



CITY OF HOUSTON

REQUEST FOR PROPOSALS (RFP)
Consulting Services for code development, developing
regulatory tools and public engagement experience
related to planning, housing and mobility
SOLICITATION NO.: S49-T29639

Date Issued: October 9, 2020

Pre-Proposal Conference: October 22, 2020 @ 10:00 A.M., CST
TELECONFERENCE MEETING
Dial In # +1 936-755-1521
Conference ID: 682 942 906

**Pre-Proposal Questions
Deadline:** October 27, 2020 @ 5:00 P. M., CST

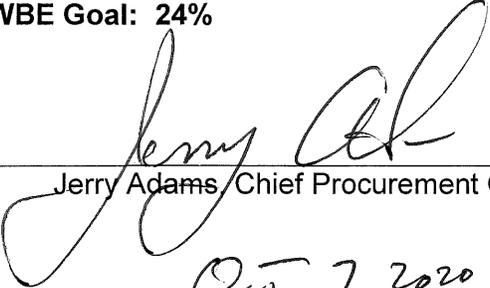
Solicitation Due Date: November 16, 2020 @ 2:00 P.M., CST

Solicitation Contact Person: Norbert Aguilar, Sr. Procurement Specialist
norbert.aguilar@houstontx.gov
832-393-8751

Project Summary: The City of Houston seeks proposals from qualified firms with code development and public engagement experience related to planning, housing and mobility. This is for a one (1) year contract with two (2) one-year options to renew automatically, for a maximum three-year contract term

NIGP Code: [20868, 20969, 90607, 90646, 90656, 90657, 90664, 90666, 90714, 91815, 91827, 91831, 91892, 92517, 92561, 92652, 92670, 92672, 95296 & 96132]

MWBE Goal: 24%



Jerry Adams, Chief Procurement Officer

Oct 7, 2020

Date

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PART I – GENERAL INFORMATION

1.0 General Information

The City of Houston (City) is currently seeking proposals from qualified firms with code development and public engagement experience related to planning, housing and mobility.

The City recognizes the current and potential impact to the project with the recent COVID-19 disruption and encourages vendors to be creative in ensuring that collaboration, teamwork and transparency are retained to the extent possible for smooth delivery.

2.0 City of Houston Background

Houston is a city of opportunity that thrives on diversity. It is located within one of the fastest growing and diverse metropolitan areas in the U.S. Despite the success, Houston's growth has brought with it challenges such as rising housing costs, displacement, lack of safe accommodations for pedestrians and cyclists and many neighborhoods where homes and amenities are separated by long distances. Plan Houston, adopted by City Council in 2015, describes a vision of Houston where these challenges don't exist. Plan Houston and other plans such as Resilient Houston, the Climate Action Plan, the Complete Communities Action Plans, Complete Streets Executive Order, and the Vision Zero Executive Order list goals and actions that will help achieve that vision. All of these were created with significant community input.

The Livable Places initiative is the implementation of these plans through changes to the City's development codes. This project will help develop regulatory tools to create more opportunities for constructing and retaining affordable, quality housing for all. It will create more infill urban development that reduces pressure on greenfield areas, maximizes use of existing infrastructure, encourages use of multi-modal transportation options, improve safety, and preserve great neighborhoods. For information about the project, refer to EXHIBIT A – Project Charter.

3.0 Solicitation Schedule

Listed below are the important dates for this Request for Proposals (RFP).

<u>EVENT</u>	<u>DATE</u>
Date of RFP Issued	October 9, 2020
Pre-Proposal Conference	October 22, 2020
Questions from Proposers Due to City	October 27, 2020
Proposals Due from Proposers	November 16, 2020
Notification of Intent to Award (<i>Estimated</i>)	January 11, 2021
Council Agenda Date (<i>Estimated</i>)	February 18, 2021
Contract Start Date (<i>Estimated</i>)	March 10, 2021

PART II – SCOPE OF WORK

1.0 PURPOSE

The purpose of this Request for Proposals (RFP) is to invite qualified submissions of proposals for consulting services for code development, developing regulatory tools and public engagement experience related to planning, housing and mobility.

The Livable Places initiative will create regulatory tools for implementing the actions prescribed in various plans and help realize Houston's vision and goals through innovative changes to the City's development codes.

2.0 PROJECT BACKGROUND AND APPROACH

2.1 Over several years, the Houston Planning Commission and staff have identified development regulations and standards that need to be clarified to minimize confusion and ensure predictability or updated based on goals and actions articulated in recent City planning documents.

2.1.1 The former, considered to be technical amendments, will be vetted by the project Steering Committee and forwarded to City Council in January 2021. Refer to EXHIBIT B(1) for these items.

2.1.2 The latter will be addressed through a 15-20 month process including robust public and committee dialog. Refer to EXHIBIT B (2) for items that may be included in this process.

2.2 Following the establishment of a Steering Committee, the Livable Places initiative will consist of 5 steps:

2.2.1 Step 1 - Technical amendments: The technical amendments will be considered by the Steering Committee early in the project schedule and will be forwarded to City Council for adoption in January 2021.

2.2.2 Step 2 - Consensus building: Staff will inform the Steering Committee about topics to be addressed with this initiative and conduct a work session with the Steering Committee to discuss and build consensus on the project's key issues and expected outcomes.

2.2.3 Step 3 - Identify community preferences: Staff will lead the Steering Committee and public in a dialog to identify community preferences related to the built environment.

2.2.4 Step 4 - Develop concepts for regulatory standards: Staff and consultant will lead Steering Committee, sub-committee, public and/or focus group meetings to develop concepts, discuss feasibility and propose amendments/alternatives for Steering Committee consideration.

2.2.5 Step 5 - Adopt regulatory standards: The amendment proposals will be presented to the Planning Commission for approval and forwarded to the City Council for adoption.

3.0 SCOPE OF WORK

The following Scope of Work identifies the major tasks of the project within steps 4 and 5 (as identified in 2.2.4 and 2.2.5 above) that the consultant will undertake.

3.1 Task 1: Project Management and Coordination

- 3.1.1 Prepare and maintain project management plan with timeline, key milestones, and detailed schedule. This plan must also include the public engagement plan and schedule.
- 3.1.2 Assist staff in developing agendas for Technical Advisory Group review and Steering Committee meetings, focus group meetings if any. Consultant will lead these meetings with staff's support.
- 3.1.3 The consultant will coordinate, prepare for, setup, manage and execute all meetings and activities.
- 3.1.4 Prepare and submit meeting summary after each Committee meeting and monthly progress reports.

3.2 Task 2: Research and Analysis

- 3.2.1 The consultant will review various relevant City planning documents, ordinances and other completed and on-going applicable studies. The City shall provide the following documents and information to the selected firm(s) for research and analysis.
 - Plan Houston
 - Resilient Houston
 - Climate Action Plan
 - Complete Streets Executive order
 - Major Thoroughfare and Freeway plan
 - Ordinances (42, 33, 26 and Infrastructure Design Manual)
 - Walkable Places and TOD ordinance drafts
 - Parking Best Practices Study Report
 - Residential Development Best Practices Study Report
 - Affordable Housing Study Report
 - Community preferences engagement results
 - Any other relevant material as needed

Decisions concerning any additional data collection or research will be made by the consultant under Steering Committee's guidance.

- 3.2.2 Gather latest national Transportation Best Practices from publications released by associations like AASHTO, ITE, NACTO and APA for mobility related topics like street network, points of access, street types, functionality and multi-modal transportation options, street access to properties, connectivity, cul-de-sac streets, etc. and document findings in report as well as presentation format. The consultant will be responsible to conduct any additional research as needed outside of these associations to address any topics identified in EXHIBIT B(2).
- 3.2.3 Analyze the best practices and results from public input received during community preferences engagement against current regulations, develop concepts to address the issues listed in EXHIBIT B(1) and identify additional opportunities if appropriate. These concepts developed must be aligned with the actions prescribed in various City plans.

3.3 Task 3: Together with City staff, design and implement a Public Engagement plan

- 3.3.1 Project webpage, social media postings, newsletters: Staff will share project news, study documents, process timelines, community meeting schedules, engagement opportunities, engagement summaries, contact information and more on the project webpage. Information will be posted on the social media and in newsletters on an as needed basis. The consultant will provide relevant material and content to update these postings in a timely manner.
- 3.3.2 Public Meetings: When appropriate to do so, meetings, such as workshops, open houses, educational events, and others will provide stakeholders the opportunity to interact with project team, have a face-to-face dialogue and participate in hands-on activities. The consultant will help staff facilitate the public meetings, and any other related meetings by providing presentations, all required supplies, tools and equipment, presentations, exhibits including large posters, visuals, maps and any other relevant material and light refreshments. City staff will lead all public meetings, but at least two consultant team members will be present at the meeting to make presentations, manage the logistics, provide support, and answer questions if necessary. Public meetings may be held virtually if needed to meet public health guidelines.
- 3.3.3 Online Engagement: Many stakeholders wish to engage on their own when their schedule allows it based on their availability, or interest, instead of attending in-person events. To accommodate a broader audience, the project team will offer additional opportunities for engagement virtually, such as surveys, feedback forms, webinars, videos, interactive document reviews, social media interactions, and others. The consultant team will help develop these surveys, forms and interactive documents, webinars, videos etc. to be used for online engagement.
- 3.3.4 Advertising the initiative: The consultant will be responsible for advertising the initiative with the goal of reaching as many Houston residents, business owners, and property owners as possible. But more importantly this involves managing a cohesive “brand” and message for the public. This task may involve designing and printing handouts, flyers, mailers, posters, and other forms of advertisements and informative material. These handouts, flyers etc. created by the consultants will be used at meetings and as informative pieces the City can distribute (for instance when someone comes in the City offices looking for information).

3.4 Task 4: Together with City staff, form a Technical Advisory Group and Sub-Committees/Focus Groups as necessary

- 3.4.1 Technical Advisory Group with help guide the team to formulate concepts and discuss feasibility. It will consist of City officials from other departments like HPW, Legal, Fire, Housing and Community Development, Solid Waste Management, representatives from other external agencies like METRO, CenterPoint, Counties and stakeholder groups like realtors, developers, business owners, neighborhoods organizations etc.
- 3.4.2 Sub-Committees/Focus Groups will be formed when necessary to study and discuss a specific topic of interest in detail and will include experts in the industry along with City officials.
- 3.4.3 Consultant will lead these meetings with support from staff and the purpose is to develop concepts, discuss feasibility and propose amendments/alternatives for Steering Committee consideration.

3.5 Task 5: Formulate concepts and make presentations to Steering Committee

- 3.5.1 The consultant will work with staff and the Technical Advisory Group to develop concepts for proposed changes and present to the Steering Committee for feedback.
- 3.5.2 Prepare concept drawings, presentations, exhibits, images, comparison matrix, reports or any other visuals to present the proposals in a format that is easy to understand and communicate the ideas.
- 3.5.3 Based on the feedback from Steering Committee, other stakeholders and public, consultant will revise the proposed changes as appropriate.

4.0 CONSULTANT REQUIREMENTS/EXPERIENCE

- 4.1 The consultant shall have experience working with municipalities, neighborhood groups, community impact partners, other stakeholders and community constituents.
- 4.2 The consultant must have experience working on similar project involving code amendments. A firm with experience working within the regulatory framework of Houston and knowledge of Houston's regulations will be beneficial.
- 4.2 The consultant shall have experience facilitating meetings, making presentations, creating and conducting interviews, writing reports, developing matrix and other necessary exhibits and visuals.
- 4.3 The consultant shall be adept at tailoring interview questions to a variety of audiences, while simultaneously creating a cohesive plan to ensure that all questions elicit useful information.
- 4.4 The consultant will be required to review and/or obtain information and documentation needed to formulate concepts and recommend amendments to the Houston's development code.
- 4.5 The consultant is required to have strong graphic skills and must be able to present various concepts with sketches, drawings, exhibits, prepare large posters, and visual aids.

5.0 PLANNING & DEVELOPMENT STAFF DELIVERABLES

- 5.1 Provide project background, including the rationale for this Initiative.
- 5.2 Provide overall project management including setting the strategy, schedule, and benchmarks.
- 5.2 Provide access to all relevant City planning documents, study reports and Ordinances as listed in 3.2.1 above for research and analysis.
- 5.4 Provide access to City of Houston's Design Manual, Fire Code and Building Code.
- 5.5 Provide list of key issues identified in EXHIBIT B(2), some examples of existing development that are not producing desired results and ideas about expected outcomes.
- 5.6 Assist in the public engagement process (web updates, online engagement, and public meetings) provide guidance as necessary.
- 5.7 Provide support and guidance related to ordinance requirements and help think through feasibility of any proposed amendments.

5.8 Provide the Livable Places Committee scheduling and logistics.

6.0 CONSULTANT DELIVERABLES

- 6.1 Participate in weekly meetings/conference calls with Planning & Development staff for scope, progress updates, and revisions when necessary. On site presence may not be necessary. The research as well as project meetings and Committee meetings can happen online and through phone calls and virtual meetings in the beginning. This may change when the pandemic subsides, and the public can interact without restrictions.
- 6.2 Document the latest transportation and mobility related national best practices gathered from publications of associations like AASHTO, ITE, NACTO and APA to provide multi-modal transportation options, improve connectivity, provide better access to properties and create walkable communities in a report format including illustrations as well as presentation format.
- 6.3 Produce a written summary report with concept drawings, exhibits, sketches, comparisons of the proposed amendments including a narrative of the findings and a matrix tabulating the current and proposed amendments. Written report should be produced using InDesign and must include sketches, concept drawings, photos and other infographics illustrating the proposed amendments.
- 6.4 Conduct meetings with stakeholder groups to provide them with a summary of recommendations.
- 6.5 The consultant will be required to document all the recommendations made by the Steering Committee and prepare a report summarizing the background information and thought process leading to the recommendations. This report must include the exhibits presented during the Steering Committee meetings.
- 6.6 All material should be provided electronically on a thumb drive using InDesign and Excel and three hard copies of the summary report. All materials produced during the project will be City of Houston's property upon receipt.

7.0 Project Milestones

Date	Deliverable
September 22, 2020	Project Kick off
Sep – January, 2020	Community engagement: community preferences
March, 2021	Consultant begins work
April, 2021	Transportation national best practices report completed
May, 2021	Update to Planning Commission and Council Quality of Life Committee
October, 2021	Update to Planning Commission and Council Quality of Life Committee
December, 2021	Consultant finalizes proposed amendments
January, 2022	Proposed amendments presented to Steering Committee for approval
February, 2022	Report summarizing the background to the amendment recommendations with concept drawings and associated exhibits
March, 2022	Present proposed amendments to Planning Commission and Quality of Life committee and present discuss public engagement updates
March- May, 2022	Present proposed amendments to public for comment

8.0 MEETINGS

Proposer must participate in meetings, as outlined in Section 6.0, Consultant Deliverables, Paragraph 6.1 relative to this project throughout the period of engagement at no additional cost to P&D.

9.0 EXHIBITS

The following documents are provided as an aid in responding to this solicitation:

See “Exhibit - A”: Project Charter
“Exhibit - B”: Potential List of Topics
“Exhibit - C”: Sample Contract

PART III – EVALUATION AND SELECTION PROCESS

1.0 Evaluation Committee

An evaluation committee shall evaluate Proposers’ submissions in accordance with the evaluation criteria listed in Section 5.0, Evaluation Criteria, below. Upon completion of the evaluation, the committee may develop a short list of Proposer(s) meeting the technical competence requirements. The shortlisted Proposer(s) may be scheduled for a structured oral presentation, demonstration, interview and negotiations. Following these City-to-Proposer(s)’ meetings, the evaluation committee 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 Proposer(s). The oral presentations, demonstrations and/or interviews may be recorded and/or videotaped.

2.0 Interviews/Oral Presentations/Demonstrations

The City reserves the right to request that Proposer(s) provide a final presentation handout of its Proposal at their scheduled meeting. No Proposer may attend presentations of any other Proposer. If necessary, Proposers may be scheduled for more than one presentation, demonstration, or interview.

3.0 Selection Process

The City intends to select a Proposal that best meets the needs of the City and that provides the best overall value. The City reserves the right to check references on any projects performed by the Proposer, whether provided by the Proposer or known by the City. Upon review of all information provided by Proposers, the evaluation committee will make a recommendation for selection to City officials. Upon approval of the selected Proposer, a contract shall be executed by the appropriate City officials.

4.0 Best and Final Offer (“BAFO”)

The City reserves the right to request a BAFO from finalist Proposer(s), if necessary. At minimum, the BAFO shall include: 1) a final Fee Schedule with associated costs; 2) address any outstanding items previously identified during the evaluation of Proposals; and 3) any other issue the City requires to make an informed decision.

The request for a BAFO shall include instructions, requirements, and a specified submission due date.

5.0 Evaluation Criteria

5.1 Responsiveness of Proposal (Pass/Fail)

The Proposal shall be responsive to all material requirements that will enable the evaluation committee to evaluate it in accordance with the evaluation criteria and make a recommendation to City officials.

5.2 Technical Competence/Requirements (85 Points)

The Proposal shall be evaluated based on the extent to which the proposed solution meets the needs of the City including but not limited to experience, planning, strategy, desired features and understanding of technical requirements outlined in the RFP Scope of Work.

5.2.1 Demonstrates proven consulting and/or key personnel experience developing ordinance amendments for municipalities. **(20 Points)**

5.2.2 Demonstrates an understanding of the planning process, community engagement, budgeting, ability to schedule effectively and meet the project schedule. **(20 Points)**

5.2.3 Demonstrate strong graphic skills and the ability to present various concepts with sketches, drawings, exhibits, prepare large posters, infographics, other visual aids etc. and are able to explore innovative graphic representation techniques. **(20 Points)**

5.2.4 Quality of proposed project plan including milestones and public participation and an understanding of the project to meet requirements outlined in the RFP. **(25 Points)**

5.3 Quality of proposed M/WBE Participation aligned with the project scope (Pass/Fail)

5.3.1 Ability to meet the required 24% level of subcontracting participation or a demonstrative Good Faith Efforts presented by Proposer.

5.4 Financial Stability of the Proposer (Pass/Fail)

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

5.4.1 Last two years of audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;

5.4.2 If applicable, last two years of consolidated statements for any holding companies or affiliates;

5.4.3 An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and

5.4.4 A full disclosure of any events, liabilities, or contingent liabilities that could affect Proposer's financial ability to perform this contract.

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

5.4.5 Last two years of un-audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;

- 5.4.6 An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and
- 5.4.7 A full disclosure of any events, liabilities, or contingent liabilities that could affect Proposer's financial ability to perform this contract;

OR

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

5.5 Price Proposal (15 Points)

THE PRICE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE that is clearly marked with the RFP title, solicitation number and the label "Price Proposal".

5.6 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 submittal of proposal. Proposers must provide *Declaration of Hire Houston First Designation* with proposal submission. At the conclusion of scoring Proposals, 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).

Note: At the conclusion of scoring Proposals, preference points shall be distributed in the following manner:

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

6.0 ADDITIONAL RELATED SERVICES

In submitting its Proposal, Proposer(s) shall indicate a willingness to negotiate future potential additional services deemed appropriate for the scope of services, as provided herein, or deemed necessary and/or desirable by the City.

7.0 INTERLOCAL AGREEMENT: (if applicable)

Under the same terms and conditions, the resulting contract may be expanded to other government entities through inter-local agreements between the City and the respective government entity that encompasses all or part of the products/services provided under this contract. Separate contracts will be drawn to reflect the needs of each participating entity.

8.0 INVOICING

- 8.1 The City is a single entity for accounting, billing, and discounting. Any invoices accompanied by detailed supplements and other backup documents are to be submitted for payments to:

Planning and Development Department
Attention: Suvidha Bandi
611 Walker, 6th Floor
Houston TX 77002

The City requires timely and accurate accounting and billing information.

PART IV – SUBMISSION OF PROPOSAL

1.0 Instructions for Submission

- 1.1 Number of Copies. Submit **One (1)** printed copy and **One (1)** printed original of the Technical Proposal, signed in BLUE ink, and **eight (8)** electronic copies of the Technical Proposal on **thumb drives (NOT Password Protected)**, sealed in a separate single envelope bearing the assigned title and solicitation number (located on the first page of this RFP document) to:

City Secretary's Office
City Hall Annex, Public Level
900 Bagby Street
Houston, Texas 77002

Price Proposal/Fee Schedule. Submit **one (1)** copy of the **Price Proposal/Fee Schedule** file/document on a **thumb drive (NOT Password Protected)** in a separate single sealed envelope bearing the assigned title and solicitation number (located on the first page of this RFP document) to the address above.

The City shall bear no responsibility for submitting responses on behalf of any Proposer. Proposer(s) may submit their Proposal to the City Secretary's Office any time prior to the stated deadline.

- 1.2 Time for Submission. Proposals shall be submitted no later than the date and time indicated for submission in this RFP. Late submittals will not be considered and will be returned unopened. With the exception of City holidays, the normal business hours for the City Secretary's office are Monday through Friday, 8:00 a.m. to 5:00 p.m. CST.
- 1.3 Format. Proposals must be left-bound with information on both sides of the page when appropriate. Material should be organized following the order of the submission requirements separated by labeled tabs, and shall be securely bound. Submission materials will not be returned to Proposers.
- 1.4 Complete Submission. Proposers are advised to carefully review all the requirements and submit all documents and information as indicated in this RFP. Incomplete proposals may lead to a proposal being deemed non-responsive. Non-responsive proposals will not be considered.

- 1.5 Packaging and Labeling; Submission of Price Proposal/ Fee Schedule. The outside wrapping/envelope of the printed Technical Proposal shall clearly indicate the RFP title, solicitation number, date, time for submission, and the name of the Proposer. The required number of thumb drives containing the Technical Proposal shall be submitted in a separate sealed envelope and marked in the same manner as the printed Technical Proposal. The outside wrapping/ envelope of the Price Proposal/ Fee Schedule shall clearly identify the content as "Price Proposal/ Fee Schedule" and shall clearly indicate the RFP title, solicitation number, date, time for submission, and name of the Proposer. All other submission requirements shall be included with the Proposer's Technical Proposal.
- 1.6 Delivery of Proposals. The Proposal, including the Technical Proposal, all required forms, and the Price Proposal/ Fee Schedule must be delivered by hand or mailed to the City Secretary's Office. If using an express delivery service, the package must be addressed and delivered specifically to the City Secretary's Office. Packages delivered by express mail services to other locations may not be re-delivered to its final destination by the deadline hour.
- 1.7 Proposers Responsible for Timely Submission. Proposer remains responsible for ensuring that its Proposal is received at the time, date, place, and office specified. The City assumes no responsibility for any Proposal not received, regardless of whether the delay is caused by the U.S. Postal Service, a courier delivery service, or some other act or circumstance.

2.0 Submission Requirements

- 2.1 Cover Letter: The cover letter shall be signed by an authorized representative of the Proposer. The letter should indicate the Proposer's commitment to provide the services proposed and contain evidential information supporting that your firm exists within Harris County.
- 2.2 Executive Summary: The executive summary should include a brief overview of the project as understood, approach towards the project and the strategy to accomplish the project scope.
- 2.3 Offer and Submittal Form: See Exhibit I
- 2.4 General Company Information: Provide the name of Proposer's company (including the name of any parent company), business address, e-mail address, Federal Tax ID number, telephone number, and fax number.
- 2.5 Key Personnel: Identify the key personnel that will be committed to the project. The City reserves the right to reject any key personnel proposed if it is determined in the City's best interest. All key personnel must be committed to the project at the appropriate time level. Proposer understands that the qualifications and experience of key personnel proposed will be factored into the evaluation process; therefore, key personnel must not be replaced without the approval of the City. Any approved substitutions must be with personnel of equal or better qualifications. In addition, any other commitments must not conflict with the level of commitment proposed for this project.
 - 2.5.1 Provide names and titles of key personnel and an organizational chart of your proposed project team. Provide professional resumes of all key personnel.

- 2.6 Approach: Provide a detailed project plan including public participation plan with milestones, describing how you will meet the City's Livable Places project scope requirements;
- 2.6.1 Provide a detailed timeline.
- 2.7 Knowledge and Experience: Provide detailed relevant information about Proposer's knowledge and experience, including:
- 2.7.1 Summarize three or more deployments (in similar size and scope to this RFP), with brief descriptions that demonstrate Proposer's experience providing consulting services related to ordinance amendments for a major metropolitan area or municipality;
- 2.7.2 Company track record: Provide a brief summary of company's background history, number of years in business, total number of employees, key personnel and their availability to be deployed on this project for the City of Houston.
- 2.7.3 Portfolio: Provide a detailed portfolio including samples of similar ordinance amendment projects completed, and the total number of ongoing opportunities in other municipalities.
- 2.8 Client References: Provide name and contact information for three (3) clients for whom Proposer has provided similar services to municipalities within the past three (3) years. Provide size and scope of each project with brief descriptions of the projects. Specifically, provide the following:
- 2.8.1 Name and location of project(s);
- 2.8.2 "CURRENT" reference contact name, telephone numbers, and e-mail addresses;
- 2.8.3 Deployment completion date(s) or current status;
- 2.9 M/WBE Participation: Identify M/WBE subcontractor(s) and submit a signed "M/WBE Letter of Intent" form identifying the role of each subcontractor for this implemented project.
- 2.10 Financial Stability: If Proposer is an entity that is required to prepare audited financial statements, then Proposer shall submit an annual report containing the information provided in Part III, 5.4, 5.4.1 through 5.4.4 of this document. If Proposer is a privately-owned entity or sole proprietorship for which audited financial statements are not required, Proposer shall submit an annual report containing the information provided in Part III, 5.4, 5.4.5 through 5.4.7, or 5.4.8 of this document.
- 2.11 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 RFP.
- 2.12 Legal Actions: Provide a list of any pending litigation and include a brief description of the reason for legal action.
- 2.13 Conflict of Interest: Provide information regarding any real or potential conflict of interest(s). Failure to disclose any potential conflict of interest at the outset may be cause for rejection of the Proposal.

- 2.14 Other: Provide any information the Proposer deems pertinent to demonstrating its qualifications to perform the services being requested, such as memberships in any professional associations, documents, examples, etc.
- 2.15 Forms and Certifications: Complete all forms and certifications attached, as appropriate.
- 2.16 Price Proposal/ Fee Schedule: Please separately submit, in a separate sealed envelope, a Price Proposal/Fee Schedule with the level of detail provided as required.

Part V – EXCEPTIONS TO TERMS AND CONDITIONS

All exceptions to the Sample Agreement shall be submitted in a clearly identified separate section of the Proposal in which the Proposer clearly cites the specific paragraphs within the Sample Agreement 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 Proposer's preprinted or standard terms will not be considered by the City as a part of any resulting contract.

Please review and include any exceptions to the terms and conditions on the attached Sample Agreement.

Part VI – SPECIAL CONDITIONS

1.0 No Contact Period

Neither Proposer(s) nor any person acting on Proposer(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, 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.

With the exception of Proposer's formal response to the solicitation and written requests for clarification during the period officially designated for such purpose by the City Representative, neither Proposer(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City, their families, or staff through written or oral means in an attempt to persuade or 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 Proposer from the time of 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. 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 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/goodfaithefforts.pdf>, and will comply with the set forth requirements.

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.

3.0 Protests

Protests should be filed in accordance with the City of Houston Administrative Policy No. 5-12 <http://www.houstontx.gov/adminpolicies/5-12.pdf>

4.0 Cancellation

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

5.0 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.

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

The City 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>.

7.0 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 VII – INSTRUCTIONS TO PROPOSERS

1.0 Pre-Proposal Conference

A Pre-Proposal Conference will be held at the date, time, and location indicated on the first page of the RFP document. Interested Proposer(s) are encouraged to attend. It will be assumed that potential Proposer(s) attending this meeting have reviewed the RFP 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 should be addressed to the Finance Department, Strategic Procurement Division, Norbert Aguilar, Sr. Procurement Specialist, preferably by e-mail to norbert.aguilar@houstontx.gov or by telephone at (832) 393-8751 no later than 2:00 PM, CST on Friday, October 27, 2020. The City shall provide written responses to all questions received by Proposers prior to the RFP submittal deadline. Questions received from all Proposer(s) shall be answered by the City and made available to Proposer(s) who are listed as having obtained the RFP. Proposer(s) shall be notified in writing of any changes in the specifications contained within this RFP.

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. Only information supplied by the City in writing or in this RFP should be used in preparing Proposal responses.
- 3.2 The City does not assume responsibility for the receipt of any Letters of Clarification sent to Proposer(s).

4.0 Examination of Documents and Requirements

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

5.0 Post-Proposal Discussions with Proposer(s)

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

PART VIII – REQUIRED FORMS TO BE SUBMITTED WITH PROPOSAL

- 1.0 Offer and Submittal, List of References, and List of Proposed Subcontractors (Exhibit I)
- 2.0 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.
- 3.0 City of Houston Ownership Information Form (Exhibit III)
- 4.0 Anti-Collusion Statement (Exhibit IV)
- 5.0 Conflict of Interest Questionnaire (Exhibit V)

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

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

- 1.0** Insurance Requirements and Insurance Certificate
- 2.0** Drug Policy Compliance Agreement (Exhibit “B”); Contractor’s Certification of No Safety Impact Positions in Performance of a City Contract (Exhibit “C”); Drug Policy Compliance Declaration (Exhibit “D”)
- 3.0** City Contractors’ Pay or Play Acknowledgement Form (POP-1) <http://www.houstontx.gov/obo/payorplay/pop1.pdf> and Certification of Compliance with Pay or Play Program (POP-2) <http://www.houstontx.gov/obo/payorplay/pop2.pdf>
- 4.0** 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 proposal. Proposers must provide Declaration of Hire Houston First Designation form (SPD can insert form number) with proposal submission.
- 5.0** Requested information outlined in the scope of work and other additional relevant/supporting information, or alternate Proposal.
- 6.0** 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
OFFER AND SUBMITTAL**

NOTE: PROPOSAL MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE PROPOSER, 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
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 MWBE 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.

**EXHIBIT II
ATTACHMENT "B"
OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE MWBE 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-proposal conference. For information, assistance, and/or to receive a copy of the City's Office of Business Opportunity policies and/or governing ordinance, contact the Office of Business Opportunity Division at 832.393.0600, 611 Walker Street, 7th Floor, Houston, Texas 77002.

Revised June 2016

City of Houston Certified M/WSBE Subcontract Terms

**EXHIBIT II
ATTACHMENT "D"
OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE MWBE UTILIZATION REPORT**

Report Period: _____

PROJECT NAME & NUMBER: _____

AWARD DATE: _____

PRIME CONTRACTOR: _____

CONTRACT NO.: _____

ADDRESS: _____

CONTRACT AMOUNT: _____

LIAISON/PHONE NO.: _____

MWBE GOAL: _____

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

<p>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: MWBE's to reflect up/down variances on Contract amount.</p>	<p>Office of Business Opportunity ATTN: Marsha Murray 713-837-9000 611 Walker, 7th Floor Houston, Texas 77002</p>
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**EXHIBIT II
ATTACHMENT "E"
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 proposal.

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

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 Proposal 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 proposal.

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

By submitting a bid or proposal 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 proposal 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/PROPOSAL 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 NONE STATE "NONE")

Name _____ <div style="text-align: center; font-size: small;">Officer</div>	_____ Address
Name _____ <div style="text-align: center; font-size: small;">Officer</div>	_____ Address
Name _____ <div style="text-align: center; font-size: small;">Officer</div>	_____ Address
Name _____ <div style="text-align: center; font-size: small;">Officer</div>	_____ Address
Name _____ <div style="text-align: center; font-size: small;">Officer</div>	_____ Address
Name _____ <div style="text-align: center; font-size: small;">Officer</div>	_____ Address

LISTING OF DIRECTORS OR MEMBERS

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

Name _____ <div style="text-align: center; font-size: small;">Director or Member</div>	_____ Address
Name _____ <div style="text-align: center; font-size: small;">Director or Member</div>	_____ Address
Name _____ <div style="text-align: center; font-size: small;">Director or Member</div>	_____ Address
Name _____ <div style="text-align: center; font-size: small;">Director or Member</div>	_____ Address
Name _____ <div style="text-align: center; font-size: small;">Director or Member</div>	_____ 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
<hr/>	<hr/>
Printed name	
<hr/>	
Title	
<hr/>	

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.

The undersigned, as Proposer, certifies that the only person or parties interested in this Proposal as principals are those named herein; that the Proposer 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

Proposer Signature

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

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

**EXHIBIT V
CONFLICT OF INTEREST QUESTIONNAIRE**

<p>CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity</p>	<p>FORM CIQ</p>
<p>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.</p>	<p>OFFICE USE ONLY</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	<p>Date Received</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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p align="center">_____</p> <p align="center">Name of Officer</p>	
<p>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.</p> <p align="center">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?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p align="center">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?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>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.</p>	
<p>6 <input type="checkbox"/> 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).</p>	
<p>7</p> <p align="center">_____ Signature of vendor doing business with the governmental entity</p> <p align="right">_____ Date</p>	