statement of Qualifications

3.1 Scoring
3.2 Firm Overview and Financials
3.3 Proposed Project Team/Staff Qualifications, Experience and Credentials
3.4 Proposed Methodology and Time Schedule
3.5 Additional Information
3.6 References

Section 4 - Format for Statement of Qualifications

4.1 General Instructions

Section 5 – Felony Conviction Notification
Section 6 - Vendor Certification
Section 7 – Conflict of Interest
Appendix A – Service Area Map
SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1 GENERAL INFORMATION: Blinn College District (Owner) is soliciting proposals of qualifications for the selection of a master planning firm (“Firm”), to provide services to develop a Districtwide Facilities Master Plan. This Request for Proposals (RFP) is the first step in the process for selecting a master planning firm. The RFP provides the information necessary, for the Respondents, to prepare and submit Proposals for consideration by the Owner. The Owner may select the top ranked qualified respondent(s) to present their qualifications during an interview.

1.2 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFP information.

1.3 TYPE OF CONTRACT: The District may negotiate a contract with the selected Firm(s) in accordance with Government Code 2254.004. Any and all verbal communications and/or commitments made during the negotiation process that are deemed agreeable to both the District and selected Firm shall be submitted in written form and made part of any resulting contract.

1.4 CLARIFICATIONS AND INTERPRETATIONS: Any clarifications or interpretations of this RFP that materially affect or change its requirements will be sent by the Owner as an addendum to the proposer. All such addenda issued by the Owner before the proposals are due shall become a part of the RFP, and respondents shall acknowledge receipt of and incorporate each addendum in its response.

Firms shall consider only those clarifications and interpretations that the Owner issues by addenda prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 DEADLINE: The Owner will receive Qualifications at the time described below.

March 26, 2020 @ 2:00 p.m. CST

1.5.2 Submit Five (5) bound copies and one (1) USB copy, of the Qualifications to:

Mr. Ross Schroeder, Director of Purchasing
Blinn College District
Purchasing Department
806 College Ave., Room 207 Old Main Bldg.
Brenham, Texas 77833

1.5.3 Late received Qualifications will be returned to the respondent unopened.

1.5.4 The Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

1.5.5 Properly submitted Qualifications will not be returned to respondents.

1.5.6 Qualification materials must be enclosed in a sealed envelope (box or container) and properly marked with the proposal number, name of proposal and the return address of the Firm.
1.6 **POINT-OF-CONTACT:** The Owner designates the following person as its representative and Point-of-Contact for this RFP. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFP to the Point-of-Contact person.

   Ross Schroeder  
   Blinn College District  
   Director Purchasing & Transportation  
   Physical address: 806 College Ave., Room 207 Old Main Bldg., Brenham, Texas 77833  
   Mailing address: 902 College Ave., Brenham, Texas 77833  
   Phone: 979-830-4118  
   E-mail: Ross.Schroeder@blinn.edu

1.7 **OWNER’S RESERVATION OF RIGHTS:** The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and permanently or temporarily abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

1.8 **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Qualifications in response to this RFP, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) will require subjective judgments by the Owner.

1.9 **NO REIMBURSEMENT FOR COSTS:** Firm acknowledges and accepts that any costs incurred from the respondent’s participation in this RFP shall be at the sole risk and responsibility of the respondent.

1.10 **MANDATORY PRE—QUALIFICATIONS CONFERENCE:** A MANDATORY Pre-Qualification conference will be held on March 5, 2020 at 10:00 AM Kruse Center Room 209 on the Brenham Campus.

The Mandatory Pre-Qualification conference will be an opportunity for the Firm to raise any questions, exceptions, or additions they have concerning the services to be provided, or this RFP document. If required, an addendum will be issued on March 23, 2020 that becomes a part of the RFP document.
SECTION 2 – EXECUTIVE SUMMARY

The Blinn College District is seeking qualifications from interested firms to provide professional Districtwide Facilities Master Planning Services. Firms are invited to submit demonstrated competence and qualifications of their firm for providing these services. The information contained within this document is intended to provide interested firms with the requirements and criteria that will be used to make the selection. Respondents are encouraged to demonstrate where they have experience on planning and analyzing the needs of higher education projects of similar scope within the past five (5) years and to demonstrate value-added features or capabilities that the firm proposes to bring to the project.

2.1 PROJECT BACKGROUND & SCOPE:

Project Background

Since 1993, there have been three master/resource plans completed for Blinn-Bryan operations in Brazos County. The objectives of previous plans are listed below:

1993 - Master Plan for Bryan Campus
2002 - Update 1993 Master Plan to consider future growth
2014 - Gather Data to be utilized for planning, space utilization of existing campus, and develop phased recommendations for long-term growth

Since 1999, there have been three facilities strategic plans, and a student housing facilities condition assessment completed for the Blinn-Brenham Campus. The objectives of previous plans are listed below:

1999 - Property acquisitions, facility demolition, and campus vehicle circulation
2003 - To explore construction of a new classroom and science building to consider additional property acquisition
2005 - Develop facilities program for potential new buildings
2014 - Assessment of student housing

Today, the College District seeks, through a Districtwide Facilities Master Plan, to create a process for the continuous planning of educational facilities, to identify alternatives and priorities in the allocation of facility resources, and to involve College District and community stakeholders in the decision-making process.

Scope of Work

The Blinn College District is seeking a professional firm to assist the College District in the preparation of a comprehensive, Districtwide Facilities Master Plan. The plan shall assess the manner in which the existing facilities serve the needs of its community and how the District might meet future facility needs. The plan shall assess how each of its locations is positioned to meet growth in the communities within the College’s service area and projected shifts in the demographic market, during the next twenty (20) years.

The District plans to use the Master Plan as a tool for managing growth and change in keeping with the mission of the institution. The Master Plan should embody the vision for the future and address the driving issues and principles of the present. The Master Plan should summarize and provide a “road map” for the District for the next five, ten, and twenty years and outline the direction of how to get there particularly through the perspective of the institution’s facilities. Planning decisions will be guided by:

1. The capacity to make long-term assessments that respond to student interests and program demands, but are flexible in the face of uncertain funding and adaptable in the event of enrollment shifts;
2. A comprehensive summary of demographic, geographic and facility issues that are of concern to the institution and its development; and
3. The ability to make solid strategic decisions regarding facility expenditures with knowledge of pertinent facility information.

The general objectives for this master planning work are as follows:

1. To develop a comprehensive, flexible, long-range plan for effective use and reuse of existing owned and leased property, facilities, and infrastructure, and possible expansion and acquisition of campus facilities to meet identified shortfalls and future needs.
2. To ensure interface between campus facilities and the College District’s existing strategic planning process.
3. To prepare the College District to meet the community need for expanded Workforce and Technical Education training.
4. To prepare a plan to accommodate academic program expansion.
5. To prepare the College District to analyze growth initiatives outlined by Texas A&M University System and other partner institutions to determine potential partnership opportunities.
6. To improve the functionality of District campuses.
7. To position the College District for future growth and expansion.
8. To develop budgeting and capital improvements strategies.
9. To provide a prioritized “blueprint” for future capital construction and renovation projects.

The following reviews and services are anticipated in this process:

1. Conduct interviews with the Chancellor, members of the Board of Trustees and the District’s Leadership Team in order to determine the vision of the leaders of the District.
2. Gather input from service area school districts, economic development boards, campus advisory committees, and student groups.
3. Review and adhere to the District’s current mission, vision, and core values
4. Service Area Coverage and Demographic Analysis
5. Examine the geographic locations of campus facilities and properties in relationship to service area growth and demand, to include transportation corridors.
6. Review Academic Programs and provide documentation of existing and proposed program offerings with respect to space needs.
7. Provide student enrollment projections that are grounded in rigorous analyses. Student enrollment projections at the district and individual campus levels with 3-, 5-, and 10-year projections. The method underlying the projections of enrollment and in determining programs that will have high demand over the projected timeframe. Include data sources, relevancy of data sources, date data sources were last updated, and statistical modeling techniques.
8. Assess existing Audio/Visual and Academic Technology and provide recommendations for future needs.
9. Provide a Facility Condition Assessment
10. Conduct a Space Utilization Analysis
12. Conduct a Real Estate Assessment to include identification of land acquisitions, construction and or reorganization solutions for identified future needs and growth.
13. Recommend facility Design Guidelines
14. Identify parking needs.
15. Identify incremental or interim measures in achieving a 5-year, a 10-year, and a 20-year campus plan based on projected growth.
16. Provide an estimated cost of implementation with estimated escalation.
### 2.2 PROJECT PLANNING SCHEDULE

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 18, 2020</td>
<td>Advertisement</td>
</tr>
<tr>
<td>February 25, 2020</td>
<td>Advertisement</td>
</tr>
<tr>
<td>March 5, 2020</td>
<td>10:00 am MANDATORY Pre-Proposal meeting, 208 Blinn Blvd., Kruse Center Room 209, Brenham, Texas 77833</td>
</tr>
<tr>
<td>March 18, 2020</td>
<td>5:00 pm Deadline to Submit Questions to: <a href="mailto:Ross.Schroeder@blinn.edu">Ross.Schroeder@blinn.edu</a></td>
</tr>
<tr>
<td>March 23, 2020</td>
<td>5:00 pm Issue Addenda, if any via e-mail</td>
</tr>
<tr>
<td>March 9, 2020 – March 13, 2020</td>
<td>College Closed for Spring Break</td>
</tr>
<tr>
<td>March 26, 2020</td>
<td>2:00 pm Deadline for Submission, RFP #166 Blinn College District Purchasing Attn: Mr. Ross Schroeder, Director of Purchasing 806 College Ave., Old Main Room 207 Brenham, Texas 77833</td>
</tr>
<tr>
<td>April 9, 2020</td>
<td>Owner announces Firm(s) qualified for further consideration</td>
</tr>
<tr>
<td>April 16, 2020</td>
<td>Owner interviews Firm(s) (if needed)</td>
</tr>
<tr>
<td>May 19, 2020</td>
<td>Board Approval</td>
</tr>
</tbody>
</table>
SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of Qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete Qualifications will be considered non-responsive and subject to rejection. Assessment score is shown adjacent to each title.

3.1 **Step One** Responses will be evaluated based upon the following criteria, weighted as set forth:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Overview and Financials</td>
<td>15</td>
</tr>
<tr>
<td>Proposed Project Team/Staff Qualifications, Experience and Credentials</td>
<td>35</td>
</tr>
<tr>
<td>Proposed Methodology, Time Schedule, and Scope Mastery</td>
<td>35</td>
</tr>
<tr>
<td>Additional Information</td>
<td>10</td>
</tr>
<tr>
<td>References</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

3.2 **FIRM OVERVIEW AND FINANCIALS**
Respondent is requested to define the overall structure of the Firm to include the following:

3.2.1 A descriptive background of your company’s history.
3.2.2 State your principal business location and any other service locations.
3.2.3 What is your primary line of business?
3.2.4 How long have you providing these service(s)?

3.3 **PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS, EXPERIENCE AND CREDENTIALS**

3.3.1 List of principal(s) of the firm and amount of time that principal(s) will be involved in the project.
3.3.2 Respondent is requested to provide qualifications, as well as experience with the respondent’s firm, on Respondent’s key personnel to be used on this project.
3.3.3 The organizational structure of the employees who will be assigned to this project, along with resumes of those individuals. If a joint venture is expected, or the firm plans to sub-contract with other firms for portions of the project, provide the organizational structure of the partner firm or sub-contractor and resumes of those persons who will be involved in the project. Also, please clearly indicate which pieces of the project that each indicated partner and/or sub-contractor will be doing.

3.4 **PROPOSED METHODOLOGY, TIME SCHEDULE, AND SCOPE MASTERY**

3.4.1 A description of the methodology to be used to complete the project to include, but not limited to, how recommendations will be formulated and commitment of adequate and appropriate resources to the project.
3.4.2 Provide a schedule on each phase of the proposed project. The schedule must include all tasks that will require time in the process, such as District review (identify amount of time assumed for each task). The respondent should address this item by identifying tasks that would typically be required for a project and an amount of time assumed for each of these tasks.

3.5 **ADDITIONAL INFORMATION**

3.5.1 The Respondent shall illustrate compliance with and understanding of the requirements of the RFP. Respondent shall show an understanding of the project and an understanding of accepted planning analysis guidelines and philosophy.
3.5.2 Completeness and thoroughness of proposal information
3.5.3 Please list all applicable hourly rates that will be used to bill for this project.

3.6 REFERENCES

3.6.1 Respondent is requested to include a listing and brief description of similar projects completed within the last 5 years (with the dates of completion) and projects in progress and a list of references by name, address, e-mail address, and telephone number for each project listed. The list of projects in progress shall include the phase of work that each project is currently in (i.e. needs analysis, planning, etc.), the estimated completion date, and the cost of the master plan. The information shall include the consultant’s role in the project.

The evaluation committee will utilize the information provided in Step One. However, the following additional information is required to be included in the response for Step Two.

The top ranked firm(s) may be asked to participate in a Step Two interview. The evaluation criteria and weight factors listed below will be used in the interview. The scores in Step One and Step Two of the evaluation and selection process will be cumulative.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications, Experience and Reputation (Company Profile, Relevant Higher Education Project Experience, Client References, Quality Control Program)</td>
<td>30</td>
</tr>
<tr>
<td>Experience of Proposed Lead Personnel</td>
<td>25</td>
</tr>
<tr>
<td>Ability to Deliver Project Scope and Meet Project Completion Timeline</td>
<td>30</td>
</tr>
<tr>
<td>Completeness and Thoroughness of Qualifications</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL SCORE</td>
<td>100</td>
</tr>
</tbody>
</table>

1. QUALIFICATIONS, EXPERIENCE AND REPUTATION
   - Company Profile
   - Relevant Higher Education Project Experience
   - Client References
   - Quality Control Program

2. EXPERIENCE OF PROPOSED LEAD PERSONNEL

3. ABILITY TO DELIVER PROJECT SCOPE AND MEET PROJECT COMPLETION TIMELINE

4. Completeness and Thoroughness of Presentation
SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

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

4.1.2 The respondent’s qualification statement shall be a maximum of Twenty-five (25) pages, double-sided, in length. Qualifications shall be printed in a portrait-orientation, on letter-size (8-1/2” x 11”) paper and assembled in a bound format (not a three-ring binder). Do not include preprinted material or attachments.

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

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

4.1.5 The Owner will not compensate respondents for any expenses incurred in Qualifications 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.

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

4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFP. 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 RFP when deemed to be in Owner's best interest.

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

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

4.1.10 Firm shall provide proof of Professional Liability Insurance.
SECTION 5 – FELONY CONVICTION NOTIFICATION

State of Texas Legislation Senate Bill No.1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or a business entity that enters into a contract with a school district must give advance notice to the district if the person 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.”

Subsection (b) states “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.”

This notice is not required of a publicly held corporation

I, 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 is true to the best of my knowledge.

COMPANY NAME ____________________________________________________________________

AUTHORIZED COMPANY OFFICIAL’S NAME

(Printed) _____________________________________________________________________________

A. My firm is publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official ____________________________________________________________

B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official ____________________________________________________________

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

Name of Felon (s) ______________________________________________________________________
SECTION 6 – VENDOR CERTIFICATION

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 RFP or subsequent contract.

2. Persons submitting a response to this RFP 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 RFP 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:________________________________________
CERTIFICATE OF INTERESTED PARTIES FORM (HB 1295)

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number, contract number or contract name. The form is available from the Texas Ethics Commission by accessing the following web address:

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

Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 in front of a notary and submit it with your response to this solicitation.

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members: or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

“Intermediary”, for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person’s participation.
(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
(3) is not an employee of the business entity.
CERTIFICATE OF INTERESTED PARTIES

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party | City, State, Country (place of business) | Nature of Interest (check applicable)
--- | --- | ---

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is , and my date of birth is .

My address is .

I declare under penalty of perjury that the foregoing is true and correct.

Executed in County, State of , on the day of , 20 .

Signature of authorized agent of contracting business entity (Declarant)
SECTION 8 – CONFLICT OF INTEREST

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

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(a-1) 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 176.009, Local Government Code. An offense under this section is a misdemeanor.

<table>
<thead>
<tr>
<th>1</th>
<th>Name of vendor who has a business relationship with local governmental entity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>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 no later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</td>
</tr>
<tr>
<td>3</td>
<td>Name of local government officer about whom the information is being disclosed.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>Name of Officer</td>
</tr>
<tr>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>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)).</td>
</tr>
<tr>
<td>7</td>
<td>Signature of vendor doing business with the governmental entity</td>
</tr>
</tbody>
</table>

Form provided by Texas Ethics Commission  www.ethics.state.tx.us  Revised 11/30/2015
APPENDIX “A” – SITE MAP

APPENDIX “A” – SERVICE AREA MAP