

CITY OF HOUSTON
REQUEST FOR QUALIFICATIONS (RFQ)
Long Range Dredging Operational Plan
SOLICITATION NO.: S76-Q29869

Date Issued: August 20, 2021

Pre-Submission Conference: September 1, 2021 @ 11:00 AM (CT)
Virtual Conference – Microsoft Teams
Call in (audio only)
[+1 936-755-1521,614789721#](tel:+19367551521614789721) United States, Huntsville
Phone Conference ID: 614 789 721#
(Please mute your phone for the duration of the call.)

Pre-Submission Questions Due: September 3, 2021 @ 2:00 PM (CT)

Submission Due Date: September 23, 2021 @ 4:00 PM (CT)


Solicitation Contact Person: Bridget W. Cormier, Sr. Procurement Specialist
bridget.cormier@houstontx.gov
832-393-8715

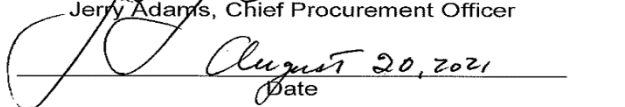
Project Summary: The City of Houston is seeking qualifications from firms interested in assisting the City in the development of a long range dredging operational plan for the Lake Houston area. Limits of the study area will be confined to Lake Houston in its entirety including publicly owned canals, inlets, and coves, the West Fork of the San Jacinto River upstream of the lake confluence to U.S. Highway 69 and the East Fork of the San Jacinto River upstream of the lake confluence to Caney Creek confluence. The resulting contract term will be 2 years.

Notice About the City's Early Payment Discount Program: The City's standard payment term is to pay 30 days after the receipt of invoice or receipt of goods or services, whichever is later, according to the requirements of the Texas Prompt Payment Act (Tx. Gov't, Ch. 2251). However, the City may pay in less than 30 days, at its option, in return for an early payment discount from the vendor.

NIGP Code: 918-42, 925-17, 925-35, 968-34

MWBE Goal: 24%



Jerry Adams, Chief Procurement Officer


Date

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PART I – GENERAL INFORMATION

1.0 Solicitation Background

After Hurricane Harvey, the Federal Emergency Management Agency (FEMA) authorized a mission assignment to the U.S. Army Corps of Engineers (Corps) to dredge sediment from the river deposited along the West Fork of the San Jacinto River resulting from the flooding caused by the hurricane. The total amount of debris removed was approximately 2.35 million cubic yards. The method of operation was hydraulic dredging including deposal at two privately owned placement areas (pits) located east and west of U.S. Highway 69. Currently, the city is utilizing Texas Water Development Board funds via a Harris County grant to dredge a portion of the West Fork upstream of the river confluence with Lake Houston, an area commonly referred to as the mouth bar. The method of dredging is mechanical, and the dredged material is being transported to a privately owned tract of land. Additionally, FEMA has recently approved removal of approximately 750,000 cubic yards of sediment in the area immediately south of the mouth bar, upstream of the Lake Houston confluence. Mechanical dredging and offsite disposal will be consistent with the mouth bar dredging activity. This additional dredging activity is pending construction documents and FEMA approval.

2.0 The City of Houston

The City of Houston is the fourth largest City in the United States comprising 23 departments with multiple locations throughout the City. The City has approximately 23,000 employees with approximately 500 employees involved in the procurement and/or contracting process. Contracts where the City must pay in excess of \$50,000 are routed to City Council for approval. The annual volume of contracts and purchase orders issued in the City in the last five years has ranged from 19,000 to 23,000.

3.0 Solicitation Schedule

Listed below are key dates for this Request for Qualifications (RFQ):

<u>EVENT</u>	<u>DATE</u>
Date of RFQ Issued	August 20, 2021
Pre-Submission Conference	September 1, 2021
Questions from Respondents Due to City	September 3, 2021
Submissions Due from Respondents	September 23, 2021
Notification of Intent to Award (<i>Estimated</i>)	November 2021
Council Agenda Date (<i>Estimated</i>)	December 2021
Contract Start Date (<i>Estimated</i>)	January 2022

PART II – SCOPE OF WORK

1.0 The Project

The following paragraphs outline the general scope of the long-range operational plan exclusive of the federal recovery and state grant funded projects:

- Obtain the digital terrain model of Lake Houston, West and East Forks of the San Jacinto River developed utilizing the survey data obtain by the Texas Water Development Board for the Coastal Water Authority (CWA) in December 2011 and June 2018. Update the terrain model to reflect the dredging activity completed and to be completed utilizing federal recovery and state grant funds previously described. Utilizing the updated digital terrain model, identify areas where sediment accumulates throughout the study area and estimate average annual accumulations.
- Review ownership information provided by Harris County Flood Control District (HCFCD) of the access canals to Lake Houston and the San Jacinto River within the study area. Determine legal obstacles, if any, associated with future dredging maintenance of these canals to ensure long term access. Perform subsurface surveys of sufficient detail to determine the volume of material to be dredged. These canal locations were not included in the TWDB 2011 or 2018 surveys conducted for CWA.
- The City is currently utilizing an existing privately owned tract of land for a disposal site. The site is located along the West Fork south bank east of U.S. Highway 69. The long-range operational plan may require multiple sites through the study area. Consultant is to perform a tabletop survey to identify additional potential disposal sites for annual dredged material. Research to include property ownership, tract size, site access, site preparation, environmental constraints, etc. Based upon overall assessment of the sites, estimate costs to acquire and ready the selected sites to receive dredge disposal material.
- As previously described, hydraulic and mechanical dredging have been utilized by the Corps and the City. Consultant will investigate the benefits of both methods of dredging and recommend future method of operation. Consultant will contact multiple dredging companies to obtain order of magnitude costs to perform the dredging. Consultant will compare the annual outsourcing costs to a public entity assuming the responsibility, including staffing and acquisition of necessary dredging equipment and recommend the most cost-effective course of action.
- Explore options available to raise the required annual funds for future operation and maintenance of an ongoing dredging program. Options may include, but are not limited to, creating a special purpose district over the entire study area, fee assessment to homeowner associations who own the access canals, increasing city water rates for customers who receive water from Lake Houston or any combination of options.

2.0 Tasks and Deliverables

The tasks and deliverables that follow are proposed to successfully accomplish the project.

TASK 1. DATA COLLECTION

Collect and analyze data required to perform in-depth analysis, subsequent tasks and develop long-range plan. This includes:

- a. As-built dredging data obtained from local, state, and federal agencies
- b. As-built canals, inlets, and coves obtained from local, state, and federal agencies

A presentation on any available City historical and ongoing dredging data will be shared following the pre-proposal meeting.

- **Deliverables:**

Deliverable 1a. List of data sources compiled and approved by City Project Manager.

Deliverable 1b. Draft Technical Memo or White Paper to be utilized in final report.

TASK 2. DIGITAL TERRAIN MODEL

Collect, review, and update digital terrain model with data acquired in Task 1. Activities may include, but are not limited to:

- a. Model collection and review
- b. Model update from Recovery dredging activity
- c. Subsurface surveying of canal, inlets, and coves
- d. Model update to include subsurface data
- e. Sedimentation volumetric computations

- **Deliverable:**

Deliverable 2. Updated digital terrain model and draft Technical Memo or White Paper to be utilized in final report.

TASK 3. PROPERTY OWNERSHIP RESEARCH

Conduct property ownership research to understand boundaries, right-of-way, easements, and rights. Property ownership includes

- a. Existing canals, inlets, and cove
- b. Potential disposal sites

- **Deliverables:**

Deliverable 3a. List of properties and owners, maps of boundaries where appropriate (to be identified with City Project Manager), and estimated costs for land acquisition.

Deliverable 3b. Draft Technical Memo or White Paper to be utilized in the final report.

TASK 4. FINANCIAL ANALYSIS

Perform financial analysis that includes the following activities:

- a. Estimate costs to acquire disposal sites
- b. Estimate costs to prepare sites and /or mitigate site improvements impact
- c. Estimate costs to dredge canals, inlets, and coves to original configuration
- d. Estimate costs to dredge average annual sedimentation deposition

- **Deliverable:**

Deliverable 4. Draft Technical Memo or White Paper to be utilized in the final report, identifying costs and potential sources, where applicable.

TASK 5. LONG RANGE DREDGING OPERATIONAL PLAN & BUSINESS MODEL DEVELOPMENT

Develop a long range dredging operational plan, with input from City and other identified stakeholders which provides and identifies:

- a. Estimate sedimentation removal to restore canals, inlets, and coves to original conditions
- c. Estimate average annual sediment deposition into Lake Houston service area
- d. Strategically located disposal sites
- e. Site improvements required to ready for disposal material
- f. Associated timeline or phasing plan related to proposed activities
- g. Required stakeholders, partnerships, agreements to conduct proposed activities where applicable
- h. Outsourcing vs. Public Entity
- i. Equipment acquisition
- j. Hydraulic vs. Mechanical Dredging Options
- k. Staffing and supplies
- l. Additional plan elements may be proposed or identified with/by approval of City Project Manager

- ***Deliverables:***

- Deliverable 5a. Long Range Dredging Operational Plan Draft Technical Memo or White Paper*

- Deliverable 5b. Long Range Dredging Operational Plan Final Report Technical*

- Sections of the report include information gathered from each previous task identified in the scope of work as well as any additional information to be proposed and approved by City Project Manager.*

PART III – EVALUATION AND SELECTION PROCESS

1.0 Evaluation Committee

- 1.1 An evaluation committee shall evaluate Respondents' submissions in accordance with the evaluation criteria listed in Part IV. Upon completion of the evaluation, the committee may develop a short list of Respondent(s) meeting the technical competence requirements. The shortlisted Respondent(s) may be scheduled for a structured oral presentation, demonstration, interview and negotiations. Following these City-to-Respondents' meetings, the evaluation team will summarize their findings and recalculate their scores, if needed. However, the evaluation committee reserves the right to issue letter(s) of clarification when deemed necessary to any or all Respondent(s). The oral presentations, demonstrations and/or interviews may be recorded and/or videotaped.

2.0 Interviews/Oral Presentations/Demonstrations

- 2.1 The City reserves the right to request and require that each Respondent meet with the evaluation committee to further discuss their submission at a later scheduled date and time. No Respondent is entitled to this opportunity, and no Respondent shall be entitled to attend presentations of any other Respondent. If necessary, Respondents may be required to meet with the evaluation committee more than once.

3.0 Selection Process

3.1 Upon review of all information provided by shortlisted Respondents, the evaluation committee shall make a recommendation for selection to City officials. The City reserves the right to check references on any projects performed by the respondent whether provided by the Respondent. Selected submission will be submitted for approval by the appropriate City officials. The City of Houston intends to select a submission that best meets the City's needs and provides the overall best value. Upon approval of the selected Respondent, a contract will be executed by the appropriate City officials.

4.0 Best and Final Offer

The City reserves the right to request a Best and Final Offer (BAFO) from one or more finalists.

PART IV – EVALUATION CRITERIA

1.0 Responsiveness of Submission

1.1 Submission shall be responsive to all material requirements that shall enable the evaluation committee to evaluate submissions in accordance with the evaluation criteria.

2.0 Technical Competence

2.1 **Firm Qualifications:** Provide technical abilities and specialized experience to perform the tasks listed in the Scope of Work. Provide demonstrated performance and experience on previous or current projects of similar type, complexity, challenges, and functionality. Information must relate to the Team's overall abilities to accomplish the project scope (preferably within the last five years). **(35 points)**

2.2 **Expertise/Experience/Qualifications of Key Personnel:** Provide examples of the Team's experience in successfully completing tasks of similar scope and magnitude as identified in the Scope of Work. Provide key personnel proposed to be used on the project and their qualifications (resume's or bios, including sub-consultants) **(30 points)**

2.3 **Project Approach:** Provide the approach and control appropriate for accomplishing the Scope of Work. This includes an understanding of the scope of work, all technical requirements, quality assurance control measures, costs, and timeline. Specifically describe the plan to: (a) control scope to meet the project deliverables; (b) manage work processes and (c) manage risks. **(20 points)**

2.4 **Operational Plan:** Quality of the proposed strategy and operational plan presented in the submission. Provide at least two (2) examples of innovative and detailed plans that the firm has created in other locations. Demonstrate that the team can meet the project schedule and has efficient and effective means in place to manage the progress of the project. Provide plan and strategy for meeting project schedules. **(15 points)**

2.5 The M/WBE participation, and to the degree of fulfilling the RFQ's M/WBE submittal requirements. *(Pass/Fail)*

2.6 Financial stability of Respondent. *(Pass/Fail)*

If Respondent is an entity that is required to prepare audited financial statements, Respondent shall submit an annual report that includes:

- 1) Last two years of audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;
- 2) If applicable, last two years of consolidated statements for any holding companies or affiliates;
- 3) An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and
- 4) A full disclosure of any events, liabilities, or contingent liabilities that could affect Respondent's financial ability to perform this contract.

If Respondent is a privately-owned entity or sole proprietorship for which audited financial statements are not required, Respondent shall submit an annual report that includes:

- 1) Last two years of un-audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;
- 2) An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and
- 3) A full disclosure of any events, liabilities, or contingent liabilities that could affect Respondent's financial ability to perform this contract;

OR

- 4) Other financial information sufficient for the City, in its sole judgement, to determine if Respondent is financially solvent or adequately capitalized.

2.8 Local Preference Points

To be eligible for the preference, a company must be designated as a *City Business (CB)* or *Local Business (LB)* under the Hire Houston First Program prior to Submission. Respondents must provide *Declaration of Hire Houston First Designation* with Submission. At the conclusion of scoring Submissions, Hire Houston First preference points shall be distributed in such a way that grants the highest number of points to a City Business (CB) and the next highest number of points to a Local Business (LB).

- 5 Points: For Respondent firm designated as a Hire Houston First "City Business" (CB);
- 3 Points: For Respondent firm designated as a Hire Houston First "Local Business" (LB);
- 0 Points: For Respondent firm not designated as either a "City Business" (CB) or a "Local Business" (LB).

PART V – RESPONDENT SUBMISSION REQUIREMENTS

- 1.0 Cover Letter. Submit a signed cover letter by the Respondent's authorized representative. The cover letter shall indicate the Respondent's commitment to provide the services proposed.
- 2.0 Executive Summary. Prepare an executive summary to include a brief overview of the solution proposed, the overall strategy for implementation and the key personnel responsible for seeing the project through to completion.
- 3.0 Offer and Submittal Form: See Exhibit I.
- 4.0 General Company Information: Include a brief description of the organization's track record, including history, number of employees, number of years in business, and a list of projects relevant to this RFQ. Provide a list of at least (3) references where a similar solution was implemented. Include the name of the contact person, name of the organization, dollar value of the project, physical address, telephone number and e-mail address.
- 5.0 Key Personnel. Provide chronological resumes of the key personnel that shall be assigned to this project. Submit at least three (3) references of projects where key personnel performed in a similar role as that proposed for this project.
- 6.0 M/WBE Participation. Identify the M/WBE participation level and the role that each M/WBE firm shall have in the project implementation. Since M/WBEs proposed are considered part of the team, the Respondent shall include all relevant information necessary to effectively perform the evaluation of the submission as it relates to the submission requirements listed in this section.
- 7.0 Financial Stability: If Respondent is an entity that is required to prepare audited financial statements, then Respondent shall submit an annual report containing the information provided in Part IV, 2.7 of this document. If Respondent is a privately-owned entity or sole proprietorship for which audited financial statements are not required, Respondent shall submit an annual report containing the information provided in Part IV, 2.7 of this document.
- 8.0 Exceptions to Standard Contract. Provide any exceptions to the standard contract and include the rationale for taking the exception. If alternate language is proposed, include the proposed language for consideration along with the corresponding Article Nos. within the RFQ.
- 9.0 Legal Actions. Provide a list of all pending litigation and include a brief description of the reason for legal action.
- 10.0 Conflict of Interest. Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the submission.
- 11.0 Other. Submit any information deemed pertinent to demonstrating Respondent's qualifications to perform the services being requested such as memberships in any professional associations, documents, examples, etc.
- 12.0 Forms and Certifications. Complete all forms and any required certifications attached, where appropriate.

13.0 Required Forms with Submission:

- 13.1 Offer and Submittal, List of References and List of Proposed Subcontractors (Exhibit I)
- 13.2 Signed M/WBE Forms: Attachment "A" Schedule of M/WBE Participation, Attachment "B," Notice of Intent, Attachment "C," Certified M/WBE Subcontract Terms, Attachment "D" Office of Business Opportunity and Contract Compliance M/WBE Utilization Report (Exhibit II)
- 13.3 City of Houston Ownership Information Form (Exhibit III)
- 13.4 Anti-Collusion Statement (Exhibit IV)
- 13.5 Conflict of Interest Questionnaire (Exhibit V)

PART VI – RESPONDENT SUBMISSION INSTRUCTIONS

1.0 General Information

- 1.1 Number of Copies. Submit **one (1)** printed original of the Technical Submission, signed in BLUE ink (and marked "Original"), **six (6)** copies of the Technical Submission, and **seven (7)** NON-PASSWORD PROTECTED electronic thumb drives. Thumb drives should be submitted in a sealed envelope bearing the assigned solicitation number located on the first page of this RFQ solicitation document. All submissions should be delivered to the:

Office of the City Secretary
City Hall Annex, Public Level
900 Bagby Street, Rm P101
Houston, Texas 77002

The City of Houston shall bear no responsibility for submitting responses on behalf of any Respondent.

- 1.2 Time for Submission. Submissions shall be submitted no later than the date and time indicated for submission within this RFQ. Late submittals shall not be considered and shall be returned unopened.
- 1.3 Format. Submission shall be left-bound with information presented on double-sided pages. Material shall be organized to mirror the sequential order of the submission requirements and separated by labeled tabs. Expensive paper and binders are discouraged since submitted materials shall not be returned.
- 1.4 Complete Submission. Respondents shall carefully review all requirements and submit all documents and information as instructed within this RFQ. Incomplete submissions may result in submissions being deemed non-responsive and may not be considered for further evaluation.
- 1.5 Packaging and Labeling. Respondent's package shall clearly indicate name of Respondent, title and number of RFQ, and a due date and time for submission deadline. All listed submission requirements shall be included within the submitted response.
- 1.6 Timely Delivery of Submissions. The Respondent's submission with their signed Offer and Submittal Form shall be delivered by hand or to the address shown on the cover sheet of this RFQ. (Include the RFQ number on all packages delivered.) If using an express delivery service, the Respondent's package shall be delivered to the City of

Houston, Office of the City Secretary at the address listed in this RFQ. Packages delivered by express mail services to other off-site City mailroom locations may not be re-delivered on time to be considered for further consideration.

- 1.7 Late Submissions. The Respondent is responsible for ensuring that its submission is received at the time, date, place, and office specified on page twenty-eight (28). The City assumes no responsibility for any submission not received, regardless of whether the delay is caused by the U.S. Postal Service, a courier delivery service, or by some other act or circumstance.

PART VII – SPECIAL CONDITIONS

1.0 No-Contact Period

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

2.0 Equal Opportunity Employment

Section 15-17 of the City of Houston's Code of Ordinances establishes Equal Employment Opportunity Contract Compliance requirements for all City of Houston contracts involving the expenditure of Fifty Thousand Dollars (\$50,000) or more. Any contract for professional services that results from this RFQ will provide that the failure to carry out the requirements set forth in the City of Houston Equal Employment Opportunity Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.

3.0 Minority and Woman Business Enterprises (M/WBE)

It is the City of Houston's policy to ensure that Minority and Women Business Enterprises (MWBE) have full opportunity to compete for and participate in City Contracts. Contractor shall comply with the City's MWBE Program as set forth in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts and supply agreements in at least 24 % of the value of the Agreement to certified MWBEs. Contractor acknowledges that they have reviewed the requirements for good faith efforts on file with the Office of Business Opportunity (OBO), available at <http://www.houstontx.gov/obo/docsandforms/goodfaiethefforts.pdf>, and will comply with the set forth requirements.

- 3.1 Contractor shall maintain records of subcontracts and supply agreements with certified MWBEs, containing language required herein. In addition, Contractor shall submit all disputes

that may arise with MWBE subcontractors/supplies to mediation provided by the City, if directed to do so by the Office of Business Opportunity.

4.0 Protests

Protests should be filed in accordance with the City of Houston Administrative Policy (A.P. No. 5-12) http://www.houstontx.gov/policies/administrative_policies.html

5.0 Cancellation

The City of Houston has sole discretion and reserves the right to cancel this RFP, or to reject any or all Submissions received prior to contract award.

6.0 Anti-Boycott of Israel:

City vendors are required to certify that they are not currently engaged in and agree until the funds are exhausted under its contract with the City not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Government Code.

7.0 Executive Order 1-56 Zero Tolerance for Human Trafficking in City Service Contracts and Purchasing

The City of Houston has a zero tolerance for human trafficking, and, per Executive Order 1-56, City funds shall not be used to promote human trafficking. City vendors are expected to comply with this Executive Order and notify the City's Chief Procurement Officer of any information regarding possible violation by the vendor or its subcontractors providing services or goods to the City. The Executive Order is available on the City's website: <http://www.houstontx.gov/execorders/1-56.pdf>

8.0 Preservation of Contracting Information

The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this solicitation and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

PART VIII – INSTRUCTIONS TO RESPONDENTS

1.0 Pre-Submission Conference

Pre-Submission Conference shall be held at the date, time, and location as indicated on the first page of the RFQ document. Interested Respondent(s) should plan to attend. It will be assumed that potential Respondent(s) attending this meeting have reviewed the RFQ in detail and are prepared to bring up any substantive questions not already addressed by the City.

2.0 Additional Information and Specification Changes

Requests for additional information and questions shall be addressed to the Finance Department, Strategic Procurement Division, Senior Procurement Specialist, Bridget Cormier, bridget.cormier@houstontx.gov, no later than 2:00pm CT, September 3, 2021.

The City of Houston shall provide written responses to all questions received in writing before the submittal deadline. Questions received from all Respondent(s) shall be answered and sent to all

Respondent(s) who are listed as having obtained the RFQ. Respondent(s) shall be notified in writing of any changes in the specifications contained in this RFQ.

3.0 Letter(s) of Clarification

- 3.1 All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City of Houston. Only information supplied by the City of Houston in writing or in this RFQ should be used in preparing Submission responses.
- 3.2 The City does not assume responsibility for the receipt of any Letters of Clarification sent to Respondent(s).

4.0 Examination of Documents and Requirements

- 4.1 Each Respondent shall carefully examine all RFQ documents and thoroughly familiarize themselves with all requirements prior to submitting a Submission to ensure that the Submission meets the intent of this RFQ.
- 4.2 Before submitting a Submission, each Respondent shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFQ. Failure to make such investigations and examinations shall not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the RFQ.

5.0 Exceptions to Terms and Conditions

All exceptions to the Sample Contract shall be submitted in a clearly identified separate section of the Submission in which the Respondent clearly cites the specific paragraphs within

the Sample Contract where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless such exception is specifically approved by the Chief Procurement Officer or designee, City Attorney, Director(s) or designee in a written statement. The Respondent's preprinted or standard terms will not be considered by the City as a part of any resulting contract.

6.0 Post-Submission Discussions with Respondent(s)

- 6.1 It is the City's intent to commence final negotiation with the Respondent(s) deemed most advantageous to the City. The City reserves the right to conduct post-Submission discussions with any Respondent(s).

PART IX – REQUIRED FORMS TO BE SUBMITTED WITH SUBMISSION

- A. Offer and Submittal, List of References, and List of Proposed Subcontractors (Exhibit I)
- B. Signed M/WBE Forms (Exhibit II): Attachment “A” Schedule of M/WBE Participation, M/WBE Participation Plan Good Faith Efforts; Attachment “B” Office of Business Opportunity and Contract Compliance M/WBE Utilization Report; Attachment “C” Certified M/WBE Subcontract Terms; Attachment “D” Office of Business Opportunity and Contract Compliance M/WBE Utilization Report
- C. City of Houston Ownership Information Form (Exhibit III)
- D. Anti-Collusion Statement (Exhibit IV)
- E. Conflict of Interest Questionnaire (Exhibit V)

PART X – REQUIRED FORMS TO BE SUBMITTED BY RECOMMENDED VENDOR ONLY

Required forms shall be supplied to the Contractor after the award recommendation:

- A. Insurance Requirements and Sample Insurance Certificate (Exhibit VII)
- B. Drug Compliance Agreement Attachment “A,” Drug Policy Compliance Declaration Attachment “B,” and Contractor’s Certification of No Safety Impact Positions Attachment “C” and “D” (Exhibit VIII)
- C. City Contractors’ Pay or Play Acknowledgement Form (POP-1) <http://www.houstontx.gov/obo/payorplay/pop1.pdf> and Pay or Play Certificate of Compliance (POP-2) <http://www.houstontx.gov/obo/payorplay/pop2.pdf> (Exhibit IX)
- D. To be eligible for the preference, a company must be designated as a **City Business (CB) or Local Business (LB)** under the Hire Houston First Program **prior** to submittal of submission. Respondents must provide *Declaration of Hire Houston First Designation* form with submission.
- E. Requested information outlined in the scope of work and other additional relevant/supporting information, or alternate Submission.
- F. Texas Ethics Commission, Certificate of Interested Parties (Form 1295). Download a copy at <https://www.ethics.state.tx.us/tec/1295-Info.htm>

**EXHIBIT I
OFFER AND SUBMITTAL, REFERENCES, PROPOSED SUBCONTRACTORS**

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**EXHIBIT I-A
OFFER AND SUBMITTAL**

NOTE: SUBMISSION MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE RESPONDENT, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

Respectfully Submitted:

(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City):

Federal Identification Number:

By: _____
(Signature of Authorized Officer or Agent)

Printed Name: _____

Title: _____

Date: _____

Address of Contractor: _____
Street Address or P.O. Box

City – State – Zip Code

Telephone No. of Contractor: (____) _____

Signature, Name and title of Affiant: _____

(Notary Public in and for)

_____ County, Texas

My Commission Expires: _____ day of _____ 20_____

**EXHIBIT I-B
REFERENCES
LIST OF PREVIOUS CUSTOMERS**

1. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

2. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

3. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

4. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

**EXHIBIT II
ATTACHMENT "A"
SCHEDULE OF M/WBE PARTICIPATION**

Date:	
Bid Number:	
Formal Bid Title:	

Name of Certified MWBE Subcontractor	Street Address, City, State, Zip Code, Tel # & Email	Certification Type for Goal MBE, WBE (Each firm may only be used for <u>one</u> goal type)	NAICS Code (6 Digits)	Description of Work (Scope of Work)	% of Participation

TOTAL	\$
MWBE PARTICIPATION AMOUNT	\$
TOTAL BID AMOUNT	\$

If you have exhausted your best efforts to comply with the City’s MWBE Policy by seeking subcontracts and supply agreements with certified minority and women business enterprises, yet failed to meet the MWBE contract goal of this bid document, list below your good faith efforts to demonstrate compliance with the City’s MWBE Program. For more information, please review the Good Faith Efforts Policy, which can be found on the OBO website at www.houstontx.gov/obo.

****All firms listed on this MWBE Participation Plan must be certified by the Office of Business Opportunity at the time of bid submission. The completed MWBE Participation Plan must be returned with the bid form.**

The undersigned will enter into a formal subcontracting or supply agreement with the MWBEs subcontractors and suppliers listed on this participation plan upon award of a contract with the City.

Bidder Company Name

Signature of Authorized Officer/Agent/Bidder & Title

Print or Typed Name of Authorized Officer/Agent/Bidder & Title

Print or Typed Name of Authorized Officer/Agent/Bidder & Title

Date

**EXHIBIT II
ATTACHMENT "B"
OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT**

NOTICE OF INTENT

THIS AGREEMENT IS SUBJECT TO MEDIATION AND CAN BE INITIATED BY THE COMPANIES SIGNED BELOW OR THE OFFICE OF BUSINESS OPPORTUNITY.

To: City of Houston
Administering Department

Date: _____

Project Name and Number _____

Bid Amount: _____ M/W/BE Goal: _____

_____, agrees to enter into a contractual agreement with
Prime Contractor

_____, who will provide the following goods/services in connection
MWBE Subcontractor

with the above-referenced contract:

_____ for an estimated amount of \$ _____ or _____ % of the total contract value.

_____ is currently certified with the City of Houston's Office of Business Opportunity to function in the aforementioned capacity.
(M/W/BE Subcontractor)

_____ Intend to
Prime Contractor M/W/BE Subcontractor

work on the above-named contract in accordance with the M/W/DBE Participation Section of the City of Houston Bid Provisions, contingent upon award of the contract to the aforementioned Prime Contractor.

Signed (Prime Contractor)

Signed (M/W/BE Subcontractor)

Printed Signature

Printed Signature

Title Date

Title Date

Attachment “C”

CITY OF HOUSTON CERTIFIED MWSBE SUBCONTRACTING AGREEMENT TERMS

Contractor shall ensure that all subcontracting agreements with M/WSBE Subcontractors and suppliers are clearly labeled “**THIS CONTRACT IS SUBJECT TO MEDIATION**” contain the following terms:

1. _____ (M/WSBE Subcontractor/Supplier) shall not delegate or subcontract more than 50% of the work under this subcontracting agreement to any other Subcontractor or supplier without the express written consent of the City of Houston’s Office of Business Opportunity.
2. _____ (M/WSBE Subcontractor/Supplier) shall permit representatives of the City of Houston, at all reasonable times, to perform 1) audits of the books and records of the Subcontractor, and 2) inspections of all places where work is to be undertaken in connection with this subcontracting agreement. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action or the applicable statute of limitations.
3. Within five (5) business days of execution of this subcontracting agreement, Contractor (prime contractor) and Subcontractor shall designate in writing to the Office of Business Opportunity an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.

These provisions apply to goal-oriented and regulated contracts as defined in City Code of Ordinances, Chapter 15, Article 5.

The MWSBE policy of the City of Houston will be discussed during the pre-submission conference. For information, assistance, and/or to receive a copy of the City’s Office of Business Opportunity polices and/or governing ordinance, contact the Office of Business Opportunity Division at 832.393.0600, 611 Walker Street, 7th Floor, Houston, Texas 77002.

**EXHIBIT II
ATTACHMENT "D"
OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT**

Report Period: _____

PROJECT NAME & NUMBER: _____

AWARD DATE: _____

PRIME CONTRACTOR: _____

CONTRACT NO.: _____

ADDRESS: _____

CONTRACT AMOUNT: _____

LIAISON/PHONE NO.: _____

M/WBE GOAL: _____

M/WBE SUB/VENDOR NAME	DATE OF OBO CERTIFICATION	DATE OF SUBCONTRACT	SUBCONTRACT AMOUNT	% OF TOTAL CONTRACT	AMOUNT PAID TO DATE	% OF CONTRACT TO DATE

Use additional pages if needed. Submit by the 15th day of the following month.
Provide support documentation on all revenues paid to end of the report period to:
M/WBE's to reflect up/down variances on Contract amount.

Office of Business Opportunity
ATTN: Carlecia Wright 713-837-9000
611 Walker, 7th Floor
Houston, Texas 77002

DECLARATION OF HIRE HOUSTON FIRST DESIGNATION

DIRECTIONS: Execute the declaration below regarding your company's status as a Hire Houston First (HHF) designated company. **Fill out the appropriate box below and leave the other blank.**

If your company does not have a HHF designation and would like to apply for designation go to: www.houstontx.gov/obo/hirehoustonfirst.html at least 10 working days prior to submitting a bid or submission.

1.	This certifies that Bidder/Respondent, _____, is a Hire Houston First designated City Business (CB) . A valid certificate of designation is attached.	
Print Name	Signature	/ Date

2.	This certifies that Bidder/Respondent, _____, is a Hire Houston First designated Local Business (LB) . A valid certificate of designation is attached.	
Print Name	Signature	/ Date

EXHIBIT III

CITY OF HOUSTON OWNERSHIP INFORMATION FORM REV. 12/23/2019

The City of Houston Ownership Information Form is used to gather information to comply with:

- a. The City of Houston Contractor Ownership Disclosure Ordinance ([Chapter 15 of the Code of Ordinances, Article VIII. City Contracts; Indebtedness to City](#));
- b. The City of Houston Fair Campaign Ordinance ([Chapter 18 of the Code of Ordinances](#)); and,
- c. The State of Texas Statement of Residency Requirements ([Tex. Govt. Code Chapter 2252](#)).

Please complete the form, in its entirety, and submit it with the Official Bid or Submission Form. Except as noted below regarding the Statement of Residency, failure to provide this information may be just cause for rejection of your bid or submission.

NOTICE OF AFFIRMATIVE ACCEPTANCE OF THE CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

By submitting a bid or submission to the City of Houston for a Contract in excess of \$50,000 or for which a request is presented to City Council for approval, all respondents agree to comply with the Chapter 18 of the Code of Ordinances.

Further, pursuant to Section 18-36 of the Code of Ordinances, it shall be unlawful either for any person who submits a bid or submission to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council.

INSTRUCTIONS

1. Please **type** or **legibly print in dark ink** responses. Individuals and entities should disclose their full, legal names (not initials) and all required corporate letters ("Inc", "LLP", etc.).
 - a. If a firm is operating under an assumed name, the following format is recommended:
Corporate/Legal Name DBA Assumed Name.
2. Full addresses are required, including street types ("St", "Rd", etc.) and unit number.
3. Individuals or entities with 10% or more ownership of the corporation, partnership, or joint venture (including persons who own 100%) are required to be disclosed with their full name and full address. All officers and directors are also required to be disclosed with their full name and full address.

Orig. Dept.: FIN/SPD	File/I.D. No.: 64 –
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CITY OF HOUSTON OWNERSHIP INFORMATION FORM
REV. 12/23/2019

PROJECT AND BID/SUBMISSION PREPARER INFORMATION

Project or Matter Being Bid: _____

Bidder's complete firm/company business information

Name:
Business Address [No./Street]
City / State / Zip Code
Telephone Number

Bidder's email address

Email Address:

STATEMENT OF RESIDENCY

(THE STATEMENT OF RESIDENCY PORTION OF THIS DOCUMENT IS **NOT APPLICABLE** IF THE SOLICITATION INDICATES FEDERAL FUNDS WILL BE USED)

TEX. GOV'T CODE §2252.001, §(4) defines a "**Resident bidder**" as a bidder whose principal place of business* is in this state and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

TEX. GOV'T CODE §2252.001§ (3) defines a "**Nonresident bidder**" as a bidder who is not a resident in this state.

* Principal Place of Business in Texas means that the business entity:

- has at least one permanent office located within the **State of Texas**, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted; and
- has at least one employee who works in the Texas office.

Based on the definitions above, your business is a:

- TEXAS RESIDENT BIDDER
 NONRESIDENT BIDDER

If you are a Nonresident Bidder, does your home state have a statute giving preference to resident bidders? If so, you must attach a copy of the statute to this Document.

A copy of the State of _____ statute is attached.

NOTE: The State of residency of a bidder is not used in the decision-making criteria for the award of contracts for projects receiving federal funding, whether in whole or in part.

Orig. Dept.: FIN/SPD	File/I.D. No.: 64 –
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CITY OF HOUSTON OWNERSHIP INFORMATION FORM
REV. 12/23/2019

CONTRACTING ENTITY ORGANIZATIONAL ENTITY TYPE

FOR PROFIT ENTITY:

NON-PROFIT ENTITY:

- SOLE PROPRIETORSHIP
- CORPORATION
- PARTNERSHIP
- LIMITED PARTNERSHIP
- JOINT VENTURE
- LIMITED LIABILITY COMPANY
- OTHER (*specify in space below*)

- NON-PROFIT CORPORATION
- UNINCORPORATED ASSOCIATION

LISTING OF ADDRESSES

List all current and prior addresses where the bidder does/has done business or owns property (real estate and/or business personal property) in the city of Houston (“Houston”) in the past 3 years from the date of submittal of this form. If within the past 3 years from the date of submitting this form, the bidder does not and has not done business and has not or does not own property (real estate and/or business personal property) in Houston, please state “None” on the first line below.

Address

Address

Address

ATTACH ADDITIONAL SHEETS AS NEEDED.

CITY OF HOUSTON OWNERSHIP INFORMATION FORM
REV. 12/23/2019

LISTING OF OFFICERS

LIST ALL OFFICERS OF THE ENTITY, REGARDLESS OF THE AMOUNT OF OWNERSHIP (IF NO STATE "NONE")

Name _____
Officer
Address

Name _____
Officer
Address

Name _____
Officer
Address

Name _____
Officer
Address

Name _____
Officer
Address

Name _____
Officer
Address

LISTING OF DIRECTORS OR MEMBERS

LIST ALL DIRECTORS OF THE ENTITY, REGARDLESS OF THE AMOUNT OF OWNERSHIP (IF NONE STATE "NONE")

Name _____
Director or Member
Address

Name _____
Director or Member
Address

Name _____
Director or Member
Address

Name _____
Director or Member
Address

Name _____
Director or Member
Address

Orig. Dept.: FIN/SPD	File/I.D. No.: 64 –
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CITY OF HOUSTON OWNERSHIP INFORMATION FORM
REV. 12/23/2019

DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS)

Bidders are required to disclose all owners of 10% or more of the Contracting Entity. For non-profit entities, please provide the complete information for the President, Vice-President, Secretary, and Treasurer.

IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS **OPTIONAL BUT RECOMMENDED**.

ATTACH ADDITIONAL SHEETS AS NEEDED.

Contracting Entity:

Name:
Business Address [No./Street]
City / State / Zip Code
Telephone Number
Email Address:

DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS) continued.

Owner(s) of 10% or More (IF NONE, STATE "NONE."):

Name:
Business Address [No./Street]
City / State / Zip Code
Telephone Number
Email Address:
Residence Address [No./Street]
City / State / Zip Code

Owner(s) of 10% or More (IF NONE, STATE "NONE."):

Name:
Business Address [No./Street]
City / State / Zip Code
Telephone Number
Email Address:
Residence Address [No./Street]
City / State / Zip Code

ATTACH ADDITIONAL SHEETS AS NEEDED.

Orig. Dept.: FIN/SPD	File/I.D. No.: 64 –
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CITY OF HOUSTON OWNERSHIP INFORMATION FORM
REV. 12/23/2019

OPTIONAL: TAX APPEAL INFORMATION

If the firm/company or an owner/officer is actively protesting, challenging, or appealing the accuracy and/or amount of taxes levied with a tax appraisal district, please provide the following information:

Debtor (Firm or Owner Name):	
Tax Account Nos.:	
Case or File Nos.:	
Attorney/Agent Name:	
Attorney/Agent Phone No.:	
Tax Years:	

Status of Appeal *[DESCRIBE]*:

If an appeal of taxes has been filed on behalf of your company, please include a copy of the official form received by the appropriate agency.

REQUIRED: UNSWORN DECLARATION

I certify that I am duly authorized to submit this form on behalf of the firm, that I am associated with the firm in the capacity noted below, and that I have personal knowledge of the accuracy of the information provided herein. I affirm that all the information contained herein is true and correct to the best of my knowledge. I understand that failure to submit accurate information with my submission may result in my submission being considered non-responsive and non-responsible.

Preparer's Signature	Date
_____	_____
Printed name	

Title	

NOTE: This form constitutes a governmental record, as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record and falsification of a governmental record are crimes, punishable as provided in Section 37.10 of the Texas Penal Code.

EXHIBIT IV:

ANTI-COLLUSION STATEMENT

Anti-Collusion Statement

The undersigned, as **Respondent**, certifies that the only person or parties interested in this Response as principals are those named herein; that the Respondent has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Respondent Signature

EXHIBIT V

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE:

Chapter 176.006 of the Local Government Code (“the code”) requires a Vendor/Contractor to file a Conflict of Interest Questionnaire (CIQ) with the City.

NOTE: Vendors/Contractors or Agents should **not** complete the CIQ if a conflict, as described below, **does not exist. Only Vendors/Contractors or Agents that actually have a conflict, as described below, must file a CIQ.**

Who must file a CIQ?

A Vendor/Contractor or Agent of a Vendor/Contractor does not have to file a CIQ unless they intend to enter or is considering entering into a contract with the City or:

1. has an employment or other business relationship with the Local Government Officer/Family Member; or
2. has given the Local Government Officer/Family Member one or more gifts with the aggregate value exceeding \$250.00.

When must the Vendor/Contractor or Agent file a CIQ?

The completed CIQ must be filed with the City Chief Procurement Officer not later than the 7th business day after the date the Vendor/Contractor or Agent:

1. begins discussions or negotiations to enter into a contract with the City;
2. submits an application to the City in response to a request for Request for Qualifications, correspondence, or any other writing related to a potential contract with the City;
3. becomes aware of an employment or other business relations with the Local Government Officer/Family Member;
4. becomes aware that he/she has given one or more gifts to the Local Government Officer/Family Member that exceeds \$250.00; or
5. an event that would make the CIQ incomplete or inaccurate.

What is a business relationship?

Under Chapter 176, business relationship means a connection between two or more parties based on the commercial activity of one of the parties. The term does not include:

1. a transaction that is subject to a rate or fee regulation by a governmental entity;
2. a transaction conducted at a price and subject to terms available to the public; or
3. a purchase or lease of goods or services from a person who is chartered by a state or federal agency and is subject to regular examination and reporting to that agency.

The Conflict of Interest Questionnaire is available for downloading from the Texas Ethics Commission’s website at <http://www.ethics.state.tx.us/forms/CIQ.pdf>.

The Original Conflict of Interest Questionnaire shall be filed with the Administration and Regulatory Affairs Department’s Record Administration (City Chief Procurement Officer, 901 Bagby, Concourse Level, Houston, Texas 77002). Vendors and Contractors required to file shall include a copy of the form as part of the Request for Qualifications package. **Any questions about filling out this form should be directed to your attorney.**

**EXHIBIT V
CONFLICT OF INTEREST QUESTIONNAIRE**

CONFLICT OF INTEREST QUESTIONNAIRE	FORM CIQ
<p>For vendor or other person doing business with local governmental entity</p>	<p>OFFICE USE ONLY</p>
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>Date Received</p>
<p>1 Name of person who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> 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 the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p align="center">_____</p> <p align="center">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
<p>4</p> <p align="center">_____</p> <p align="center">Signature of person doing business with the governmental entity</p> <p align="center">_____</p> <p align="center">Date</p>	

Adopted 06/29/2007

SAMPLE CONTRACT
(Posted on the City's Strategic Procurement Division Website)