

GRAPEVINE-COLLEYVILLE INDEPENDENT SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS FOR Geotechnical Engineering Services – Two Step Selection Process

Pursuant to the provisions of Texas Professional Services Procurement Act, as amended, it is the intention of the Grapevine-Colleyville Independent School District (the "District") to select an engineering services firm for geotechnical engineering services, engineering inspection, materials testing, and possible environmental assessments for GCISD's 2016 Bond Program as generally described in Section I of this Request for Qualifications ("RFQ"). Persons or entities submitting qualifications in response to this Request for Qualifications are referred to herein as "Offeror(s)".

Submittals are to include the information requested in Step 1 - Section II of this RFQ in the sequence and format prescribed. Offerors must submit two signed originals of the Execution Form set out in Section III. In addition to and separate from the requested information, Offerors submitting qualifications may provide supplementary materials further describing their capabilities and experience.

SUBMITTALS MUST BE RECEIVED NO LATER THAN 10 A.M., CDST, ON THURSDAY, JUNE 30, 2016

Any submittal received after such time will not be considered and will be returned unopened. Submittals will be received by:

Gary Kerbow, Director of Purchasing Services
Grapevine-Colleyville Independent School District
3051 Ira E. Woods Avenue, Grapevine, Texas 76051

The full submittal and evaluation schedule is found on page 10 of this document. Questions about this RFQ may be submitted to Gary Kerbow at gary.kerbow@gcisid.net, with a copy to Paula Barbaroux at paula.barbaroux@gcisid.net by **no later than 10 a.m. Monday, June 27.**

This is a two-step process. In step one, following the deadline for receipt, the District's staff will receive, publicly open, and read aloud the names of the Offerors. District staff will evaluate and rank each Submittal based on the selection criteria set forth herein to determine the most highly qualified Offeror.

In step two, the District will request the selected Offerors' proposed fees for fulfilling the services and enter into contract negotiations. Based on successful negotiations, the District will recommend a firm or proceed to the next most qualified Offeror.

The District will rank submittals in step one based on the following criteria:

CRITERIA

Upon receipt of Qualification Submittals (Step 1), the Evaluation Team will review and evaluate responses based on the following evaluation criteria:

- Area 1 (20%): Qualifications, Specialized Experiences and Competence
- Area 2 (10%): Successful Past Performance with GCISD & Prior Experience in the DFW Area
- Area 3 (10%): Financial Strength
- Area 4 (20%): References & Reputation
- Area 5 (10%): Ability to Meet Schedules & Experience with Comparable Size and Scope
- Area 6 (10%): In-house Laboratory and Uniqueness

The District reserves the right to conduct interviews or other additional evaluation processes that may be deemed necessary by the District to determine the competence and qualifications of Offerors.

Additionally, all responses in the submittal may be used to rank Offerors based on the criteria. The District reserves the right to verify the accuracy and completeness of all responses by using any information available to it without regard to whether such information appears in your submittal.

By responding to this request for qualifications, each Offeror agrees to waive any claim it has or may have against the District, and its respective trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any submittal; waiver of any requirements under the submittal documents; acceptance or rejection of any submittal; and award of a contract.

The District shall have no contractual obligation to any Offeror, nor will any Offeror have any property interest or other right in the contract or work being proposed unless and until a contract is unconditionally executed and delivered by all parties.

I. SCOPE OF WORK

A. Scope of Work. The work generally consists of the following:

The District is moving quickly to begin projects outlined in the 2016 GCISD Bond Program. The total value of the Bond Program and Stadium renovations (separately funded), inclusive of all costs, is approximately \$268 million. The total estimated construction budget is approximately \$120 million. Geotechnical engineering services will be required as soon as the contract is awarded. A summary description of immediate projects is listed below. Upon commencement of the contract, all assignments/proposals shall detail the necessary services and scope of work with all costs clearly identified and outlined.

The work to be performed shall include all labor, instruments, tools, and services required in connection with complete geotechnical investigation and testing of construction materials during the construction process at the project site. The work may also include environmental assessment and other investigations and reports appropriate for an engineering inspection and testing firm. Offeror's personnel performing services for GCISD shall be full-time employees and qualified as either engineers with no less than five years' experience or appropriately certified technicians with no less than three years' experience. Offerors are required to submit a signed affidavit/certificate certifying that the firm has conducted a criminal history record search of its employees performing work for GCISD, as required by Texas Education Code, §44.034, and that none of Offeror's employees with a criminal background will be on GCISD property or projects.

The Offeror shall consult with the GCISD's design architects and engineers to ensure their understanding of Offeror's reports and recommendations and review applicable drawings and specification relating to the services on each specific project for compliance with Offeror's recommendations.

Any agreement resulting from this process will be effective for a period of five years from the date of award and will be utilized to meet all Geotechnical Engineering Services needs of the District regardless of fund source. Projects requiring Geotechnical Engineering Services include but are not limited to those identified in the table below:

Bid Package	Project	Construction to Start	Substantial Completion
Cannon Elementary School Replacement	Replace Cannon Elementary School (82,000 SF)	June 2017	July 2018
Mustang-Panther Stadium	Renovations	May 2017	July 2018
Additions and Renovations to Schools	Grapevine Middle School, Grapevine Elementary School, Heritage Middle School and Timberline Elementary School	July 2017	July 2018

II. INFORMATION TO BE PROVIDED BY OFFERORS

Submittals are to include an introductory letter and the information requested in this section in the sequence and format prescribed. Failure to respond in this sequence and format will result in reduction of points or disqualification. Supplemental materials providing additional information may be attached if limited to three pages. Offerors must submit three (3) hard copies of the entire Submittal and one digital copy on a thumb drive. Please provide the following information concerning your firm:

A. Organization

1. Name of firm.
 - a. Address of principal office.
 - b. Telephone and fax numbers.
 - c. Address of local office if different.
 - d. Telephone and fax numbers of local office.
 - d. Form of business organization (corporation, partnership, individual, joint venture, other).

- e. Year founded.
 - f. Primary individual to contact.
2. The number of years your organization has been in business in its current capacity.
 3. The number of years your organization has been in business under its present name. Under what other or former names has your organization operated?
 4. If your organization is a corporation, answer the following: date of incorporation, state of incorporation, president's name, vice president's name(s), secretary's name, treasurer's name.
 5. If your organization is a partnership, answer the following: date of organization, type of partnership (if applicable), name(s) of general partner(s).
 6. If your organization is individually owned, answer the following: date of organization; name of owner.
 7. If the form of your organization is other than those listed above, describe it and name the principals.
 8. Provide a descriptive background of your firm's history.
 9. Describe the principal type of work completed by your company in the DFW area in the past five years.
 10. What is the dollar value of work completed within a 60mile radius of GCISD for the five-year period of 2011-2016, and what percentage of your total work does this represent?
 11. In accordance with the Texas Education Code, Title 2, Public Education, Chapter 44, Fiscal Management, Subchapter B, Purchases; Contracts, §44.034:
 - a. A person or business entity that enters into a contract with a school District must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

B. Experience of the Engineering Firm

1. Work over the last five years: List each of the Texas public school districts served in the past five years (omit none). For each district, provide the name of the district, nature of the services, and the architect on the project including their e-mail and current contact telephone numbers.
2. List the locations, within a 35-mile radius of GCISD, where your firm has performed geotechnical services in the past ten years. List the owner, architect, and design engineer for each with contact names, e-mail addresses and current phone numbers.
3. Claims and suits. (If the answer to any of the questions below is yes, please attach details.)
 - a. Has your organization ever failed to complete any work awarded?
 - b. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - c. Has your organization filed any lawsuits or requested arbitration with regard to engineering services contracts within the last ten years?
4. Within the last ten years, has any officer or principal of your organization been an officer or principal of another organization when it failed to complete a contract? (If the answer is yes, please attach details.)

C. Financial Strength

1. Attach an audited financial statement, including your organization's latest balance sheet and income statement showing the following items:
 - a. Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses).
 - b. Noncurrent assets (e.g., net fixed assets, other assets).
 - c. Current liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
 - d. Noncurrent liabilities (e.g., notes payable).
 - e. Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus and retained earnings).
2. Name and address of firm preparing attached financial statement and date thereof.
3. Is the attached financial statement for the identical organization named under Item 1 above? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).
5. Provide name, address and telephone number of your financial institution.
6. Attach a copy of the firm's current insurance certificate showing the following types of coverage, deductibles, and limits: professional liability (to include errors and omissions), workers' compensation, general commercial liability, and vehicle liability.

D. Methodology

1. Describe the methodology used to complete projects and how your recommendations will be formulated.
2. Describe how you will report the progress of installation and deficiencies discovered in those installations during the construction process.
3. Outline the commitment of adequate and appropriate resources to complete the proposed projects.
4. Describe the capacity and facilities of your in-house laboratory, if applicable. If laboratory work is contracted, identify the laboratory, their location, capacity, and years contracted by your firm.

E. Proposed Personnel and Management Team

1. Provide a list of all registered engineers and certified personnel on staff and list their area of expertise. Describe the training and certifications of the technicians, both laboratory and field.
2. Provide the resumes of key personnel proposed to work on the GCISD projects.
3. Provide a narrative explaining how your firm is a fit for the GCISD bond program and describing special qualities/attributes of the firm that would provide superior performance of the assignments.

F. Reputation

1. What percentage of your work in the last five years has been public school construction?
2. What percentage of work for the past 10 years has been for repeat school district clients?
3. Has the firm demonstrated a long-term presence in the North Texas market?
4. Have past clients expressed a willingness to work with the firm again?

5. For six (6) of the projects listed above (reference Items B.1 and B.2), identify a representative of the owner and a representative of the architect (provide name, e-mail address and telephone number) whom we could contact as references regarding your organization's services. References should include owners of education projects of comparable scope.

G. Uniqueness

1. Specific instances where other school districts or clients benefited from your association with the construction program on similar projects.
2. What do you feel is unique about your firm and that will contribute positively to the GCISD building program?

H. Contract

1. Offeror shall submit a draft copy of their contract(s) for services as a part of Step 1 of the Submittal process.

End of Questionnaire

III. EXECUTION FORM

The foregoing is true and correct. The District, or any authorized representative of the District, is authorized by the undersigned to contact any firm, institution, or person to obtain information about our firm's services, financial condition, and any other information which the District might determine as being necessary to the evaluation of the most highly qualified Offeror.

Offeror: _____

By: _____

(Signature)

(Printed Name)

(Title)

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**Request for Qualifications
Geotechnical Engineering Services
STEP 2**

STEP 2 - SUBMITTAL OF FEES AND COSTS

SECTION I – SCHEDULE INFORMATION – EVALUATION OF SUBMITTALS

SECTION II – COST PROPOSAL FORM

SECTION III – ADDITIONAL ATTACHMENTS (B - H)

SECTION I – SCHEDULE INFORMATION

SELECTION SCHEDULE

Release of RFQ Document – Wednesday, June 8, 2016

Deadline for Questions Related to this RFQ – 10:00 a.m. on Monday, June 27, 2016

Receive Submittals Under Step 1 – Thursday, June 30, 2016 10:00 a.m.

Complete Review & Selection Using Criteria – No later than Monday, July 18

Interview Selected Firms If Needed – Wednesday, July 20, 2016

The Owner's Review Committee will interview selected short-listed firms

Receive Cost Proposal of Selected Firm (Step 2) – Wednesday, July 27, 2016 10 a.m.

Negotiate Contract – July 28 – August 4

Contract negotiations will be held during this time period with the prospective firm

Recommendation to School Board – If Agreement is Reached, Monday, August 15

***FEES & COSTS PROPOSAL
FORM
And
ADDITIONAL
ATTACHMENTS
FOLLOW***

(Complete and Submit These in Step 2 Only)

ATTACHMENT 'B'

SECTION IV – FEES & COST PROPOSAL FORM

Attach a schedule showing the fees and costs of all services. Identify hourly rates for all personnel and charges for contracted services, equipment, etc.

The undersigned, by his/her signature, represents that he/she is authorized to bind the Offeror to fully comply with the terms and conditions of this Request for Qualifications, including all forms and attachments included and/or referenced herein, if accepted within sixty (60) calendar days of receipt. Additionally, the Offeror has received any Addenda to this RFP, specifically, Addenda No(s): _____

Firm Name: _____

Authorized Representative: _____

(Please Print)

Title: _____

Signature: _____

Address: _____

City: _____

State/Zip: _____

Telephone: _____

Email Address: _____

Fax No.: _____

Date Signed: _____

ATTACHMENT 'C'

Purchasing Department
(817) 251-5563 - Phone
(817) 251-6507 - Fax



3051 Ira E. Woods Ave.
Grapevine, Texas 76051

FELONY CONVICTION AND
CRIMINAL HISTORY NOTICE

BID NO.: #018-15-16 BID TITLE: GEOTECHNICAL ENGINEERING SERVICES

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code, Section 44.034. Following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a public entity must give advance notice to the public entity if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a public entity may terminate a contract with a person or business entity if the public entity determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The public entity must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

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

Signature of Company Official: _____

- B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: _____

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

Name of Felon(s): _____

Detail of Conviction: _____

Signature of Company Official: _____

THIS PAGE MUST BE RETURNED WITH PROPOSAL RESPONSE

ATTACHMENT 'D'

Purchasing Department
(817) 251-5563 - Phone
(817) 251-6507 - Fax



3051 Ira E. Woods Ave.
Grapevine, Texas 76051

AFFIDAVIT OF AUTHORITY AND NON-COLLUSION

BID NO.: #018-15-16 BID TITLE: GEOTECHNICAL ENGINEERING SERVICES

STATE OF: _____)

COUNTY OF: _____)

_____, of lawful age, being first duly sworn, on oath says, that (s) he is the agent authorized by the Proposal to submit the attached Proposal. Affiant further states that the proposer has not been a party to any collusion among Proposals/proposers in restraint of freedom of competition by agreement to Proposal at a fixed price or to refrain from proposing; or with any state official, District employee, Board Member, or benefit consultant as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract, or in any discussion or actions between Proposals/proposers and any state official, District employee, Board Member, or benefit consultant concerning exchange of money or other things of value for special consideration in the letting of this contract.

CONTRACTOR'S NAME: _____

ADDRESS: _____ City _____ State _____ Zip _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

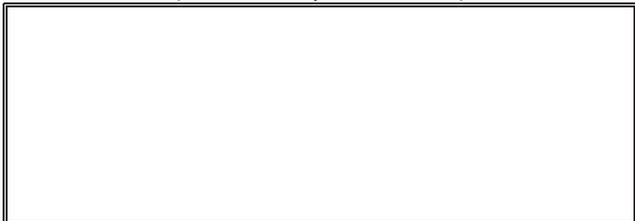
E-Mail: _____ @ _____

AUTHORIZED COMPANY OFFICIAL'S NAME (Printed or typed) TITLE OF AUTHORIZED OFFICIAL

SIGNATURE OF AUTHORIZED OFFICIAL: _____

The claim contained within this affidavit is subscribed and sworn before me, a Notary Public, this _____ day of _____, 20 _____.

(Affix Notary Seal Below)



Notary Public Signature

Print Name: _____

My Commission Expires: _____

THIS PAGE MUST BE RETURNED WITH PROPOSAL RESPONSE

ATTACHMENT 'E'

Purchasing Department
(817) 251-5563 - Phone
(817) 251-6507 - Fax



3051 Ira E. Woods Ave.
Grapevine, Texas 76051

DEBARMENT OR SUSPENSION CERTIFICATION FORM

BID NO.: #018-15-16 BID TITLE: GEOTECHNICAL ENGINEERING SERVICES

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Contractors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this Firm:

- (1) Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rule.

FIRM'S NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____ + _____

PHONE: (____) _____ - _____

FAX: (____) _____ - _____

E-MAIL: _____ @ _____

AUTHORIZED COMPANY OFFICIAL'S NAME (Printed or typed)

TITLE OF AUTHORIZED OFFICIAL

SIGNATURE OF AUTHORIZED OFFICIAL:

DATE:

ATTACHMENT 'F'

Purchasing Department
(817) 251-5563 - Phone
(817) 251-6507 - Fax



3051 Ira E. Woods Ave.
Grapevine, Texas 76051

RESIDENT BIDDER'S CERTIFICATION

BID NO.: #018-15-16 BID TITLE: GEOTECHNICAL ENGINEERING SERVICES

Texas Government Code Chapter 2252.001A (3) and (4) defines "nonresident bidder" and "resident bidder" as follows:

Chapter 2252.001A (3) "Nonresident bidder" refers to a person who is not a resident.

Chapter 2252.001A (4) "Resident bidder" refers to a person whose principal place of business is in this state (Texas), including a contractor whose ultimate parent company or majority owner has its principal place of business in the state of Texas.

Chapter 2252.002 states "A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

I certify that _____ is a resident bidder of
(Company Name)

Texas as defined in Texas Government Code 2252.001A (4).

Signature: _____

Print Name: _____

I certify that _____ is a nonresident bidder of
(Company Name)

Texas as defined in Texas Government Code 2252.001A (4).

City and State: _____

Signature: _____

Print Name: _____

THIS PAGE MUST BE RETURNED WITH RESPONSE

ATTACHMENT 'G'

CONFLICT OF INTEREST NOTICE Grapevine-Colleyville Independent School District

Notice to Vendors Conflict of Interest Questionnaire Required by Chapter 176 of the Texas Local Government Code

Effective January 1, 2006, a person or entity who contracts or seeks to contract with Grapevine-Colleyville Hill ISD for the sale or purchase of property, goods, or services (as well as agents of such persons) are required to file a Conflict of Interest Questionnaire with the Districts Records Administrator. Each covered person or entity who seeks to or who contracts with Grapevine-Colleyville ISD is responsible for complying with any applicable disclosure requirements. Liberty Hill ISD will post the required completed questionnaires on its website.

The Conflict of Interest Questionnaire must be filed:

No later than the seventh business day after the date that the Vendor begins contract discussions or negotiations with the government entity, or submits to the local governmental entity an application, response to a request for proposals or s, correspondence, or another writing related to a potential agreement with the local governmental entity.

The Vendor shall file an updated completed questionnaire with the appropriate records administrator not later than September 1 of the year in which an activity described in Section 176.006(a), Local Government Code, is pending, and not later than the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

Note: A Vendor is not required to file an updated completed questionnaire in a year if the person has filed a questionnaire on or after June 1, but before September 1, of that year.

The Conflict of Interest Questionnaire may be downloaded from the Texas Ethics Commission's website at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm. You may also use the copy provided.

Questions regarding House Bill 914 requirements should be directed to the District. Completed forms should be sent submitted with the Bid.

Notice to Vendors
Conflict of Interest Disclosure Statements
Texas Local Government Code, Chapter 176

Vendors are required to file a Conflict of Interest Questionnaire with the District if a relationship exists between the vendor's company and an officer of the District. Vendors are encouraged to review and become familiar with all disclosure requirements of Texas Local Government Code, Chapter 176.

Conflicts of interest exist if:

1. the person has employment or other business relationship with the local government officer or a family member resulting in the officer or family member receiving taxable income; or
2. the person has given the local government officer or family member one or more gifts (excluding food, lodging, transportation, and entertainment) that have an aggregate value of more than \$250 in the twelve month period preceding the date the officer becomes aware of an executed contract or consideration of the person for a contract to do business with the District.

Disclosure is required from vendors regarding each affiliation or business relationship between the vendor and:

1. an officer of the District;
2. an officer of the District that results in the officer or family member receiving taxable income;
3. an officer of the District that results in the vendor receiving taxable income that does not come from the District;
4. a corporation or other business entity in which an officer of the District serves as an officer or director, or holds an ownership interest of 10% or more;
5. an employee or contractor of the District who makes recommendations to an officer of the District regarding the expenditure of money;
6. an officer of the District who appoints or employs an officer of the District that is the subject of the questionnaire; and
7. any person or entity that might cause a conflict of interest with the District.

Forms must be filed:

1. No later than the seventh business day after the date that the person begins contract discussions or negotiations with the government entity, or submits to the entity an application, response to a request for proposal or bid, correspondence, or other writing related to a potential agreement with the entity.
2. The Vendor also shall file an updated questionnaire:
 - a. not later than September 1 of each year in which a covered transaction is pending, and
 - b. the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.
3. A vendor is not required to file an updated questionnaire if the person had filed an updated statement on or after June 1, but before September 1 of the year.

Officers of the Grapevine-Colleyville Independent School District are:

Leon Leal - President - Place 6
Jesse Rodriguez - Vice President - Place 5
Lisa Pardo - Board Secretary - Place 4
Mindy McClure - Member - Place 1
Jorge Rodriguez - Member - Place 7
Becky St. John - Member - Place 2
Louie Sullins - Member - Place 3

Robin S. Ryan, Ed. D, Superintendent of Schools

Individuals completing this form in conjunction with a response to bid or proposal are to complete it and include it in their response. Individuals required to file for any reason other than participation in a procurement process are to send the completed form to:

Grapevine-Colleyville Independent School District, Purchasing Department
3051 Ira E. Woods Avenue
Grapevine, Texas 76051

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person seeking to do business with Grapevine-Colleyville ISD

**FORM
CIQ**

Name of Person Completing Form:	(Required Field)
--	------------------

Name of Company Completing Form:	(Required Field)
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This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received: ___/___/___

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

2	Check this box if you are filling an update to a previously filed questionnaire. <input type="checkbox"/> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)
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3	Name of local government officer with whom filer has employment or business relationship: _____ (List Name of Officer in space provided above)
----------	--

If naming government officer above, completion of A, B, C & D below is required. If no conflict, check box at line 4 below.

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has affiliation or business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?
 Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?
 Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?
 Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4	<input type="checkbox"/> Check here if you are <u>NOT</u> reporting a conflict with any government officer of Grapevine-Colleyville ISD, sign below and return in your offer file or as instructed at the bottom of page one.
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5	_____ Signature (Required) Date
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THIS PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR RESPONSE

ATTACHMENT H

CERTIFICATE OF INTERESTED PARTIES

CERTIFICATE OF INTERESTED PARTIES – FORM 1295: Requirements to complete and include this form went into effect December 24, 2015 as a result of the passage of [House Bill 1295](#). This form is required of Interested Parties who enter into qualifying contracts defined in HB1295. Failure to file this form with the Texas Ethics Commission will disqualify any qualifying contract and cause the District to dismiss any bid or proposal. Qualifying contracts are defined as: (1) requires an action or vote by the governing body of the entity or agency (school district) before the contract may be signed; or (2) has a value of at least \$1 million.

Purchase Orders, when issued as delivery orders in conjunction with an awarded bid or proposal, are considered contracts and qualify for disclosure under this requirement. **Any bid or proposal awarded by the Grapevine-Colleyville ISD Board of Trustees will require the interested party to complete this filing online before purchases will be made under the awarded agreement, whether or not a separate contract document is executed.**

A sample Form 1295 is included in this procurement document to make prospective vendors aware of this requirement. Vendors are NOT required to complete the enclosed form and include it in their response. Complete instructions and important information can be located from the following link:
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

(This space left blank intentionally)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

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

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

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

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

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

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

ATTACHMENT "I"

SIGNATURE PAGE

The District reserves the right to withdraw this request for qualifications at any time and for any reason. The District also reserves the right to award or not award this contract in any manner deemed to be in the best interest of the District.

Please make sure that you provide the following forms:

A	Proof of Insurance	Yes	No
B	Cost Proposal	Yes	No
C	Felony Conviction Notice	Yes	No
D	Non-Collusion Affidavit	Yes	No
E	Suspension & Debarment	Yes	No
F	Certification of Residency	Yes	No
G	Conflict of Interest	Yes	No
H	Certification of Interested Parties	Yes	No
I	Required Addenda	Yes	No

By submitting a response to this RFQ, the undersigned proposer agrees to waive any and all claims it has or may have against the school district and its trustees, employees and officers, including, but not limited to, those arising out of or in connection with the administration, evaluation, or recommendation of any response or proposal; waiver of any requirements under this RFQ or the Contract Documents; acceptance or rejection of any response or proposal; and award of a contract.

If selected for this project, proposer warrants that it has reviewed the enclosed modified A133 and modified A201 contract forms and agrees that it finds the terms acceptable and will execute a completed version of said forms as the contract for the Project, subject to the Owner's final approval.

Acknowledge receipt of addenda number(s)_____

All Respondents MUST COMPLETE this page.

Sign and Return with response or your submission may be considered Non-Responsive.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____