



SOLICITATION OVERVIEW

The City of Cedar Hill is soliciting statements of qualifications for:

TITLE: Capital Projects Engineering Services
RFQ Number: 2019-700-001

Due Date: 4:00 P.M., Tuesday, May 7, 2019

Deliver to: Greg Pervis, Purchasing Analyst
Finance Department
Cedar Hill Government Center
285 Uptown Blvd., Building 100
Cedar Hill, Texas 75104

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Public Works Department RFQ# 2019-700-1 Request for Statement of Qualifications for Capital Projects Engineering Services

The City of Cedar Hill, Texas is requesting a Statement of Qualifications from engineering firms to perform the design, bidding and construction administration services required to complete the funded street, signalization, drainage, trails and public utility projects. These projects shall conform to all the government agency's funding requirements such as the City of Cedar Hill, Texas Department of Transportation (TxDOT) and North Central Texas Council of Governments and specific programs including but not limited to, NCTCOG intelligent Transportation Systems (ITS) programs, WAZE Data Sharing Program, and the Safe Routes to School program. The selected consultant is subject to the City of Cedar Hill ordinances, State DBE/HUB requirements and Federal regulations and applicable State/ Federal law.

Cedar Hill is the oldest organized community in Dallas County with an estimated population of 47,320 in 2017. Located on the edge of the Balcones Fault Zone, it is the highest elevation between the Red River bordering neighboring Oklahoma and the Gulf of Mexico. This topographical composition provides for a unique ecosystem, open spaces, and mature trees.

Consultant Criteria Summary:

Included in the applicant response, the following topics should be addressed to confirm qualifications.

- Cover letter
- List of *relevant* project experience by Firm and team in the past five years, including location and type of project. Provide a reference for each project listed;
- List of services provided by the Firm and subconsultants for the Firm. Indicate any firms and qualification/certifications that provide services not directly provided;
- Provide information on team member organization, workload capacity and their roles;
- Provide project manager role in the firm's organization and his/her experience with similar funded projects.
- Familiarity with TxDOT design criteria and construction standards, ADA and state and federal design procedures including construction administration;
- Limit submittals to twenty (20) pages, single sided only
- Font size minimum 12 pt.
- Required forms in Attachment B

Calendar of Events

Sunday, April 14, 2019	Start Advertisement for RFQs for 21 days
Tuesday, April 30, 2019	Deadline for Questions (2:00 P.M. CST)
Thursday, May 2, 2019	Deadline for Answers to Questions (4:00 P.M. CST)
Tuesday, May 7, 2019	Deadline for RFQ submittal to City (4:00 P.M. CST)
Week of May 13, 2019	Possible Interviews of Firms
Week of May 20, 2019	Estimated Selection

Selection Criteria:

Statements shall be evaluated as follows:

Criteria	Point Value
Firm Experience	30
Team Experience	20
Project Management (QA/QC)	15
Understanding of City, TxDOT, Federal, CDBG and ADA project requirements	20
Public Outreach / Involvement /Meet Deadlines	15

Instructions for Submitting Statement of Qualifications:

1. Please provide five **(5) hard copies** of the Statement of Qualifications to the City's Purchasing Agent, City of Cedar Hill, 285 Uptown, Attention Greg Pervis, Cedar Hill, Texas 75104. **Advertisement for qualifications begins April 14, 2019, RFQ submittals will be accepted until 4:00 pm on May 7, 2019 (twenty-one days after initial advertisement date).**
 - a. Include the following in your Statement of Qualifications
 - i. Cover letter
 - ii. Introductory information about the firm including:
 - Firm name, contact person, address, telephone/fax numbers, and email addresses.
 - Type of organization (individual, partnership, corporation)
 - Present staff (size, classification, credentials).
 - iii. List of similar project experience by Firm and team in the past five years, including location and type of project.
 - Provide a verifiable reference outside of the City of Cedar Hill and City employees for each project listed
 - iv. Provide a list of services by the Firm and subconsultants for the Firm. Indicate any firms and qualification/certifications that provide services not directly provided;
 - v. Provide information on action plan to meet deadlines, team member organization, workload capacity and their roles;
 - vi. Provide project manager role in the firm's organization and his/her experience with similar funded projects.
 - vii. Describe the firm's familiarity with TxDOT design criteria, construction standards, ADA and state and federal funding procedures including construction administration;
 - viii. Limit submittals to twenty (20) pages, single sided only (*excluding required forms in Attachment B*)

- ix. Font size minimum 12 pt.
 - b. Provide an affirmative statement stating that you have read, understand and intend to comply with all the disclosures and requirements contained in this document including those outlined in Attachment A if selected for the project.
 - c. Sign and Complete all Required forms in Attachment B
2. A consultant selection committee will review the qualifications and will select firms to provide contract services for a period of five (5) to seven (7) years.
 3. The qualifications should address the criteria identified in the Request for Qualifications that will be used for consultant selection.
 4. Selected firms will be required to comply with state and federal provisions included in Attachment A. **Firms should include an affirmative statement of their compliance in their response.**
 5. Procurement information shall be a public record to the extent provided by the Texas Public Information act and shall be available to the public as provided therein. If your qualifications statement contains information that you consider proprietary and do not want disclosed to the public or used for any purpose other than the evaluation of the offer, all such information must be indicated with the following suggested language:

"The information contained on pages _____ shall not be duplicated or used in whole or in part for any purpose other than to evaluate the qualifications provided that is a contract is awarded to this office as a result of or in connection with the submission of such information, the City of Cedar Hill has the right to duplicate, use or disclose this information to the extent provided in the contract."

Debarment Statement:

Any firm presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from covered transactions by any Federal department or agency will not be considered.

Questions:

Interested firms may contact the City's Purchasing Office via phone 972-291-5100 Ext. 1064 or via email purchasing@cedarhilltx.com with questions or inquiries **no later than 4:00 pm on April 30, 2019**. Responses to questions will be posted on the City website.

Diversity in Procurement:

It is the policy of the City of Cedar Hill to actively encourage and seek qualified and certified M/WBEs, DBEs & SBEs to participate in all phases of the procurement process. In this effort, the City will take appropriate measures to assure that M/WBEs, DBEs & SBEs have knowledge of, access and equal opportunity to compete for the goods and/or services required by the City of Cedar Hill. For Professional Services, the participation shall include the respondent that demonstrates competence, qualifications and the ability to perform the services for a fair and reasonable price based on the solicitation requirements. For further information on Diversity in Procurement, please see the City's website: <http://cedarhilltx.com/2381/Purchasing-Policy>

Certification

The City of Cedar Hill does not issue certifications however it may partner with a certifying agency or organization or accept certifications from other entities. The City of Cedar Hill's inclusion program will also recognize **certified** Small Business Enterprises (SBE) as defined by the Small Business Administration, **certified** Disadvantaged Business Enterprises (DBE) as defined by the U.S. Department of Transportation, **certified** Historically Underutilized Business (HUB) as defined by the State of Texas and other certifications that meet the City's commitment to inclusion as identified below.

The City of Cedar Hill accepts certification from the following agencies:

- State of Texas – Historically Underutilized Business Program
- North Central Texas Regional Certification Agency (NCTRCA).
- South Central Texas Regional Certification (SCTRCA)
- City of Austin
- City of Houston
- Corpus Christi Regional Transportation Authority
- Texas Department of Transportation
- Texas Unified Certification Program (TUCP)
- Any other certifying agency deemed acceptable by the City of Cedar Hill

Any vendor, bidder or respondent claiming a status as identified above, must be able to provide certification documentation from the issuing certifying agency. For more information see the City's full Purchasing Policy (*available upon request*).

Required Forms and Disclosures

Disclosure of interest:

Pursuant to Chapter 176 of the Texas Local Government Code, a person, or agent of a person, who contracts or seeks to contract for the sale or purchase of property, goods, or services with the City of Cedar Hill, Texas must file a completed conflict of interest questionnaire which is available at www.ethics.state.tx.us. The conflict of interest questionnaire must be filed with the City of Cedar Hill, Texas no later than the seventh business day after the later of the date that the person or agent begins contract discussions or negotiations with the City or submits to the City an application, response to a request for proposal or bid, correspondence, or writing related to a potential agreement. An updated conflict of interest questionnaire must be filed in accordance with Chapter 176 of the Texas Local Government Code. An offense under Chapter 176 is a Class C misdemeanor. (see Attachment B - CIQ Form)

Certificate of interested parties:

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Texas Local Government Code and applies to all contracts entered into on or after January 1, 2016. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract to the governmental entity. The law applies, with a few exceptions, to all contracts/purchases of a governmental entity that require action or vote by the governing body of the entity. The electronic filing application process can be started on the Texas Ethics Commission website at www.ethics.state.tx.us. The City acknowledges that publicly traded business entities are exempt from this requirement.

Written Verification of Compliance with Chapter 2270:

In compliance with HB 89, the successful applicant will be required to submit a written statement that the applicant affirms that it abides by Chapter 2270 and does not boycott Israel and will not boycott Israel during the term of the contract.

In compliance with SB 252, the City of Cedar Hill, Texas will not enter in a contract with a company that does business with Iran, Sudan, or any known terrorist organization. (see Attachment B – HB 89 Form)

Required Forms per City of Cedar Hill Purchasing Policy – see Attachment B

ATTACHMENT A

REQUIRED 2 CFR 200 CLAUSES Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards

- 1. Equal Employment Opportunity.** CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin. CONSULTANT shall take affirmative actions to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, sexual orientation, gender identity, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 2. Davis-Bacon Act.** CONSULTANT agrees to comply with all applicable provisions of 40 USC § 3141 – 3148.
- 3. Contract Work Hours and Safety Standards.** CONSULTANT agrees to comply with all applicable provisions of 40 USC § 3701 – 3708 to the extent this agreement indicates any employment of mechanics or laborers.
- 4. Rights to Invention Made Under Contract or Agreement.** CONSULTANT agrees to comply with all applicable provisions of 37 CFR Part 401.
- 5. Clean Air Act, Federal Water Pollution Control Act, and Energy Policy Conservation Act.** CONSULTANT agrees to comply with all applicable provisions of the Clean Air Act under 42 USC § 7401 – 7671, the Energy Federal Water Pollution Control Act 33 USC § 1251 – 1387, and the Energy Policy Conservation Act under 42 USC § 6201.
- 6. Debarment/Suspension.** CONSULTANT is prohibited from making any award or permitting any award at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, Debarment and Suspension. CONSULTANT and its subcontractors shall comply with the special provision “Certification Requirements for Recipients of Grants and Cooperative Agreements Regarding Debarments and Suspensions”.
- 7. Restrictions on Lobbying.** CONSULTANT of these funds is prohibited from using monies for lobbying purposes. CONSULTANT shall include a statement of compliance with the Lobbying Certification and Disclosure of Lobbying Activities in applicable procurement solicitations. Lobbying Certification and Disclosure of Lobbying Activities shall be completed by subcontractors and included in subcontractor contracts, as applicable.
- 8. Procurement of Recovered Materials.** CONSULTANT agrees to comply with all applicable provisions of 2 CFR §200.322.

REQUIRED STATE CLAUSE

1. Pursuant to Texas Government Code Section 2270.02, a governmental entity, including a political subdivision of the State of Texas, may not enter into a contract with a company for goods and services unless the contract contains a verification from the company that it does not boycott Israel and will not boycott Israel during the term of the contract. The Consultant of goods and services under any contract with the City shall confirm and certify that it does not and will not boycott Israel during the term of the contract.

FLOW DOWN PROVISIONS FROM
TEXAS DEPARTMENT OF TRANSPORTATION
FUNDING AGREEMENT
(PUBLIC AGENCIES)

1. Civil Rights Compliance

- a. Compliance with Regulations: CONSULTANT will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated for all purposes.
- b. Nondiscrimination: CONSULTANT, with regard to the work performed by it during its contract with the CITY, will not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 45 CFR Part 21.
- c. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by CONSULTANT for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by CONSULTANT of obligations under the contract with the City and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, sex, or national origin.
- d. Information and Reports: CONSULTANT will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, CONSULTANT will so certify to the CITY, the Texas Department of Transportation ("the State") or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of CONSULTANT's noncompliance with the Nondiscrimination provisions of this set forth above, CITY will impose such sanctions that are determined by the City to be appropriate, including, but not limited to:
 - i. withholding of payments to CONSULTANT under the contract until the CONSULTANT complies and/or
 - ii. cancelling, terminating, or suspending of the contract, in whole or in part.

Incorporation of Provisions: CONSULTANT will include the provisions of paragraphs (A) through (F) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. CONSULTANT will take such action with respect to any subcontract or procurement as the CITY, the State, or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, CONSULTANT may request the State to enter into such litigation to protect the interests of the State. In addition, CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

2. Disadvantaged Business Enterprise Program Requirements

- a. CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. CONSULTANT shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts.
- b. Each sub-award or sub-contract must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

3. Federal Funding Accountability and Transparency Act Requirements

- a. As a recipient of funds under this agreement CONSULTANT agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms:

<http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>.

- b. CONSULTANT agrees that it shall:
 - i. Obtain and provide to CITY a System for Award Management (SAM) number (Federal Acquisition Regulation, Part 4, Sub-part 4.11) if this award provides more than \$25,000 in Federal funding. The SAM number may be obtained by visiting the SAM website whose address is: <https://www.sam.gov/portal/public/SAM/>
 - ii. Obtain and provide to CITY a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the federal government to track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet on-line registration website <http://fedgov.dnb.com/webform>; and

- c. Report total compensation and names of its top five (5) executives to the State if:
 - i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
 - ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

4. Single Audit Report

- a. CONSULTANT shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR 200.
- b. If threshold expenditures of \$750,000 or more are met during the fiscal year, CONSULTANT must submit a Single Audit Report and Management Letter (if applicable) to CITY.
- c. If expenditures of less than the threshold during CONSULTANT's fiscal year, CONSULTANT must submit a statement to CITY as follows: "We did not meet the \$_____ expenditure threshold and therefore, are not required to have a single audit performed for FY _____."
- d. For each year the project remains open for federal funding expenditures, CONSULTANT will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

5. Pertinent Non-Discrimination Authorities

During the performance of its contract with the CITY, CONSULTANT, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- b. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- c. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- d. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- e. The Age Discrimination Act of 1975, as amended, (49 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- f. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- g. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the

programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not).

- h. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- i. The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- j. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- k. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- l. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

ATTACHMENT B

REQUIRED CITY OF CEDAR HILL SOLICITATION FORMS

1. HB 89 FORM
2. CIQ FORM
3. BUSINESS DIVERSITY FORM
4. FINANCIAL STATEMENT FORM
5. INSURANCE AGENT AFFIRMATION FORM
6. REFERENCES FORM

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) _____, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company Name

Signature of Authorized Official

Title of Authorized Official

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

Signature of vendor doing business with the governmental entity

Date

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.

BUSINESS DIVERSITY

The City of Cedar Hill is committed to increasing participation by minority/woman-owned business enterprises (“M/WBE’s”) in all phases of its procurement processes and to support, to the greatest extent feasible, their efforts to compete for purchases of equipment, supplies, services, and construction-related services on a fair and equitable basis as either prime contractors or sub-contractors.

Contractors/s are to provide the opportunity for competent M/WBE subcontractors and/or suppliers to work under a prime contract. This form is to be completed by all respondents.

Bid/RFP/RFQ Number _____ Bid/RFP/RFQ Title _____

Name _____

Address _____

Complete the following questions:

Yes No 51% or more of the company is owned, controlled and operated by a U.S. citizen(s) who is a **non-minority woman**
If yes, WO – Women Owned (excludes women who identify as AA, AI, AP, BL, or HI women)

Yes No 51% or more of the company is owned, controlled and operated by a U.S. citizen(s) whose ethnic origin is:

<input type="checkbox"/> AA – Native American <input type="checkbox"/> AI – Asian Indian <input type="checkbox"/> AP – Asian Pacific American	<input type="checkbox"/> BL – Black American <input type="checkbox"/> HI – Hispanic American
-----------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------

Gender M - Male F - Female

Yes No The company has been **certified** as minority/woman-owned?

If yes, attach a copy of **current** certification document.

Expiration Date: _____

If yes, list all Certifying Agencies

- NCTRCA
- State of Texas HUB
- DFWMBC (Dallas Fort Worth Minority Business Council)
- Women’s Business Council
- Other: _____

Does your firm have an internal supplier diversity program?

Yes No

If yes, please provide the program contact information:

Name

Phone Number

Title

E-mail Address

If your firm is not a **certified** M/WBE, describe your approach for accomplishing diversity (specify partnerships/ subcontracting opportunities, the labor, trade, suppliers and/or professional services, etc.):

To the best of my knowledge, I certify that the information on this form is true and correct

_____	_____	_____	_____
Signature	Printed Name	Officer Title	Date



FINANCIAL STATEMENT

To Whom It May Concern:

Re: _____ / _____
(Company Name) (Owner's Name)

We confirm the following details regarding _____ and _____:
(Company Name) (Owner's Name)

Initial the following statements:

(___) I confirm that _____ is in Good Standing* (Federal, State, and Local taxes).
(Company Name)

(___) I confirm that _____ is permitted to do business in the State of Texas.
(Company Name)

(___) I confirm to the best of our knowledge that _____
(Company Name)
can pay all liabilities and is financially stable.

This information is true to the best of my knowledge and our business records can confirm if an independent inquiry is requested.

Should you require any additional information, please contact:

(Name) (Business Phone Number) (Cell Phone Number)

To the best of my knowledge, I certify that the information on this form is true and correct.

Signature Printed Name Officer Title Date

*The definition of **Good Standing** is no delinquent taxes and not debarred in the State of Texas or excluded from doing business with the federal government.



INSURANCE AGENT AFFIRMATION

TO BE COMPLETED BY THE RESPONDING COMPANY AND SUBMITTED WITH THE NOTED RFQ/RFP.

THIS DOCUMENT APPLIES ONLY TO THIS SOLICITATION AND IS NOT
TO BE DUPLICATED OR RE-SUBMITTED FOR ANY OTHER RFQ.

Name of Company Submitting the RFQ

I, _____, affirm that the company listed above **CURRENTLY HAS**, by submission of the attached insurance certificate, the types of insurance in the respective amounts of coverage *as specified in this Request for Submittals*.

I, _____, affirm that the company listed above **HAS MADE ARRANGEMENTS TO OBTAIN** the types of insurance in the respective amounts of coverage **as specified in this Request for Submittals** through the insurance agency named below.

Name of Insurance Agency: _____

Address of Agency: _____ City/State/Zip: _____

Telephone Number: _____ Facsimile Number: _____

Contact Name: _____ Email: _____

NOTE: Once the contract is awarded, the City of Cedar Hill must be named as an additionally insured and you must provide a certificate in effect. The insurance must be obtained from a company or companies acceptable to the owner, licensed to transact business in the State of Texas, and have a minimum financial security rating by A.M. Best of "A- (A minus)" or better, or the equivalent from any other rating system. In some cases, the solicitation may not call for insurance such as (professional services, equipment or other services). In the event the solicitation does not require a specified insurance, please mark N/A on each line and submit with the RFP/RFQ.

References



Company must provide three (3) client references for which projects of a comparable nature, value, scope, and complexity have been performed by the Company.

- a. References must be for contracts done in the name of the Company submitting a proposal.
- b. References must be for contracts in progress or completed by Company; pending contracts are not acceptable.
- c. References for contracts performed by Company as a subcontractor are not acceptable.
- d. References for contracts performed by Company's staff while in the employment of another company are not acceptable.
- e. The City of Cedar Hill is under no obligation to provide Companies a second opportunity to provide references.

The City of Cedar Hill seeks competent, qualified and experienced contractors and the reference information shown below **is a critical factor** in determining to whom a contract will be awarded to. **FAILURE TO PROVIDE ALL OF THE REQUESTED REFERENCE INFORMATION WITH YOUR PROPOSAL RESPONSE MAY RESULT IN THE DISQUALIFICATION OF YOUR PROPOSAL.**

Client Information
Organization Name (Client):
Contact Name:
Contact Title:
Phone Number:
Email Address:
Date Work was Completed _____ or mark as in Progress <input type="checkbox"/>
Client Information
Organization Name (Client):
Contact Name:
Contact Title:
Phone Number:
Email Address:
Date Work was Completed _____ or mark as in Progress <input type="checkbox"/>
Client Information
Organization Name (Client):
Contact Name:
Contact Title:
Phone Number:
Email Address:
Date Work was Completed _____ or mark as in Progress <input type="checkbox"/>