



## Request for Qualifications (RFQ)

RFQ # 2016-004

***"Hachar-Reuthinger Road Project"***

**Due: September 19, 2016 at 2pm or before**

Notice is hereby given that Webb County is currently accepting Sealed RFQ for Preliminary Engineering Services under Contract Number CSJ: 0922-33-166: Hachar-Reuthinger Road Project - Northern N.D. Hachar Tract Boundary to I-35. All RFQ are subject to the terms and conditions of this formal solicitation.

The accompanying RFQ with its terms, conditions, attachments and all other forms in this RFQ package are due by or before 2 p.m. (Central Time) on September 19, 2016. ***RFQ received after the due date and time will not be accepted.*** All RFQ meeting the required deadline will be read publicly at the following location in accordance with Webb County Purchasing Policies and Procedures:

**Please Mail or Hand Deliver RFQ Proposals to:**

Webb County Clerk's Office  
1110 Victoria Street, 2<sup>nd</sup> Floor, Suite 201  
Laredo, Texas 78040

**Copies of the RFQ package are available on our website:**

**<http://www.webbcountytexas.gov/PurchasingAgent/PublicNoticeRFP/>**

Please submit (1) original RFQ package and (8) copies in a sealed envelope clearly marked on the outer front lower left corner as follows:

***RFQ-2016-004 "Hachar-Reuthinger Road Project".***

Webb County reserves the right to reject any and all RFQ proposals, to waive informalities in the RFQ process, or to terminate the RFQ process at any time, if deemed in the best interest for Webb County.

THIS FORM MUST BE INCLUDED WITH RFQ PACKAGE  
PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFQ PACKAGE.

RFQ # 2016-004  
*"Hachar-Reuthinger Road Project"*

Public Notice

Proposer Information

Statement of Qualifications Cover page

A minimum of five (5) references in the State of Texas with whom the firm has performed substantially similar services described in this document.

Non-Webb County Client Verification

Question and Response Templates (4 Questions)

Project Team Composition – HUB Verification Part I-2

Non Listed Category (NLC) Qualification Template

Conflict of Interest form (Form CIQ)

Certification regarding Debarment (Form H2048)

Certification regarding Federal lobbying (Form 2049)

Proof of No Delinquent Tax Owed to Webb County

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### **1. Introduction**

The County of Webb intends to enter into one (1) project specific contract with prime providers pursuant the Texas Government Code, Chapter 2254, Subchapter A, and 43 Texas Administrative Code (TAC) §§9.30-9.43, to provide the following services.

Preliminary Engineering Services under Contract Number CSJ: 0922-33-166, Project- Hachar-Reuthinger Road Project: Northern N.D. Hachar Tract Boundary to I-35

### **2. Proposal Preparation Cost**

The County will not reimburse any proposer for any costs involved in the preparation and submission of proposals, amendments or other relevant documents associated with the RFQ.

### **3. Term of Agreement**

To be Determined after selection and award of the most qualified firm.

### **4. Conflict of Interest**

The contract or contracts in this solicitation are subject to Texas Govt. Code Sec. 2261.252(b), which prohibits the Webb County from entering into contracts with certain private vendors in which certain Webb County officers and employees have a financial interest. Each respondent shall include in its proposal a statement that it is not prohibited from entering into a contract with Webb County as a result of a financial interest as defined under Texas Govt. Code Sec. 2261.252(b). (Reference the **Prime Provider Certification Statement** section of this RFQ for additional information, and for inclusion of the statement on the Statement of Qualifications (SOQ) - *Cover Page*.)

Webb County requires that its consultants and sub consultants be able to work solely in Webb County's interest, without conflicting financial or personal incentives. Webb County reserves the right to disqualify any prime provider or sub providers, or to place contractual limits on work or on personnel, if there is a conflict of interest that might affect or might be seen to affect the prime provider's or sub providers' duty to act solely in the interest of Webb County.

A conflict of interest may involve conflicting incentives with regard to the firm as a whole, or any employee. The conflict may arise between the provider's work under a contract entered as a result of this solicitation and a relationship involving Webb County, a construction contractor, another engineering firm, a materials testing firm, a third party affected by the project, a sub provider for any other consultant or contractor, or any other entity with an interest in a project on which work is performed under a contract entered as a result of this solicitation.

### **5. Texas Ethics Commission Requirement Notification:**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency

before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

A signed and notarized Form 1295 shall be tendered to Webb County by providers selected to receive a contract prior to contract execution. Webb County will not evaluate the information provided, or respond to any questions on how to interpret the Texas Ethics Commission's rules.

For additional information, please reference the Texas Ethics Commission webpage at: <https://www.ethics.state.tx.us/tec/1295-Info.htm>

### **6. General Conditions**

Interested Firms shall familiarize themselves with conditions relating to the scope, specifications, and restrictions regarding the execution of work to be performed under the contract. It is the firm's responsibility to obtain any additional information it deems necessary to submit in its RFQ proposal, as well as in the performance of the contract. Information contained in this document should not be considered all-inclusive.

All questions or clarification regarding this RFQ proposal request must be submitted to in writing to the Webb County Purchasing Agent via email to Ms. Leticia Gutierrez, Purchasing Contract Administrator at [lgutierrez@webbcountytx.gov](mailto:lgutierrez@webbcountytx.gov)

Each question, along with the County's response will be provided in writing to all prospective providers and included as an addendum to RFQ document. Any verbal communication regarding this request for qualifications will be considered non-binding on either party.

### **7. RFQ Evaluation**

SOQs submitted in response to this RFQ will be evaluated as follows:

▪ Question and Responses Template(s)	80 points
▪ Experience	15 points
▪ References	<u>5 points</u>
Total points	100

Firms must respond to the questions stated in *the Q&R Template*. Responses must be submitted on the *Q&R Template*. Additional pages may be attached for more space, if needed. Please reference the additional pages with Question #.

During the RFQ process, firms may be required to attend interviews, give presentations as requested to the evaluation committee. The evaluation committee may conduct the following tasks but is not an all-inclusive list of tasks that may be conducted by committee:

- Review all RFQs received for compliance with RFQ terms and conditions.
- Prepare a comparative summary of Qualifications.
- Prepare a preliminary ranking of RFQs using a quantitative method based on the criteria presented in the RFQ document and other criteria as directed by committee.
- Conduct reference checks.

- Request clarification from firms.
- Attend and participate in interviews with firms who submitted RFQ packages by deadline.
- Prepare a final ranking of RFQs proposals.

**Selection Team:**

The following Webb County employees are involved in the selection process for this procurement:

- Mr. Luis Perez Garcia III (Webb County Engineer)
- Mr. Joe Lopez (Webb County Purchasing Agent)
- Mr. Jeffery Czar (Webb County Assistant Attorney)
- Mr. Leroy Medford (Executive Administrator to the Court)
- Mr. Lalo Uribe (Executive Administrator to the County Judge)

Note: Do not contact these individuals about this procurement. Since the procurement process has started, these Webb County employees will not respond to questions about this procurement.

**8. PROPOSAL SCHEDULE**

Activity	Time	Date	Responsible Party
Public Notice/newspaper	n/a	Aug. 28 <sup>th</sup> , Sept. 4 <sup>th</sup>	Webb Co. Purchasing Dept.
Public Notice on website	n/a	Until award is completed	Webb Co. Purchasing Dept.
Questions Due to County	No later than 5pm	Sept. 6 <sup>th</sup>	Proposer/Contractor
Posting of answers	By noon	Sept. 8 <sup>th</sup>	Webb Co. Purchasing Dept.
Sealed Proposals due	2pm	Sept. 19 <sup>th</sup>	Proposer/Contractor
Evaluation of Proposals	TBD	Sept. 26 <sup>th</sup> – 30 <sup>th</sup>	Webb Co. Evaluation Team
Award of Contract	TBD	Oct 10 <sup>th</sup> or Oct 24 <sup>th</sup>	Governing Body
Finalization of contract doc	TBD	TBD	Webb County/Contractor
Commencement of service	TBD	TBD	Webb County/Contractor

*Footnote: County reserves the right to adjust time and dates on above projected schedule if it's in the best interest for Webb County.*

**9. Scope of Service**

Webb County is seeking qualified Engineers through a formal Request for Qualification process to provide schematic and environmental document preparation to include but not limited to: Environmental Document Preparation, Route Studies & Schematic Design- Major Roadways and all other services specified below as "Work Categories."

**Project Location:** *Between FM 1472 and I-35, Section: Northern N.D. Hachar Tract Boundary to I-35*

### **Standard Work Categories:**

- Traffic Noise Analysis (2%)
- Air Quality Analysis (2%)
- Wetland Delineation (2%)
- US Army Corp of Engineers Permits- Nationwide Permit (2%)
- US Army Corp of Engineers Permits- 404 Permit (2%)
- Protected Species Determination (Habitat) (2%)
- Impact Evaluation Assessments (3%)
- Biological Surveys (3%)
- Sec. 4(F)/6(F) Evaluations (3%)
- Surveys, Res. & doc. Of Historic Build, Struct. & Objects (3%)
- Archaeological Surveys (3%)
- Historical & Archival Research (3%)
- Hazardous Materials Initial Site Assessment (3%)
- Environmental Document Preparation (3%)
- Route Studies & Schematic Design- Major Roadways (10%)
- Route Studies & Schematic Design- Complex Rdwys (10%)
- Major Bridge Layouts (3%)
- Traffic Engineering Studies (3%)
- Hydraulic Studies (3%)
- Basic Hydraulic Design (3%)
- Complex Hydraulic Design (3%)
- Soil Exploration (3%)
- Transportation Foundation Studies (3%)
- Survey (3%)
- Parcel Plats (3%)
- Legal Descriptions (3%)
- Right of Way Maps (3%)
- Design & Construction Survey (3%)
- Subsurface Utility Engineering (3%)

### **10. Non-Listed Work Categories (NLC/s):**

NLC Public Involvement (5%)

**Description:** This category includes comprehensive services in planning; scheduling, coordinating, conducting and documenting public involvement activities include, but are not limited to, stakeholder meetings, media briefings.

**Minimum Requirements:** The team must include one (1) individual as task leader with a minimum of five (5) years of experience in the management of public involvement programs and activities for corridor transportation projects.

### **11. Work Categories and the % of Work per Category:**

The *Project Team Composition* (PTC) form indicates the categories that are engineering and design related services. Refer to the **Administrative Qualification Requirements** section to ensure that all requirements are met for applicable firms.

### **12. Pre-certification Requirements:**

Standard Work Categories: Task leaders must be pre-certified by the RFQ deadline date and time specified in this Solicitation for each of the advertised work categories they are identified to lead. Submit proof of precertification.

Non-Listed Work Categories (NLCs): Pre-certification is not applicable to non-listed categories (NLCs). Each proposed task leader of a NLC must show their qualifications to meet the minimum requirements on the *NLC Template* (if applicable). This attachment will only be used to determine if minimum requirements are met. The content of the attachment will not be evaluated.

### **13. Annual Firm Renewal Requirement:**

Annual renewal is governed by Section 9.33(i) of Title 43 in the Texas Administrative Code (TAC). The following is a summary of that requirement.

All pre-certified firms must complete the annual renewal process between January 1st and March 31st each year to maintain Active status for the firm. Active status is required for prime providers and sub providers with task leaders identified for standard work categories. As applicable, firms must obtain Active status by the SOQ deadline date and time specified in this Solicitation. Active status is not required for firms proposing to perform only NLC services.

Additional information on annual renewal for pre-certified firms is available on TxDOT's internet web site at: <http://www.txdot.gov/business/consultants/architectural-engineering-surveying/precertification-renewal.html>

A list of Active pre-certified firms is available at: <http://www.txdot.gov/business/consultants/architectural-engineering-surveying/list-of-firms.html>

### **14. Administrative Qualification Requirements:**

Administrative qualification is not required to compete for solicitations using this process. –When applicable, administrative qualification is a process used by the department to verify that a provider has an indirect cost rate that meets department requirements. Administrative Qualification is governed by Section 9.34(b) of Title 43 in the Texas Administrative Code (TAC).

Requirements are summarized on TXDOT's website, which includes a list of firms and their administrative qualification status. The website is found at the following location:

<http://www.txdot.gov/business/consultants/architectural-engineering-surveying/getting-started/administrative-qualification.html>

For information purposes only, the *Project Team Composition* (PTC) Form indicates the work categories that are exempt from administrative qualification for this solicitation. For firms not subject to exemption, if selected, an indirect cost rate is necessary for rate schedule development. These firms have two options:

- Be administratively qualified by the SOQ deadline, or
- Accept the TX DOT developed indirect cost rate of 120%.
  - To accept the TX DOT developed rate, a *Certification of No Indirect Cost Rate Audit* form must be completed and submitted by the SOQ deadline.
  - The instructions are part of the form that can be found at: [http://ftp.dot.state.tx.us/pub/txdot-info/des/cco/professional\\_services/certification\\_no\\_indirect.doc](http://ftp.dot.state.tx.us/pub/txdot-info/des/cco/professional_services/certification_no_indirect.doc)

Administrative qualification information is for Webb County use only. This information will only be released with the approval of the provider or as required by state or federal statute. Please note, by submitting an SOQ you are approving Webb County to release this information.

**15. Prime Provider Certification Statements:**

See the *Statement of Qualifications (SOQ) Cover Page* for certification information. The prime provider must certify that they meet the following requirements:

- The prime firm is registered or licensed with the Texas Board of Professional Engineers. If proposing as a joint venture, the requirement applies to each joint venture member.
- The prime provider firm certifies that it is registered with the Texas Secretary of State office to do business in the State of Texas with the legal firm name as indicated on this form. If proposing as a joint venture, the requirement applies to each joint venture member.
- Individuals on the project team are currently employed by either the prime provider or a sub provider firm that has been identified on the team.
- A Professional Engineer registered or licensed in Texas will sign and seal the work to be performed on the contract.
- The prime provider shall perform at least 30 percent of the contracted work with its own work force.
- Individuals on the team are not prohibited from entering into a contract with Webb County as a result of a financial interest as defined under Texas Govt Code Sec, 2261.252(b). (Reference the **Conflict of Interest** section of this RFQ for additional information.)

**16. Project Manager Requirement:**

The prime provider's project manager, as proposed in the SOQ, is required to be a registered Professional Engineer licensed in Texas by the SOQ deadline specified in this Solicitation. The project manager must be an employee of the prime provider.

**17. Project Manager Commitment:**

Webb County expects the prime provider to commit its project manager, as proposed in the SOQ, to the duration of the contract. Webb County further expects the project manager's commitment to the contract to include commitment as project manager to each work authorization without further delegation or substitution over the course of the contract. In selecting a provider, Webb County evaluates the project manager's qualifications and skills against the specific requirements and unique demands of the contract. The project manager's commitment to the duration of the contract, therefore, is of key importance to Webb County. Project manager replacement on an active contract, while not strictly prohibited, will require Webb County's prior consent. Any such replacements will be subject to the terms of the agreement.

**18. Joint Venture Requirements:**

Webb County allows joint ventures. Submittal of a joint venture proposal is at the discretion of the providers. A joint venture is considered the prime provider. All joint venture parties must be clearly identified.

A single project manager must be identified on the *Project Team Composition (PTC)* form to represent the joint venture. The project manager must be an employee of one of the joint venture firms (the prime provider).

All joint venture parties will be required to sign the contract and take equal 100% responsibility for the contract. Refer to Prime Provider Certification Statements section for additional requirements.

**19. E-Verify Certification**

In order to comply with Executive Order RP-80, the provider must certify that for all contracts for services, the provider will, to the extent permitted by law, utilize the U.S. Department of Homeland Security's E-verify system to determine the eligibility of:

1. All persons employed by provider during the term of the contract to perform duties within the State of Texas; and
2. All persons, including subcontractors, assigned by provider to perform work pursuant to the contract.

Information on E-Verify can be found at the following link: <http://www.uscis.gov/e-verify>

**20. Title VI Assurance:**

Webb County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S. C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all providers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit *Statements of Qualifications* in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**21. Disadvantaged Business Enterprise (DBE) Goal:**

It is anticipated this contract will include federal funds. The assigned DBE goal for participation in the work to be performed under this contract is **0.00%** of the contract amount.

**22. Project Manager or Task Leader Replacement during Selection:**

Prior to short list notification, the prime provider's project manager may be replaced only by another prime provider staff person proposed in the SOQ, as approved in writing by the consultant selection team (CST).

Prior to short list notification, a task leader may be replaced by another pre-certified person proposed in the SOQ from the team, as approved in writing by the CST.

**23. Special Accommodations:**

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.

Ms. Leticia Gutierrez at (956) 523-4125 or email at [lgutierrez@webbcountytx.gov](mailto:lgutierrez@webbcountytx.gov)

RFP # 2016-004

***"Hachar-Reuthinger Road Project"***

**ATTACHMENTS**



**Proposer Information**

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Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City and State \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Person Authorized to Sign:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

\_\_\_\_\_

\_\_\_\_\_  
(Date)

Note:

All submissions relative to these RFP shall become the property of Webb County and are nonreturnable.

If any further information is required please call the Webb County Contract Administrator, Leticia Gutierrez, at (956)523-4125.

# Statement of Qualifications (SOQ) Cover Page

Instructions: \* Prime Provider must complete the sections below. \*Original signature required.  
 \* Print completed forms and submit with the SOQ submittal packet.

Prime Provider (legal firm name)

CERTIFICATION	YES	NO	WEBB COUNTY USE ONLY
The <b>Prime Provider Firm</b> certifies that it is registered or licensed with the Texas Board of Professional Engineers. If proposing as a joint venture, the requirement applies to each joint venture member.	<input type="checkbox"/>	<input type="checkbox"/>	
The <b>Prime Provider Firm</b> certifies that it is registered with the Texas Secretary of State office to do business in the State of Texas with the legal firm name as indicated on this form. If proposing as a joint venture, the requirement applies to each joint venture member.	<input type="checkbox"/>	<input type="checkbox"/>	
The <b>Prime Provider Firm</b> certifies that the individuals on the project team are currently employed by either the Prime Provider or a Subprovider Firm that has been identified as part of the team.	<input type="checkbox"/>	<input type="checkbox"/>	
The <b>Prime Provider Firm</b> certifies that a Professional Engineer registered or licensed in Texas, will sign and seal the work to be performed on the contract.	<input type="checkbox"/>	<input type="checkbox"/>	
The <b>Prime Provider Firm</b> certifies that they will perform at least 30 percent of the contracted work with its own work force.	<input type="checkbox"/>	<input type="checkbox"/>	
The <b>Prime Provider Firm</b> certifies that neither the prime provider, nor any of the sub-providers on the team, are prohibited from entering into a contract with Webb County as a result of a financial interest as defined under Texas Govt Code Sec, 2261.252(b). (Reference the <b>Conflict of Interest</b> section of this RFQ for additional information.)	<input type="checkbox"/>	<input type="checkbox"/>	

**CERTIFICATION:**

With the signature below, you acknowledge and agree with the certification statements on this form.

I certify that the information in this SOQ represents the knowledge and experience of me, my firm and subproviders (if any).

**Printed Name of Prime Provider’s Project Manager:**

**Printed Provider’s Project Manger Signature:** \_\_\_\_\_ **Date:**

**Prime Provider’s Applicable TBPE/TBAE/TBPLS Firm Registration Number:**

**Project Manger’s Email Address:**

**Project Manager’s Address:**

**Project Manager’s Phone Number:**



# Non- Webb County Client Verification

*Instructions:*

- submit with the SOQ submittal packet.

*All firms must complete the sections below. Print forms and*

Provider Name:

Date:

For any non-Webb County examples cited in your SOQ responses, please list up to 3 of those clients you have served in the past 5 years and provide the contract numbers. We reserve the right to request a copy of these contracts as a way to verify the authenticity of the examples cited in the SOQ.

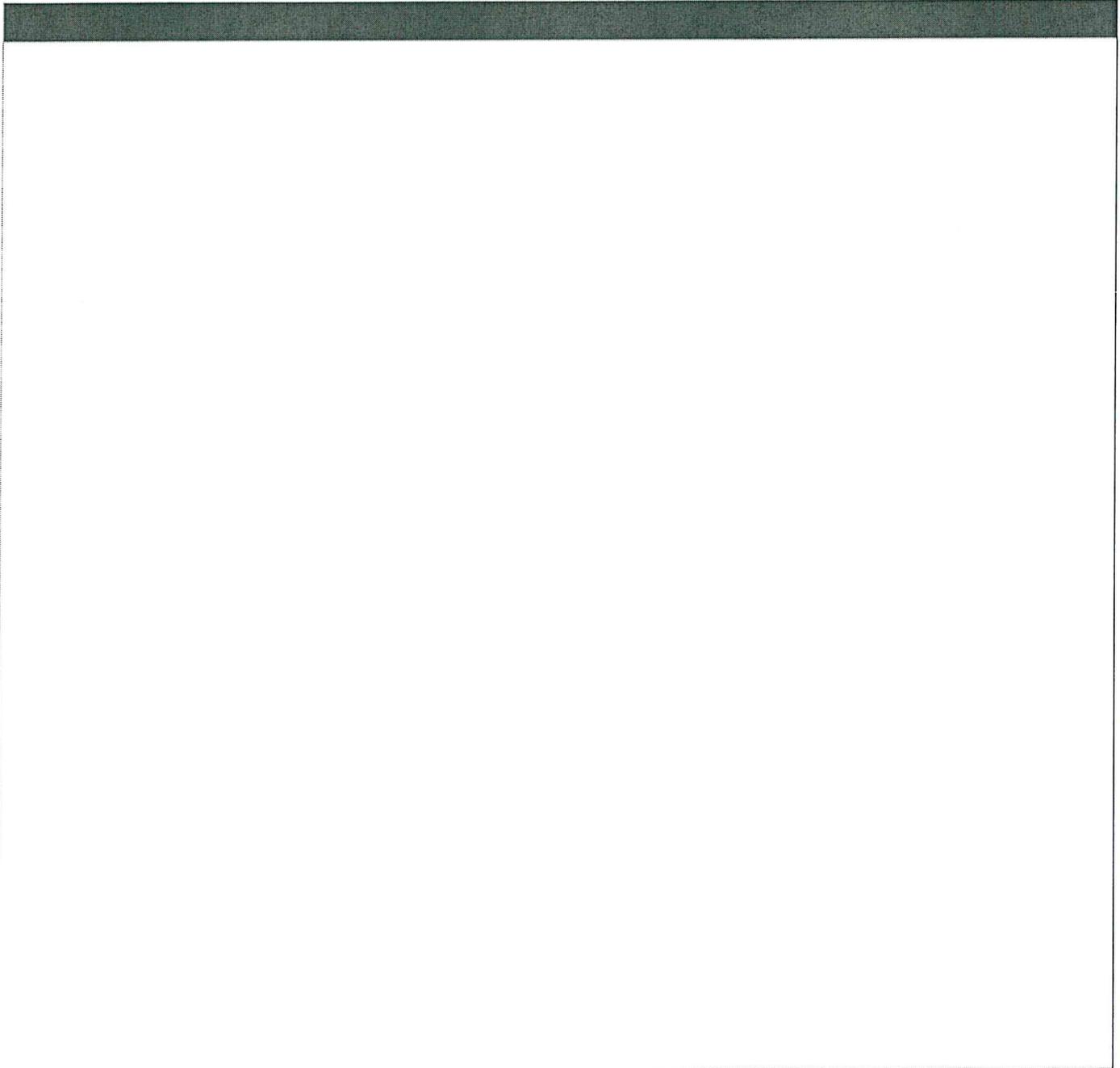
<b>1. Name of non-Webb County Client:</b>
Project Name:  Contract Number:
<b>2. Name of non-Webb County Client:</b>
Project Name:  Contact Number:
<b>3. Name of non-Webb County Client:</b>
Project Name:  Contract Number:

# Question & Response Template – Question # 1

*Instructions: \* All firms must complete the sections below. Print completed forms and submit with the SOQ submittal packet.*

**Provider Name:**

**Question 1: (20 points)** Your firm has been tasked with developing the schematic and NEPA Environmental Assessment (EA) document. The project involves a major roadway, multiple lane, industrialized areas, several congested areas, multiple lane-shift transitions, within the project area, and diverse environmental justice characteristics. What would you identify as you three most critical environmental issues? In order of priority, explain the timeline for each in order to minimize the impact to the environmental clearance.

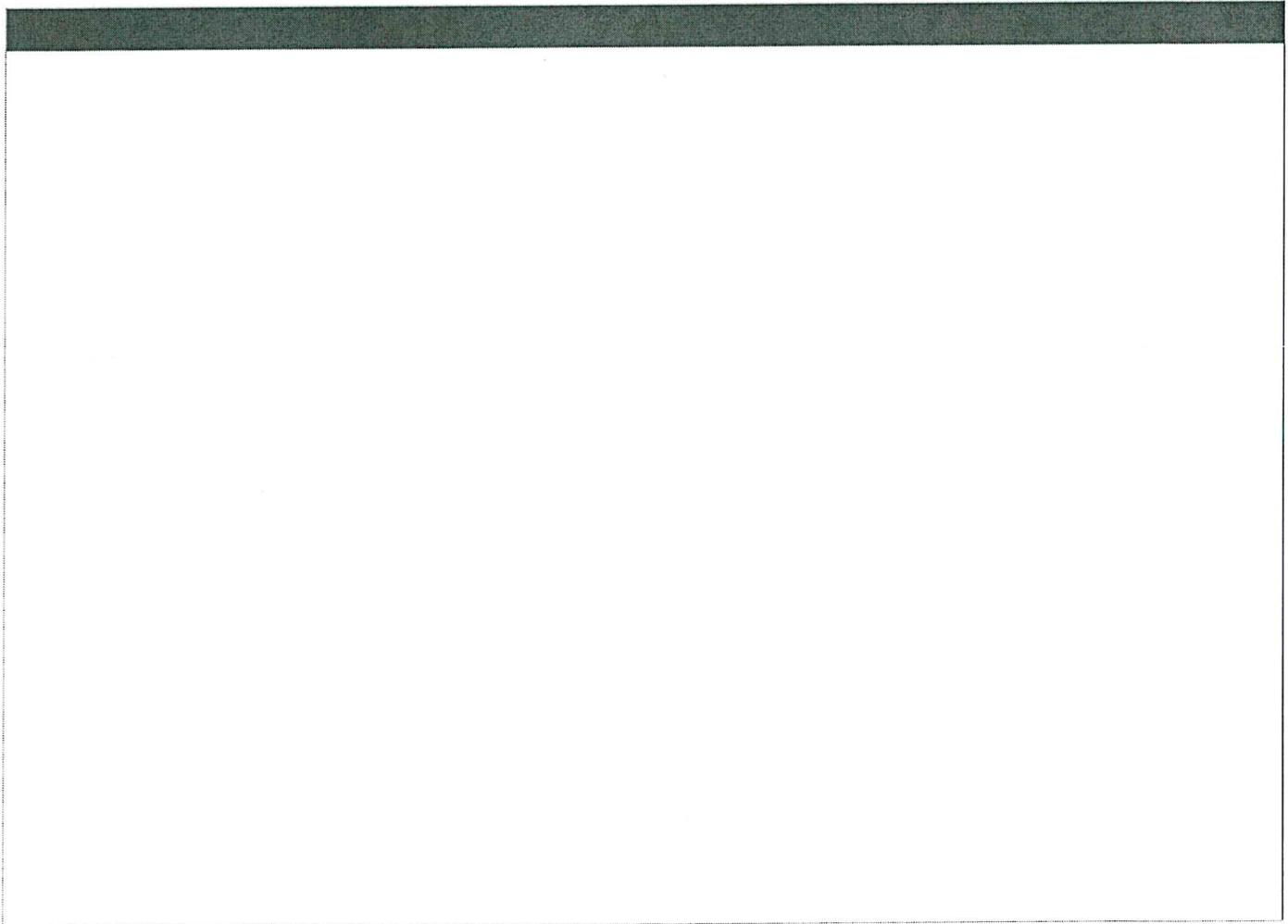


## Question & Response Template – Question # 2

*Instructions: • All firms must complete the sections below. Print completed forms and submit with the SOQ submittal packet.*

**Provider Name:**

**Question 2: (20 points)** Your firm has been tasked with the public involvement and documentation for a significantly new roadway extension to a future industrialized area. Describe the public involvement timeline and how your firm would plan to proactively pre-empt any significant adverse concerns from stakeholders in order to successfully complete the environmental clearance process?

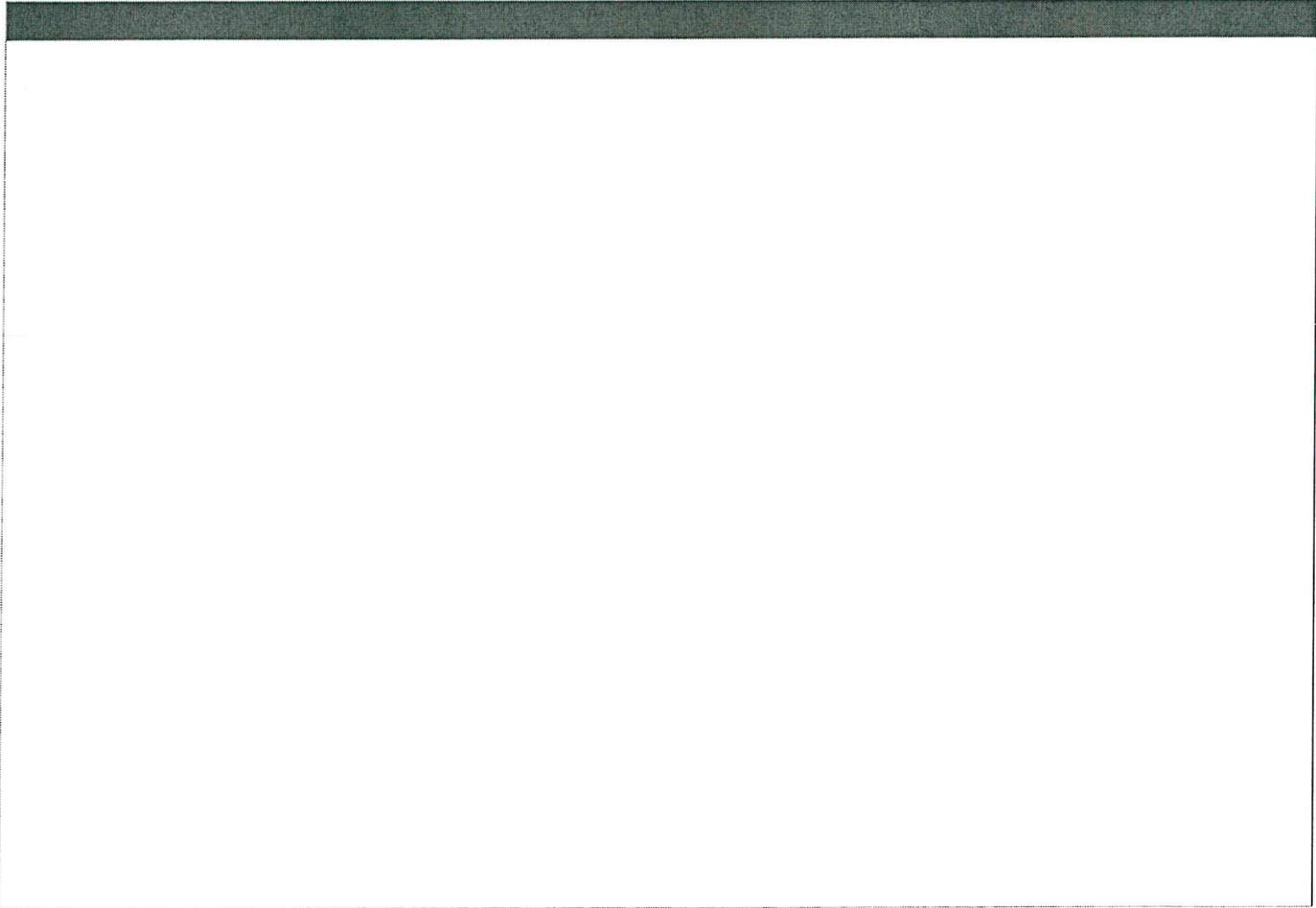


# Question & Response Template – Question # 3

*Instructions: • All firms must complete the sections below. Print completed forms and submit with the SOQ submittal packet.*

**Provider Name:**

**Question 3: (20 points)** Your team has been tasked to develop a design schematic to construct a major roadway, in a proposed commercial and fast growing urban area. The project limits encompass level terrain with bridge class structures. Describes your drainage team’s approach for developing a comprehensive drainage study to facilitate the completion for the design.

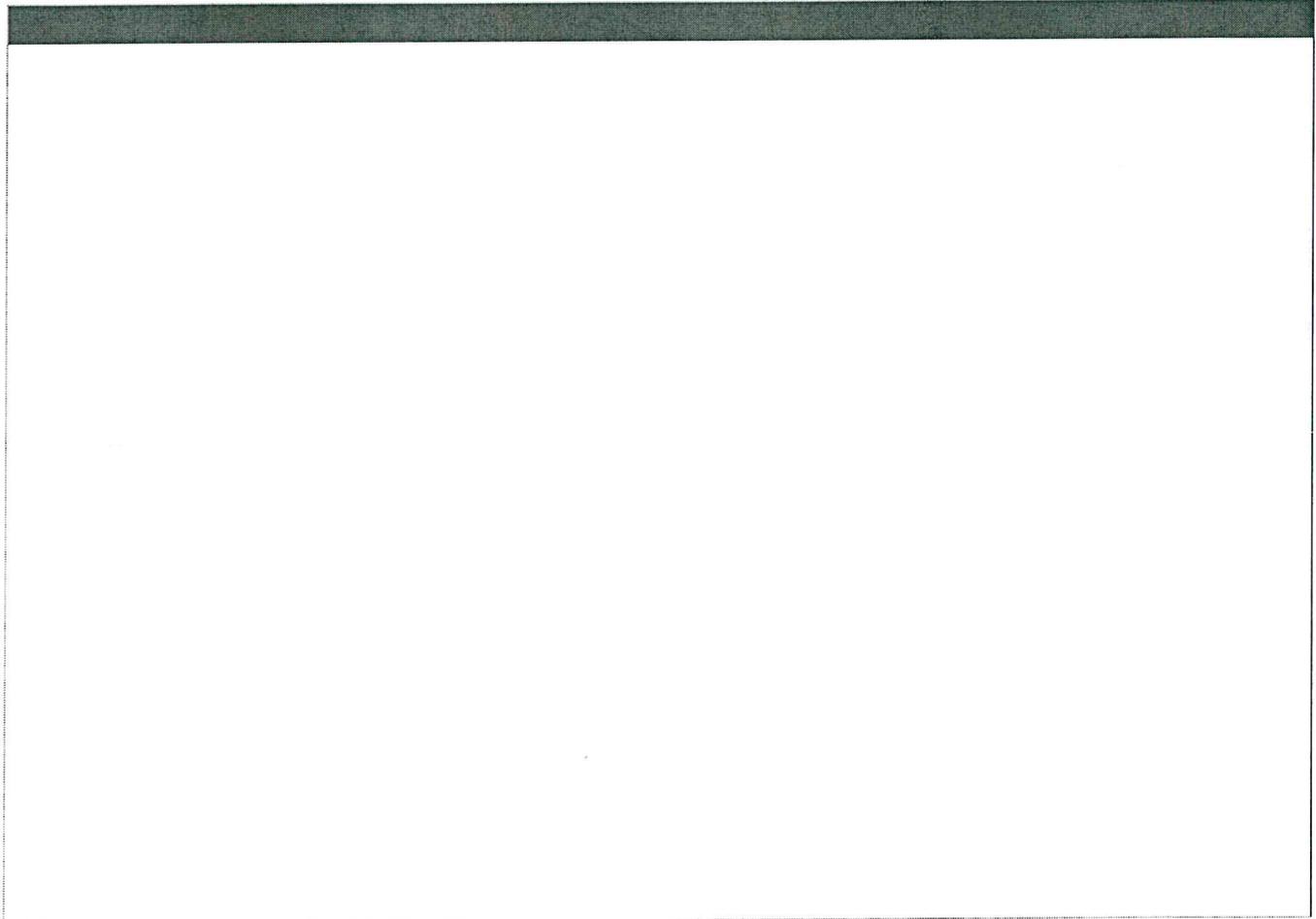


## Question & Response Template – Question # 4

*Instructions: • All firms must complete the sections below. Print completed forms and submit with the SOQ submittal packet.*

**Provider Name:**

**Question 4: (20 points)** Describe your Project Manager's approach in managing urban Roadway schematic design projects.





**Non-Listed Category (NLC) Qualifications Template**

*Instructions: \*All firms must complete the sections below. Print completed forms and submit with the SOQ submittal packet.*

**Task Leader's Name** (include credentials, as required for this NLC):

**Task Leader's Firm Name:**

**For the fields below, refer to the Request for Qualifications (RFQ). Refer to the section Work Categories and the % of Work Per Category:**

**NLC Number: NLC**

**NLC Name:**

Describe how your proposed Task Leader meets the minimum requirements of the NLC listed in the RFQ according to its description of specific years of experience in this work category if applicable. Include project examples and dates which support the experience.

Empty response area for describing qualifications.

**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

## Webb County

### Conflict of Interest Disclosure

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filled with the records administrator of Webb County no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be viewed and printed by following the link before:

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

The Webb County Officials who come within Chapter 176 of the Local Government Code relating to filing of Conflict of Interest Questionnaire (Form CIQ) include:

1. Webb County Judge Tano Tijerina
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura "Wawi" Tijerina
4. Commissioner John Galo
5. Commissioner Jaime Canales
6. Judge Joe Lopez, 49<sup>th</sup> Judicial District Court
7. Judge Becky Palomo, 341<sup>st</sup> Judicial District Court
8. Judge Oscar Hale 406<sup>th</sup> Judicial District Court

**CERTIFICATION**  
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION FOR COVERED CONTRACTS

**PART A.**

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to whom this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

**PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Name and Title of  
Authorized Representative

**CERTIFICATION REGARDING FEDERAL LOBBYING**  
**(Certification for Contracts, Grants, Loans, and Cooperative Agreements)**

**PART A. PREAMBLE**

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

**PART B. CERTIFICATION**

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes
- No

<b>Name of Contractor/Potential Contractor</b>	<b>Vendor ID No. or Social Security No.</b>	<b>Program No.</b>
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<b>Name of Authorized Representative</b>	<b>Title</b>
--	--------------

\_\_\_\_\_  
Signature – Authorized Representative

\_\_\_\_\_  
Date

**PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY**

Name \_\_\_\_\_ owes no delinquent property taxes to Webb County.

\_\_\_\_\_ owes no property taxes as a business in Webb County.  
(Business Name)

\_\_\_\_\_ owes no property taxes as a resident of Webb County.  
(Business Owner)

\_\_\_\_\_  
Person who can attest to the above information

**\* SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas  
County of Webb

Before me, a Notary Public, on this day personally appeared \_\_\_\_\_, know to me (or proved to me on the oath of \_\_\_\_\_ to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_ 2016.

Notary Public, State of Texas

\_\_\_\_\_  
(Print name of Notary Public here)

My commission expires the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.