



**Procurement
Operations**

Request for Qualifications

For

Design-Build Services For Southeast College Parking Facility

Project No. 12-20

REQUEST FOR QUALIFICATIONS

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DESIGN-BUILD SERVICES FOR SOUTHEAST COLLEGE PARKING FACILITY

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REQUEST FOR QUALIFICATIONS

December 04, 2011

Subject: Request for Qualifications (RFQ) for Design-Build Services For Southeast Parking Facility

HCC Project No. 12-20

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ISSUED BY:

Houston Community College
Procurement Operations Department
3100 Main Street (11th Floor)
Houston, Texas 77002

SUBMIT INQUIRES TO:

Name: Shiela Perla
Title: Senior Buyer
Telephone: (713) 718-5014
Fax: (713) 718-2113
Email: shiela.perla@hccs.edu

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PROPOSERS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

I. General

The Houston Community College (“HCC”) is seeking statements of qualifications from firms interested in providing HCC with Design-Build Services for the design and construction of a Parking Facility to be located at HCC’s Southeast (“SE”) College, 2524 Garland St, Houston, TX 77087. The selected firm will be expected to perform the services in accordance with the Scope of Services set forth in Section VII, below and in accordance with the requirements of this solicitation

The Request for Qualifications (RFQ) is the first step in a two-step process and provides the information necessary to prepare and submit qualifications for consideration and initial ranking by HCC based on the listed criteria. HCC may request additional clarification and oral interviews solely on the written responses to this request for qualifications. Based on the initial ranking of firms submitting their statement of qualifications, HCC may select five (5) or fewer of the top ranked firms to respond to a separate Request for Proposals in the second step of the process pursuant to Section 44.036 of the Texas Education Code.

In the second step of the process, Request for Proposals (“RFP”), the firms selected under the first step will be required to submit additional information to HCC, including, but not limited to: safety and long-term durability of the project; feasibility of implementing the project as proposed; project schedule; and costing methodology. HCC will rank the proposals in the order that they provide the “best value” for HCC based on the published selection criteria and on the ranking evaluations. As part of the second step of the process, the “most qualified” respondents may be requested to make oral presentations to HCC. HCC will then rank the remaining “most qualified” respondents in order to identify a “best value”.

HCC reserves the right to reject any or all qualification submittals or to accept any qualification submittals it considers most favorable to HCC, or to waive irregularities in the qualification and submittal process. HCC further reserves the right to reject all qualification submittals and terminate the solicitation process or seek new qualification submittals when such procedure is reasonably in the best interest of HCC.

This RFQ solicitation does not in any way obligate HCC to award a contract or pay any expense or cost incurred in the preparation and submission of qualification statements responding to this RFQ.

All applicable attachments contained in the RFQ shall be completed. Failure to do so may result in the firm’s Qualifications Submittal being declared non-responsive to the solicitation requirements and subject to disqualification

Note: In addition to signature, Attachment Nos. 1, 6, and 8 must be notarized .

Information provided in response to the Request for Qualifications is subject to the Texas Public Information Act and may be subject to public disclosure.

HCC reserves the right to reject any or all submittals, negotiate changes in the scope of services sought, and waive technicalities or irregularities in the RFQ. This RFQ does not obligate HCC to select a particular firm or individual for any of the services specified in the RFQ. HCC shall not be responsible or liable for any expenses or costs incurred by any party responding to the RFQ. By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of “most-qualified” firm(s) will require subjective judgments by the Evaluation Committee.

Qualifications shall not include any information regarding respondent’s fees, pricing or other compensation. Such information will be solicited from the qualified firms who are selected by HCC, in accordance with the published evaluation criteria, to participate in step 2 of the DESIGN-BUILD selection process

II. Pre-proposal Meeting: A non-mandatory pre-proposal meeting will be held at the Angela Morales Building, 1st Floor Lecture Hall, 6815 Rustic Ave., Building B, Houston, TX 77087 on December 13, 2011 at 2:00 PM a.m. (local time).

III. Document Submission:

Interested firms shall submit original and **five (5) printed** copies of their statement of qualifications documents to the below address no later than **January 12, 2012 @ 2:00 p.m.** (local time). Original and copies of the submission should be accompanied by one (1) CD or flash drive with electronic copies of the submission. The electronic copies should be in non-editable .PDF format and should include the entire submission.

**Houston Community College
Procurement Operations
Attn: Shiela Perla
3100 Main Street (11th Floor, Room No. 11A06)
Houston, Texas 77002
Design Build Services, Ref: Project No. 12-20**

Please complete and return the following documents in your statement of qualifications package:

- Response to Section V
- Attachment No. 1 Proposer/Contract Award
- Attachment No. 2 Determination of Good Faith Effort
- Attachment No. 3 Small Business Unavailability Certificate
- Attachment No. 4 Contractor & Subcontractor Participation Form
- Attachment No. 5 Small Business Development Questionnaire
- Attachment No. 6 Proposer Certifications
- Attachment No. 7 Conflict of Interest Questionnaire
- Attachment No. 8 Disclosures

IV. Inquiries

Interested firms may make written inquiries only concerning this Request for Qualifications to obtain clarification of the requirements. Written inquiries shall be submitted no later than 2:00 P.M. (local time) on Thursday, December 15, 2011, and must be addressed to:

**Houston Community College
Procurement Operations
Attn: Shiela Perla
3100 Main Street (11th Floor)
Houston, Texas 77002
Reference: Project No. 12-20 Design Build Services for Southeast College Parking Facility
e-mail: shiela.perla@hccs.edu**

V. Document Format and Content

A. Responses shall be submitted in 8 ½” x 11” sizes. Responses must be typed and should not include any unnecessarily elaborate or promotional material. The form, content and sequence of the response should follow the outline presented below.

B. Document Content:

1. **Transmittal Letter/Introduction (1 Page maximum):** The letter of transmittal shall be addressed to Shiela Perla, and must, at a minimum, contain the following:

- Identification of the offering firm(s), including name, mailing address, e-mail address, telephone number and fax number of each firm;
- Acknowledgement of receipt of RFQ amendments, if any;
- Name, title, address and telephone number and fax number of a contact person for the firm(s);
- Identification of any information contained in the response documents which the respondent deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others under the Texas Open Records Act (a blanket statement that all contents of the response document are confidential or proprietary will not be honored by HCC); and signature of a person authorized to bind the offering firm to the terms of the response documents.

2. **Table of Contents:**

Immediately following the transmittal letter and introduction, include a complete table of contents for material included in the response documents.

3. **Company Profile, Qualifications and Experience:** Briefly furnish background information about your firm, including date of founding, legal form (sole proprietorship, partnership, corporation/state of incorporation), number and location of offices, and principal lines of business. Certify that the firm is legally permitted or licensed to conduct business in the State of Texas for the services offered. **Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) HCC will contract only with the individual firm or formal organization that submits a Qualification.**

4. **Proposed Staffing and Organization:** This section should discuss the staff of the responding firm who would provide the Design Build Services

- a. Key Personnel: Identify the Key personnel that would be assigned to HCC and will provide Design-Build Services for the SE College Parking Facility project. Please include the following:
- a brief description of their unique qualifications as it pertains to this project,
 - availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the project,
 - Respondent’s job functions and office location.
 - Designate the individual who is authorized to sign and enter into any resulting contract.
 - Detail the Project Manager and Superintendent’s experience in similar design-Build projects,
 - Provide brief resumes (not more than one (1) page) for each key personnel.
- b. Include an organizational chart, which identifies key personnel and their particular roles in the performance of the Design Build Services.
- c. Provide certification that each Architect or engineer was selected based on demonstrated competence and qualifications in the manner provided by Section 2254.004, Texas Government Code

5. **Past Performance:** This section should establish the ability of the respondent and **ALL** of its sub-consultants to satisfactorily perform the required Design Build work. Provide examples of similar parking garage project experience for all Design Build team members; public institutions or public entities, preferred. HCC may verify all information furnished. As a minimum, include the following per project experience:

- Project Name, Location – Year Completed; contract delivery method
- Brief project description describing your experience, work performed by your firm and work subcontracted.
- Owner Name, title, and current phone number..
- Construction budget vs. final Construction Cost and describe any difference between them.

6. **Firm’s Financial Status:**

- a. Provide copies of your audited financial statements for the **last 3 years**;
- b. Indicate your total bonding capacity; available bonding capacity and current backlog;

- c. Attach a letter of intent from a surety company indicating your firm’s ability to bond for the entire construction cost of the project. The surety shall acknowledge that the firm may be bonded for each stage/phase of the project, with a potential construction cost of \$7.5million
 - d. Identify if your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity? If so, please explain the impact both in organization and company direction and the estimated timing for the transaction to be completed.
 - e. Provide details of any past or pending litigation, or claims filed, against your firm that may affect your performance under a Contract with HCC.
 - f. Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If so, specify date(s), details, circumstances, and prospects for resolution.
7. **Small Business Commitment:** For this Project HCC has a small business participation goal of **35%**. At a minimum, your response must include: (a) a description of previous projects where your firm has successfully subcontracted work to small businesses, minority/women owned businesses, and/ or disadvantaged businesses including the percentage (%) of work subcontracted to these firms under each project; (b) a narrative outlining your overall approach to subcontracting and how you will solicit and select small businesses, minority/women owned businesses, and/ or disadvantaged businesses for participation as part of this Project; and (c) indicate what challenges you anticipate in attaining HCC’s goal of 35% (see **Texas Educ. Code 44.038 (h)**)

Note: Refer to Attachment Nos. 2, 3 & 4, Determination of Good Faith Effort, Contractor and Subcontractor Participation Form, and Small Business Unavailability Certificate, respectively. These forms are provided as Samples only and **do not need** to be completed by Respondents at this time.

8. **Subcontracting:**

- a) Describe your methodology for advertising, evaluating and selecting trade contractors to perform work as Part of the Design Build Services for this project
- b) As the Design Build Services’ Contractor, describe your relationship with the local subcontracting community.

9. **Business Relationship Strength**

“Business Relationship Strength” for the purpose of this RFQ shall mean the definition and commitment of the respondent towards a mutually successful “relationship” between the selected contractor and HCC for the duration of the Project

Respondent’s Qualification Statement must include their definition, proposal and commitment to forge, foster and maintain a mutually successful “relationship” with HCC. At a minimum, your response must include: (a) your definition of a mutually successful “relationship” between your firm and HCC; and (b) your firm’s commitment to a mutually successful “relationship” in the form of at least three, and not more than five, specific, obtainable criteria, activities, agreements or requirements that shall, subject to negotiation and mutual consent, become features of the awarded contract and shall guide the HCC-Contractor relationship for the duration of the Project

10. **RESPONDENT’S ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS ON PAST PROJECTS**

10.1 Describe your fiduciary responsibility as a Design Build Services contractor using Guaranteed Maximum Price contracts for publicly funded projects.

10.2 Describe your cost estimating methods. From any of three (3) projects listed in response to Section V.B.5 of this RFQ, describe how the estimates were developed, how often they were updated and the degree of accuracy achieved.

10.3 From any three (3) projects listed in response to Section V.B.5 of this RFQ, describe your cost control methods during construction including examples of techniques used and the degree of accuracy achieved.

10.4 Provide a sample of a cost estimate used to establish a contract amount from any project you listed in Section V.B.5 of this RFQ.

10.5 HCC intends to accept a Guaranteed Maximum Price prior to completion of Construction Documents. Describe 1) Your process for ensuring that the Design Documents provide the information necessary to arrive at a complete GMP, including all HCC requirements with reasonable contingencies, and 2) Your process for subsequently ensuring that the 100% Construction Documents align with the project scope in the previously accepted GMP proposal documents.

11. RESPONDENT'S ABILITY TO MEET SCHEDULES ON PAST PROJECTS

11.1 Describe how you will develop, maintain and update the project schedule during design and construction.

11.2 Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary. From any three (3) of the projects listed in response to Section V.B.5 of this RFQ; provide examples of how these techniques were used, including specific scheduling challenges/requirements and actual solutions.

11.3 Describe how you develop and maintain work schedules during design and construction to coordinate with the Owner's project schedule. From any three (3) projects listed in response to Section V.B.5 of this RFQ, provide examples of how these techniques were used.

12. RESPONDENT'S KNOWLEDGE OF CURRENT CONSTRUCTION METHODOLOGIES, TECHNOLOGIES, AND BEST PRACTICES

12.1 Describe your quality assurance program. Explain the methods used to ensure quality control during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used from any three (3) projects listed in response to Section V.5 of this RFQ.

12.2 Describe your procedures for implementing industry's "best practices" as defined by the Construction Industry Institute and similar organizations for:

- Establishing and tracking project objectives
- Using project scope definition resources (i.e. Project Definitions Rating Index (PDRI)) in order to obtain complete and accurate design and construction documents from the A/E
- Partnering
- Cost tracking
- Change (order) management systems
- Total quality management for each phase, including close-out and commissioning

12.3 Provide an example of a successful constructability program used to maintain project budgets without sacrificing quality.

13. RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS

13.1 Describe your understanding of the administrative challenges and opportunities associated with providing Preconstruction and Construction services on this project, and your strategy for resolving these issues.

13.2 Describe your plan for communicating constructability, phasing, value engineering and other budget options in a form that will quickly facilitate the HCC's decision making.

13.3 For any combination of three (3) projects listed in response to Section V.B.5 of this RFQ, describe any conflicts with HCC, Consultants, Architect/Engineer, or subcontractors and describe the methods used by the Respondent to resolve those conflicts.

14. SAFETY RECORD AND TRAINING

14.1 How do you ensure a safe work site?

14.2 What safety training programs do you have in place for your employees; subcontractors

14.3 Provide details of any and all safety violations your company was cited by OSHA or any other regulatory entity

14.4 For the projects you listed in Section V.B.5, how many lost days of work were recorded due to safety violations or accidents?

Provide any other details regarding special services, products, advantages or other benefits offered to HCC by the Respondent.

VI. Evaluation Criteria

Selection of the most qualified firm(s) will be made on the basis of demonstrated competence and qualifications to perform the Design Build Services. An Evaluation Committee will review the statement of qualifications submitted in response to the solicitation. Evaluation factors for the selection of the firm(s) are as follows:

Evaluation Criteria	Available Points
Professional Qualifications and Experience (See description at Section V.3)	10
Staffing and Organization (See description at Section V.4)	25
Past Performance (See description at Section V.5)	25
Firm's Financial Status (See description at Section V.6)	10
Certification that each Architect or engineer was selected based on demonstrated competence and qualifications	acceptable/unacceptable
Small Business Commitment (See description at Section V.7)	acceptable/unacceptable
Business Relationship Strength (See description at Section V.9)	5
Budget and Cost Control (See description at Section V.10)	5
Project Schedule (See description at Section V.11)	5
Best Practices (See description at Section V.12)	5
Problem Solving (See description at Section V.13)	5
Safety Record & Training (See description at Section V.14)	5
Total Points	100

HCC may request additional clarification and oral interviews from a short-list of the top rated firms solely on the written responses to this request for qualifications.

VII. Scope of Services

A. Background

Houston Community College (HCC) Southeast College is located at 6815 Rustic Avenue (I-45 South and Rustic Avenue) in Southeast Houston. Due to rapid expansion of the college academic curricula, student enrollment, and facilities within the campus the college needs a new parking garage. The intent of this project is to build a new multi-level parking garage structure at the southwest corner of Rustic Street and Garland Drive. The site is approximately 1.9 acres. Classroom buildings and a central plant are presently located on the site. The existing buildings will be demolished and the site will be rough graded prior to the start of this parking garage project. The central plant at the western end of the site will remain in place and will continue operating. This existing central plant will also service the proposed structure.

B. Scope

The scope of the project is to build an aesthetic, multi-level parking structure that meets HCC requirements within the approximately 1.9 acre site located at the southwest corner of Rustic Street and Garland Avenue. Some of the project elements are:

1. Minimum 600 parking spaces including appropriate number of handicapped parking spaces. All parking spaces shall be full size and no compact spaces will be allowed.
2. Design and construction shall accommodate additional levels in the future.
3. The ground level to include approximately 12,000 square feet of roughed-in shell space for future college use. The shell space shall allow for the appropriate ceiling height and infrastructure suitable to accommodate the designated use.
4. The entire structure will be ADA compliant and follow all local, state and federal requirements. The parking garage will include spaces reserved for persons with disabilities.
5. Elevator, HVAC (tie to existing central plant), mechanical, electrical and security to meet HCC requirements and guidelines.
6. Provide infrastructure for a parking garage access control system. The college, at a later date, may opt to incorporate a parking access control system.
7. Any required traffic and parking studies and their implementation.

A total budget of \$7.5 million has been allocated for this project.

The Design-Build team shall provide all services required to design and build a parking structure in accordance to the above. These services include, but are not limited to: architectural, structural, parking, traffic, civil, mechanical, electrical, plumbing, management, estimating, scheduling, and any other design, construction or specialty disciplines pertinent to the project. The project should be completed to comply with all applicable local, state, federal and HCC standards, codes, and guidelines.

HCC will designate an in-house Project Manager to manage and coordinate the project and be the owner's representative. HCC will also provide standardized level of geotechnical, surveying, construction inspection and material testing for the project. The Design-Build team may supplement these services at their option, without additional expense or cost to HCC.

Total project duration of about 12 months is anticipated.

The scope of services to be provided by the Design/Build Team shall be broken down in the following phases:

1. Preliminary Design Phase
2. Project Proposal Phase with a Guaranteed Maximum Price ("GMP")
3. Construction Documents Phase
4. Construction Phase
5. Post Construction and Close-out Phase

The Design-Build firm shall incorporate comments and obtain final approvals from HCC at the conclusion of each of the above phases and prior to the start of the next phase of work. The scope within these phases includes, but not limited to:

1. Preliminary Design Phase:

Review and finalize the project scope, design criteria, applicable laws and building codes. Prepare a “Design Proposal” that includes:

- a. Pre-design scope including multiple garage circulation and spaces concepts integrated with existing site conditions.
- b. Preliminary drawings, specifications or other documents sufficient to establish the size, quality and character of the project.
- c. Preliminary cost estimate to verify that the proposed design for the project is within the established budget.
- d. Deviations from the project scope and design criteria established by HCC.
- e. Coordination with third party consultants so project is congruent with HCC plans and incorporates the future requirements of HCC.
- f. The “Design Proposal” shall include sufficient detail to allow review by HCC to verify compliance with project scope, requirements, and design criteria.

2. Project Proposal with GMP Phase:

Based on the approval of the Design Proposal, prepare a Project Proposal that includes:

- a. Detailed drawings, specifications, and other documents sufficient to establish in more detail the size, quality, and character of the project and its primary architectural, structural, and MEP systems. These drawings and specifications shall incorporate comments and design alternatives accepted by HCC.
- b. A proposed Guaranteed Maximum Price (GMP) for the project that includes the cost of work and costs for General Conditions as defined by Section 44.031 of the Texas Education Code.
- c. Construction fee that includes the Design-Build firm’s overhead and profit in accordance with Section 44.031 of the Texas Education Code. The proposal shall include comprehensive project costs including, but not limited to, the Design-Build firm’s overhead and profit in accordance with Section 44.031 of the Texas Education Code and the firm’s fee for completing the design, preparation of construction documents, obtaining permits and approvals.
- d. The Project Proposal shall include sufficient detail to allow review by HCC to verify compliance with the project objectives, scope and design criteria.

3. Construction Documents Phase:

Prepare construction documents including drawings, specifications, and other documents in printed and electronic formats to fully describe in detail the requirements of project construction. Where required, the construction documents shall be sealed and signed by architects or engineers registered in the State of Texas in accordance with all local, state and federal statutes. Such documents shall be:

- a. Consistent with the intent of the HCC approved Project Proposal.
- b. Provide information for the use of those in the building trades.
- c. Be sufficient for obtaining any necessary regulatory approvals.

4. Construction Phase:

Administer, manage and supervise the construction of Construct the project in accordance with the executed agreement to provide a complete structure that conforms to the requirements of the approved Construction Documents. The Design-Build firm shall be responsible for all construction permitting, means, methods, techniques, sequences, procedures, administration, management, supervision and coordinating all portions of the work. The Design-Build firm shall also:

- a. Prepare a detailed construction schedule and update this schedule on a monthly basis.
- b. Schedule weekly meetings with HCC, the Design-Build firm, and other appropriate parties to review the status of work.
- c. Review shop drawings, samples and product data in accordance with contract requirements.
- d. Provide monthly written report to HCC on the progress of the work and convene and conduct meetings to review revised reports.

5. Post Construction Phase Services:

Administer, manage and supervise the construction close-out and project opening. The Design-Build firm shall also:

- a. Prepare as-built drawings and collect all construction close-out documents for distribution to HCC.
- b. Assist in obtaining all required occupancy permits.
- c. Provide services during warranty periods.
- d. Timely prepare a punch list of defective work before the end of one (1) year warranty period.
- e. Complete and close-out all items in the punch list.

VIII. Eligibility for Award

- a. In order for a respondent to this solicitation to be eligible for selection for Step 2 of the selection process and subsequently to be eligible to be awarded the contract, the Qualification submittal must be responsive to the solicitation and HCC must be able to determine that the respondent is responsible and has the resources and capacity to perform the resulting contract satisfactorily.
- b. Responsive Qualification submittals are those that comply with all material aspects of the solicitation, conform to the solicitation documents and meet the requirements set forth in this solicitation. Qualification submittals, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.
- c. Responsible respondents, at a minimum, must meet the following requirements:
 - Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract:
 - Be able to comply with the required performance schedule, taking into consideration all existing business commitments:
 - Have a satisfactory record of past performance:
 - Have necessary personnel and management capability to perform any resulting contract:
 - Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements:
 - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to the Houston Community College System; signing and submitting the proposal is so certifying to such non-delinquency:
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- d. Respondents(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described in Section VIII. (c) and as necessary to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the proposal being rejected.
- e. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposer or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other bidders.
- f. A person or proposer shall not be eligible to be considered for this solicitation if the person or proposer engaged in or attempted to engage in prohibited communications as described in Section XI of this solicitation.

IX. Indemnification

Consultant shall indemnify, pay for the defense of, and hold harmless District and its officers, agents and employees of and from any and all liabilities, claims, debts, damages, demands, suits, actions and causes of actions of whatsoever kind, nature or sort which may be incurred by reason of Consultant's negligence, recklessness, or willful acts and/or omission in rendering any services hereunder. Consultant shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, Workers' Compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning Consultant or any employee and shall further indemnify, pay for the defense of, and hold harmless District of and from any such payment or liability arising out of or in any manner connected with Consultant's performance under this Agreement.

X. Small Business Development Program (SBDP)

a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation or disability in its procurement selection process.

b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program.

c. For this solicitation, HCC has established 35% as its goal for Small Business participation.

d. Good Faith Efforts- HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status by implementing the following procedures, a contractor shall be presumed to have made a good faith effort:

e. To the extent consistent with industry practices, divide the contract work into reasonable lots.

f. Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.

g. Document reasons for rejecting a firm that submitted a proposal for subcontracting opportunities.

To the extent required by the solicitation, the contract shall require the selected contractor to agree to attain small business participation goal or target set forth in the solicitation.

XI. Prohibited Communications

Except as provided in exceptions below, the following communications regarding this solicitation or any other invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, subcontractor to vendor, service provider, proposer, Offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed from the day the solicitation is first advertised through the day the contract documents are signed by all parties. During this period, no HCC Trustee and no vendor shall communicate in any way concerning any pending Solicitation involving the Vendor, subject to the penalties stated herein.

In the event the Board refers the recommendation back to the staff for reconsideration, the communication prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Any potential vendor, subcontractor vendor, service provider, bidder, offeror, lobbyist or consultant who engages or attempts to engage in prohibited communications shall not be eligible for the award of any resulting contract under this solicitation. Any other direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify bidders, vendors, service providers, lobbyist, consultants, and contractors from both this current and any future consideration for participation in HCC orders and contracts.

XII. Drug Policy

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession or use of illegal drugs (except legally prescribed medications under physician's prescription and in the original container) or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

XIII. Conflict of Interest

If a firm, proposer, contractor or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in any contract resulting from this solicitation, the firm must disclose this information to HCC. Persons submitting a proposal or response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code, including, without limitation, Chapter 171 and 176 of the Local Government Code. The person /proposer submitting a response to this solicitation must complete (as applicable), sign and submit Attachment No. 16, Conflict of Interest Questionnaire Form, and Attachment No. 17, Disclosures – Financial Interest and Potential Conflict of interests with the proposal package. HCC expects the selected contractor to comply with Chapter 176 of the Local Government Code and that failure to comply will be grounds for termination of the contract.

Note: Attachment No. 16 and Attachment No. 17 shall be completed signed and returned to HCC. Enter N/A in those areas on the Attachments that are not applicable to your company. Failure to complete, sign and notarize (if applicable) these Attachments shall render your proposal non-responsive.

XIV. Ethics Conduct

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

XV. Submission Waiver

By submitting a response to this RFP, the Offerer or respondent agrees to waive any claim it has or may have against Houston Community College System and its trustees, employees or agents arising out of or in connection with (1) the Administration, evaluation or recommendation of any offer or response; (2) any requirements under the solicitation, the solicitation or response package or related documents; (3) the rejection of any offer or any response or any part of any offer or response; and/or (4) the award of a contract, if any.

XVI. Vendor Registration

A PROPERLY COMPLETED VENDOR APPLICATION IS REQUIRED AND IS A CONDITON OF CONTRACT AWARD. The website address to access the vendor registration form is: <http://hccs.aecglobal.com/SupplierRegistrationForm.asp>

ATTACHMENT NO. 1

PROPOSAL/CONTRACT AWARD FORM

PROJECT TITLE: Design-Build Services For Southeast College Parking Facility

PROJECT NO.: 12-20

Name of Proposer/Contractor: _____

Federal Employer Identification Number _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Receipt of Proposal Amendment Number(s): _____

In compliance with the requirements of this Request for Qualifications for Design Build Service, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with our Statement of Qualifications dated _____ and as mutually agreed upon by subsequent negotiations, if any.

The undersigned certifies that he/she has read, understands and agrees to be bound by the requirements and terms and conditions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned understands and agrees that when evaluating Statement of Qualifications, HCC relies on the truth and accuracy of the statements and representations presented in the Statement of Qualification response. Accordingly, HCC has the right to suspend or debar the undersigned from its procurement process and/or terminate any contract award that may have resulted from this solicitation if HCC determines that any statements or representations made were not true and accurate.

Signed By: _____

Name: _____
(Type or Print)

Title: _____
(Type or Print)

State of _____

Sworn to and subscribed before me at _____, _____,
(City) (State)

this the _____ day of _____, 2011.

Notary Public for the State of: _____

ATTACHMENT NO. 2
(Sample Only: No Need to Complete At this time)
DETERMINATION OF GOOD FAITH EFFORT
PROJECT NO. 12-20

Proposer _____

Address _____

Phone _____ Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form as directed below:

Section 1.

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the Proposer must determine what portion(s) of work, including goods or services, will be subcontracted. Check the appropriate box that identifies your subcontracting intentions:

Yes, I will be subcontracting portion(s) of the contract.

(If Yes, please complete Section 2, below and Attachments No.4 Contractor/Subcontractor Participation Form and No. 5 SBD Questionnaire)

No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources. (If No, complete Section 3, below.)

Section 2.

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form Section and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the goal. The Proposer will respond by answering "yes" or "no" to the following and provide supporting documentation.

_____ (1) Whether the Proposer provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.

_____ (2) Whether the Proposer divided the work into the reasonable portions in accordance with standard industry practices.

_____ (3) Whether the Proposer documented reasons for rejection or met with the rejected small business to discuss the rejection.

_____ (4) Whether the Proposer negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Proposer is subcontracting a portion of the work and is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Proposer must submit a letter of justification.

Section 3.

SELF PERFORMANCE JUSTIFICATION

If you responded “No” in SECTION 1, please explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

(Signature of Proposer)

(Title)

(Date)

Balance of page intentionally left blank.

ATTACHMENT NO. 3 (Sample)
(Sample Only: No Need to Complete At this time)
SMALL BUSINESS UNAVAILABILITY CERTIFICATE
PROJECT NO. 12-20, Design-Build Services for Southeast College Parking Facility

I. _____ TITLE _____
 OF _____ FIRM NAME _____ CERTIFY THAT ON _____ DATE _____

THE SMALL BUSINESSES LISTED HEREIN WERE CONTACTED TO SOLICIT PROPOSALS FOR MATERIALS OR SERVICES TO BE USED ON THE ABOVE STATED PROJECT.

DATE	SMALL BUSINESS	TELEPHONE #	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SMALL BUSINESS WAS UNAVAILABLE FOR THIS SOLICITATION, UNABLE TO PREPARE A PROPOSAL THAT WAS REJECTED FOR THE REASON(S) STATED IN THE ***RESULTS*** COLUMN ABOVE.

THE ABOVE STATEMENT IS A TRUE AND ACCURATE ACCOUNT OF WHY I AM UNABLE TO COMMIT TO AWARDED SUBCONTRACT(S) OR SUPPLY ORDER(S) TO THE SMALL BUSINESS LISTED ABOVE.

NOTE: THIS FORM TO BE SUBMITTED WITH ALL PROPOSAL DOCUMENTS FOR WAIVER OF SMALL BUSINESS PARTICIPATION (SEE PROPOSER INSTRUCTIONS)

PRINT NAME

SIGNATURE

TITLE

DATE

ATTACHMENT NO. 4

(Sample Only: No Need to Complete At this time)

HCC PROJECT NO. 12-20, Design-Build Services for Southeast College Parking Facility

CONTRACTOR AND SUBCONTRACTOR PARTICIPATION FORM

PROPOSER/OFFERER PRESENTS THE FOLLOWING PARTICIPANTS IN THIS SOLICITATION AND ANY RESULTING CONTRACT. ALL PROPOSERS/OFFERORS, INCLUDING SMALL BUSINESSES SUBMITTING PROPSALS AS PRIME CONTRACTORS, ARE REQUIRED TO DEMONSTRATE GOOD FAITH EFFORTS TO INCLUDE SMALL BUSINESS IN THEIR PROPOSAL SUBMISSIONS.

CONTRACTOR	TYPE OF WORK TO BE DONE	TYPE OF SMALL BUSINESS CERTIFICATION	PERCENT OF CONTRACT EFFORT	PRICE \$
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
SMALL BUSINESS SUBCONTRACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
NON-SMALL BUSINESS SUBCONTRACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				

BUSINESS NAME: _____
ADDRESS: _____
SUBMITTED BY: _____
TELEPHONE/FAX: _____
E-MAIL ADDRESS: _____

	DATE SUBMITTED	_____
	CONTRACTOR'S PRICE/TOTAL SMALL BUSINESS	\$ _____
	SUBCONTRACTOR(S) PRICE/TOTAL NON- SMALL BUSINESS	\$ _____
	SUB-CONTRACTOR'S PRICE/TOTAL	\$ _____
	GRAND TOTAL	\$ _____

**ATTACHMENT NO. 5
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE
PROJECT NO. 12-20**

Note: Vendors are to complete and submit this form in a separate envelope marked “*Small Business Development Questionnaire*” as part of the Statement of Qualification response.

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON’S NAME AND PHONE NO. _____

SIGNATURE OF FIRM’S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

ETHNICITY

GENDER

LOCATION

___ African American (AA)

___ Male

___ Houston (H)

___ Asian Pacific American (APA)

___ Female

___ Texas (T)

___ Caucasian (C)

___ Out of State (O)

___ Hispanic American (HA)

Specify State _____

___ Native American (NA) ___ Public Owned (PO)

___ Other (O) Specify _____

BUSINESS CLASSIFICATION

___ **DBE** Disadvantaged Business Enterprise ___ **SB** Small Business

___ **WBE** Women Owned Business Enterprise ___ **MBE** Minority Business Enterprise

___ **HUB** Historically Underutilized Business ___ Other: _____

Please provide information regarding certifying agency (if any)

Name of Agency

Certificate Number

Expiration Date

**ATTACHMENT NO. 6
PROPOSER CERTIFICATIONS
PROJECT NO. 12-20**

1. NON-DISCRIMINATION STATEMENT:

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following non-discriminatory employment practices: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

2. ASSURANCE OF SBDP GOAL:

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the CONTRACTOR AND SUBCONTRACTOR PARTICIPATION form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = 35%

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Proposer may be subject to the loss of the contract or the termination thereof

3. BLACKOUT PERIOD COMPLIANCE:

The undersigned certifies that he/she has read, understands and agrees to be bound by the Prohibited Communications provision set forth in the RFP. The undersigned further understands that the Proposer shall not communicate with a HCC Trustee, employee, or any member of the selection/evaluation committee in any way concerning this Solicitation from the day it is first advertised through the day the contract documents are signed by all parties. This period is known as the "Blackout Period," as further defined in Section 1.7.10 and 3.3 of the Procurement Operations Manual. Violation of the Blackout Period is considered unethical conduct and will be handled as such with regard to a Trustee and all applicable federal and state laws and regulations, local ordinances, board policies and procurement procedures with respect to their conduct as public officials involved in the procurement process.

With regard to a Proposer, violation of the Blackout Period may result in the cancellation of the referenced transaction, disbarment, disqualification from future procurement solicitations and prosecution in accordance with the Laws of the State of Texas.

4. CERTIFICATION AND DISCLOSURE STATEMENT:

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:

Have you been convicted of a felony? YES or NO

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

I attest that I have answered the questions truthfully and to the best of my knowledge.

Signed: _____

Name of Company: _____

Address of Company: _____

State of _____

Sworn to and subscribed before me at _____, _____,
(City) (State) this the
_____ day of _____, 2011.

Notary Public for the State of: _____

ATTACHMENT NO. 7

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ	
For vendor or other person doing business with local governmental entity	
<p><small>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</small></p> <p><small>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).</small></p> <p><small>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.</small></p> <p><small>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.</small></p>	OFFICE USE ONLY Date Received
1 Name of person who has a business relationship with local governmental entity.	
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)	
3 Name of local government officer with whom filer has employment or business relationship.	
_____ Name of Officer	
<p><small>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</small></p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
4	
_____ Signature of person doing business with the governmental entity	_____ Date

Adopted 06/29/2007

Note: When completing this Questionnaire, please be certain to answer each and every question; indicate "Not Applicable", if appropriate. Please sign and date

**ATTACHMENT NO. 8
DISCLOSURES
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS
PROJECT NO. 12-20**

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections 1 through 3 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. **This form must be received by HCC Office of Systemwide Compliance before the vendor's bid, proposal, or offer will be considered received or evaluated.** Completed forms must be **NOTARIZED** and delivered to:

**Houston Community College
Attn: Procurement
3100 Main Street
Houston, TX 77002**

With a copy to:

**Houston Community College
Attn: Office of System-wide Compliance, Compliance Officers
3100 Main. Street
Houston, TX 77002**

This requirement applies to contracts with a value exceeding \$50,000.

Section 1 - Disclosure of Financial Interest in the Vendor

a. If any officers or employees of HCC ("individuals") have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

Name: _____
Address: _____

- Ownership interest exceeding 10%
- Ownership interest exceeding \$15,000 or more of the fair market value of vendor
- Distributive Income Share from Vendor exceeding 10% of individual's gross income
- Real property interest with fair market value of at least \$2,500
- Person related to or married to individual has ownership or real property interest in Vendor
- No individuals have any of the above financial interests
(If none, go to Section 2)

b. For each individual named above, show the type of ownership/distributable income share:
sole proprietorship ___ stock ___ partnership ___

other (explain) _____

c. For each individual named above, show the **dollar value or proportionate share** of the ownership interest in the vendor (or its principal) or its subcontractor (s) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here (___).

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership _____%, or
the value of the ownership interest \$ _____

Section 2 - Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous eighteen (18) months, including but not limited to contractual employment for services for vendor. Yes ___ No ___

b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous eighteen (18) months. Yes ___ No ___

Section 3- Disclosure of Gifts

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months. Yes ___ No ___

b. Individual's spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or

subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes ____ No

This disclosure is submitted on behalf of

(Name of Vendor)

Certification. I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by HCC as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed) _____ Title _____

Signature _____ Date _____

AFFIX NOTARY 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.

"NOTE: RESPONDENT MUST COMPLETE THE ABOVE "DISCLOSURE OF FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER MAY RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

For assistance with completing this form, please contact the **Office of System-wide Compliance** at (713)718-8233 or 8295.