



## **REQUEST FOR QUALIFICATIONS**

*The enclosed REQUEST FOR QUALIFICATIONS (RFQ) and accompanying documents are for your convenience in submitting an offer for the enclosed reference services for:*

***RFQ#2020-02***

### ***PROFESSIONAL DESIGN SERVICES FOR PARKING FACILITY***

***Gregg County, Texas***

**CLOSING DAY AND TIME: Sealed response will be received no later than:**

**2:00 P.M. CST Tuesday, November 05, 2019**

**MARK ENVELOPE:**

RFQ# 2020-02 Parking Facility

**RETURN RESPONSE TO:**

*Gregg County Purchasing Office  
101 East Methvin Street, Suite 205  
Longview, Texas 75601*

QUESTIONS: regarding this solicitation should be directed to Kelli Davis at (903) 237-2686 [kelli.davis@co.gregg.tx.us](mailto:kelli.davis@co.gregg.tx.us) on or before time and date. Information in response to any inquiry may be published as an addendum. Addendums can be found on the Gregg County website [www.co.gregg.tx.us](http://www.co.gregg.tx.us) on the Purchasing Department page.

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**GREGG COUNTY, TEXAS  
REQUEST FOR QUALIFICATIONS  
NOTICE OF INTENT**

Issue Date: October 15, 2019 8:30am CST

Title: RFQ# 2020-02 Professional Design Services for Parking Facility

Issuing and Using Agency: Gregg County  
Attn: Purchasing Agent  
101 East Methvin, Suite 205  
Longview, Texas 75601

Gregg County desires to engage a qualified and experienced firm to provide professional architectural design services and additional services as necessary to construct a parking facility within the City Limits of Longview, Texas (Gregg County.) This document is issued in compliance with the County Purchasing Act Texas Local Government Code 262.030 and section 2254 of the Government Code.

Solicitation documents are now posted on the Gregg County Website [www.co.gregg.tx.us](http://www.co.gregg.tx.us) on the Purchasing Department webpage. Please click on the ***Current Bids Tab*** to download the RFQ document. Only paper responses are allowed for this RFQ; facsimiles will not be accepted. Paper documents may also be obtained from the office of the Purchasing Agent.

All documents relating to this Request for Qualifications including but not limited to, the RFQ document, questions and responses, addenda and special notices will be posted on the Gregg County Purchasing Department website under the ***addendums tab*** and available for download by bidders and other interested parties. ***It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the RFQ due date.***

## STATEMENT SUBMISSION INSTRUCTIONS

**Submission Requirements:** Respondents shall send (8) sets of SEALED submittals: one with original signatures and seven copies. Respondent shall also submit one flash drive (jump, thumb) with a copy of their submittal packet downloaded. All shall be sealed and marked RFQ# 2020-02 Parking Facility and mailed/hand delivered to the address below by the closing date specified. A facsimile transmission is not an acceptable response to this RFQ Process and will not be considered.

**Gregg County Purchasing  
Kelli Davis, CPPB, Purchasing Agent  
101 East Methvin, St. 205  
Longview, Texas 75601**

**Sealed Submittal Required:** All statements of submissions must be sealed when returned to Gregg County. All submittals must be received in the office of the County Purchasing Agent no later than 2:00P.M., November 05, 2019 by 2:00PM CST (see purchasing office address on page 3)

**Addenda** – No oral representations as to the meaning of the RFQ will be made to any Respondent. Any explanation desired by a Respondent must be submitted in writing. (see questions deadline) Any changes, interpretations, or corrections to this document will be made by addenda. Addendums can be found on the Gregg County website at [www.co.gregg.tx.us](http://www.co.gregg.tx.us) on the Purchasing Department Page under the tab labeled “Bids/Addendums”.

**Public Bid Opening:** RESPONSES WILL BE received and publicly acknowledged at the Gregg County Commissioners Courtroom at 101 East Methvin, 3<sup>rd</sup> Floor Courthouse, Longview, Texas 75601 at 2:00PM CST November 05, 2019. Respondents, their representatives and interested persons may be present; only the names of the vendors who submitted a response will be read aloud – all information will remain confidential until a contract is awarded; if any.

**Late bids/submittals/proposals:** Any responses received after the date and/or hour set for in this RFQ document will not be accepted. The late Respondent will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at bidder’s expense, or destroyed with written authorization.

**Mail & Delivery of bids/submittals/proposals:** If responses are sent by mail to the Purchasing Department, the Respondent shall be responsible for actual delivery of the RFQ to the Purchasing Department before the advertised due date and time. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the RFQ opening, responses thus delayed will not be considered and will be disposed of as authorized.

**Questions/Contact Info:** Respondents are encouraged to review this entire Request for Qualification Document (RFQ). All questions regarding this RFQ must be in writing and sent by email to Purchasing Agent Kelli Davis at [kelli.davis@co.gregg.tx.us](mailto:kelli.davis@co.gregg.tx.us) or by fax to 903-237-2682. Contact with other personnel of the county other than the Purchasing Agent regarding the Request for Qualifications may be grounds for elimination from the selection process.

**DEADLINE TO SUBMIT QUESTIONS IS: 5:00PM CST, NOVEMBER 1, 2019.**

**Decline to submit response:** If no response is to be submitted, do not return the solicitation. A letter should be sent to the Gregg County Purchasing Agent whether future solicitations for the type of supplies/services are desired. Failure of the recipient to notify Gregg County that future solicitations are desired may result in removal of the recipient from the mailing list for the type of supplies or services

## TERMS & CONDITIONS

### **Late Submittals:**

Gregg County reserves the right to not accept late submittals. Each firm is responsible for insuring that responses to this RFQ have been delivered by the date, time and to the location as specified in this Request for Qualification Document. The receipt of the responses submitted will be acknowledged as received only, and does not constitute any acceptance by Gregg County as an offer. Documentation will become a part of the Commissioners Court minutes only after selection is made, if any.

### **Contracting Authority:**

Only the Commissioners Court of Gregg County, Texas acting as a body may enter into any type of agreement or contract on behalf of Gregg County. Department heads, other elected or appointed officials, are not authorized to enter into any type of agreement or contract on behalf of Gregg County, or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the County's attorney prior to signature by the authorized County official.

### **Disadvantages Business Enterprise (DBE)**

Gregg County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The County, its contractors, their suppliers and sub-contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub-contractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals and contractors doing business or anticipating doing business with Gregg County shall support, encourage and implement steps toward our common goal of establishing equal opportunity for all citizens of Gregg County.

### **Request for information/clarifications:**

Gregg County reserves the right to request clarification of information submitted to one, all or some respondents and to request additional information of one, all or some Respondents. Gregg County reserves the right to request Best and Final Offers from Respondents.

### **Cost of Preparation:**

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations. Gregg County assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that Gregg County assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

### **Confidentiality during Evaluation Process:**

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

### **Rejection of Responses:**

Gregg County reserves the right to accept or reject any or all submittals, with or without cause, to waive technicalities, or to accept the statement of submission which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified Respondent if

a successful Respondent does not execute a contract within 15 business days after approval of the selection by the Gregg County Commissioners Court.

**Ethics/Gratuities:**

Gregg County may, by written notice to the Awarded Respondent, cancel any contract without liability to Awarded Respondent if it is determined by Gregg County that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of Gregg County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is canceled by Gregg County pursuant to this provision, Gregg County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Awarded Respondent in providing such gratuities.

**Compliance with RFQ terms:**

Respondents are cautioned that exceptions to these terms, conditions, and attachments may result in rejection. Any awarded respondent will be expected to execute a contract separate from this document but includes this document as part of the contract.

**Confidentiality:**

Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered to be confidential. Trade secrets or confidential information MUST be placed in a separate envelope marked “CONFIDENTIAL INFORMATION” and EACH PAGE must be marked “CONFIDENTIAL INFORMATION”. Please be advised that Gregg County cannot and will not make any agreement to withhold information from the public that is contrary to the County’s responsibility under the Act.

**Non-responsive / Submittal Rejections**

Submissions may be deemed non-responsive, among other reasons, for any of the following reasons:

1. Submission Statements containing inconsistencies
2. Unbalanced value of terms
3. Respondents may be disqualified and not considered, among other reasons, for any of the following specific reasons:
  - Reason for believing collusion exists among the Respondents.
  - Reasonable grounds for believing that any Respondent is interested in more than one submission for the work contemplated.
  - The Respondent being interested in any litigation against the county.
  - The Respondent in arrears on any existing contract or having defaulted on a previous contract.
  - Lack of competency as revealed by a financial statement, experience.
  - Respondents shall not owe delinquent property tax in Gregg County.
  - Respondent past performance record with Gregg County.
  - Limited competition.

## **CRIMINAL BACKGROUND CHECKS**

Criminal background checks will be performed on any Awarded Respondents, and employees that will require them to enter/work in any sensitive security areas at any of Gregg County's Facilities. These include, but are not limited to, Gregg County Airport, Gregg County Courthouse, Gregg County Sheriff's Department and/or Gregg County Jails and Gregg County Juvenile.

**The following will apply to awarded vendor personnel.**

- The successful respondent shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on Gregg County property.
- Vendor personnel who perform work on Gregg County property must submit to and pass a Sheriff's Department Criminal Background Check. That status must be maintained by all vendor personnel entering County buildings for the duration of the contract.
- Criminal Background checks conducted by your firm may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- Award of a contract could be affected by your firms' refusal to agree to these terms. Award could also be affected if your firm is unable to supply personnel who can pass a Criminal Background Check. The Criminal Background Check applies to the individual and not the company.

## **PROPOSED PROJECT SCHEDULE**

**This is just a proposed schedule, Gregg County reserves the right to change or extend the dates listed below at any time.**

<b>RFQ issue date</b>	<b>October 15, 2019</b>
<b>Deadline to submit questions</b>	<b>November 01, 2019 by 5:00pm CST</b>
<b>RFQ submittal deadline</b>	<b>November 05, 2019 by 2:00pm CST</b>
<b>Committee evaluations</b>	<b>November 05 – 15, 2019</b>
<b>*Interviews (if requested)</b>	<b>To be Determined</b>
<b>Committee Recommend to CC</b>	<b>November 25, 2019</b>
<b>Anticipated Start Date</b>	<b>December 11, 2019</b>

**\*Gregg County reserves the right to request further information and interviews from just one, two, some, or all Respondents.**



## SCOPE OF WORK

Gregg County desires to engage a qualified and experienced architect firm to provide professional architectural design services and additional services as necessary to construct a parking facility within the City Limits of Longview, Texas (Gregg County)

**Project Budget:** Project Budget is to be determined.

**Project Background:** Gregg County has looked at alleviating the shortage of public parking spaces for the public and employees for more than 40 years. Additionally, for the past 15 years, the County has analyzed the needs of additional office space in the courthouse. In 2015 a study was commissioned by the Commissioner's Court and resulted in the recommendation of a multilevel parking facility with the option of additional office space to alleviate any concerns for the next 20 to 30 years. In 2018 the court approved the purchase of property across from the main courthouse to allow for future expansion with these purposes.

### **Project Overview:**

Gregg County would like to design and build a multi-level parking facility with office space on the ground floor on a parcel approximately 215'X155'. The parking facility should accommodate approximately three hundred (300) parking spaces, with useable office space. The parking facility should aesthetically blend with existing buildings in the immediate downtown area. The parcel(s) is located at the southeast corner of Methvin Street and Center Street in Longview Texas and designated as 100-106 E. Methvin Street, Longview, Texas, and described as Lots 9, 10 and the West ½ of Lot 11, NCB 45, City of Longview, Gregg County, Texas as shown on the map recorded in Volume 231, Page 238, Deed Records, Gregg County, Texas,

- **Legal Description Motor Bank Property**  
Property located at 100-106 E. Methvin Street, Longview, Texas, and described as Lots 9, 10 and the West ½ of Lot 11, NCB 45, City of Longview, Gregg County, Texas as shown on the map recorded in Volume 231, Page 238, Deed Records, Gregg County, Texas, upon which is located a drive-through motor bank facility and a small parking area (the "Motor Bank Property").
- **Legal Description Parking Lot Property**  
Property described as the East ½ of Lot 11, Lot 12 and West ½ of Lot 13, NCB 45, City of Longview, Gregg County, Texas, as shown by the map recorded at Volume 231, Page 238, Deed Records, Gregg County, Texas (the "Parking Lot Property").

**Scope of Work and Services Required:**

Gregg County in its desire to complete the design and construction of a parking facility seeks a firm or qualified professional organization to perform the following design services, including but not limited to:

- A. Investigate, evaluate and provide several options for layout and design of a parking garage in a Study and Report. The Study and Report should include recommendations regarding the details of the building and any amenities to be included. Include any and all required testing and must provide Gregg County with proof of tests.
- B. Provide architectural and engineering design services, geotechnical engineering services and environmental permitting services, as necessary, to develop a complete set of design plans, contract drawings, technical specifications and contract documents. All documents need to be prepared as necessary to obtain all appropriate permits and accurate bids from qualified contractors and to successfully construct the facility. The plans will need to be sealed by professionals licensed in the State of Texas. The project must adhere to all State and Federal requirements, including ADA to the extent with which it is required.
- C. Coordinate the construction portion of project including advertising, bidding and award process with Gregg County.
- D. Assist in the construction administration phase of the project including but not limited to daily oversight of the project.
- E. Provide additional professional services as required for successful completion of the project.
- F. Any awarded Consultant must possess the ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, design teams, contractors, and the public which will encourage an open exchange of information and ideas throughout the contract.
- G. Awarded Respondent must be able to attend regular, special and emergency meetings including but not limited to bid related meetings and conferences at Gregg County, when required or requested.
- H. Awarded Respondent should be able to prepare and/or review and evaluate reports and documents as requested by Gregg County, or any regulatory agency, as required.
- I. Awarded Respondent should be able to review of all correspondence referred by Gregg County, and prepare correspondence on behalf of Gregg County, as required.

## STATEMENT SUBMISSION REQUIREMENTS

### **Submittal Format:**

**All submittals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the submittal format must address all the required components in order.**

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

### **All submittals must include the following components:**

<b>Section</b>	<b>Topic</b>
1	Cover Letter
2	Firm Profile
3	Project Services
4	Project Team
5	Related Experience and References
6	Proposed Schedule
7	Additional Information

### **Submittal Components:**

- 1. Cover Letter:** Provide a one or two page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal

The Cover Letter should include the following

- A brief statement of the firm's understanding of the project
- The name, title, phone number, fax number, email address, and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the project services

- 2. Firm Profile:** Provide the following information about your firm:

- The firm's name, email address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Information on pending or past litigation the firm has been involved in
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firms' background, demonstrating longevity and financial stability.
- Submit a recent audited Financial Statement of your Firm

3. **Project Services:** In this section, which is intended to be the heart of the submittal describe the respondents expertise with the methods necessary to perform the project services.
4. **Project Team:** Start the section by introducing the designated project manager for each key person that you will utilize for this project. Include experience, education and professional license information for each person. Only submit resumes that will actually be assigned to this project. Include what percentage of time each person will spend on the project. When a firm has been selected the County will expect these individuals to be assigned to the project.
5. **Related Experience and References:** For at least three (3) relevant projects include a one or two page project description that demonstrates capabilities in project services, and experience with similar government entities. Gregg County is looking for qualified firms that have prior and recent experience in design services of a Parking Facility Structure. Include the name of the organization and the name of the person there to contract for a reference.
6. **Proposed Schedule:** Include a brief schedule for the completion of the design project services of your submittal, Include the proposed start date and end dates and intermediary delivery dates. Describe your projected resource availability for the anticipated duration of the project.
7. **Additional Information:** At your discretion, include additional information that supports your submittal. However, the additional information section should be used carefully; this section of the submittal should not constitute the bulk of your submission.

## **EVAULATION CRITERIA AND PROCESS**

After public opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may request information, clarifications, presentations or interview some or all of the top ranked firms. The evaluation committee will determine the most highly qualified firm based on the information submitted and will begin contract negotiations after court approval. If a contract cannot be negotiated with the highest ranked firm then the County will formally end negotiations and will notify the second ranked firm for negotiation, and so on. Gregg County reserves the right at its sole discretion to determine if pursuing contract negotiations is in the best interest of the County.

### **Presentations**

During the evaluation process the county may at its discretion, request firms to make oral presentations. All costs incurred by Respondent for the presentations will be the sole responsibility of the respondent. After any such presentation, submittals may be evaluated again. Gregg County reserves the right at its sole discretion to determine if presentations are in the best interest of the county and is under no obligation to request presentations from all Respondents.

### **Request for Information**

The County also reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions as deemed in the best interest of the County. After any retrieval of information or clarifications presentations submittals may be evaluated again. Gregg County reserves the right at its sole discretion to request information, clarifications, presentations and or interviews from respondents. Gregg County and is under no obligation and reserves the right to request information/clarifications/presentations and interview from one, some or all Respondents.

Gregg County reserves the right at its sole discretion to determine the process for this statement of submission evaluation and may elect to accelerate the evaluation process by combining or eliminating any or all of the evaluation phases. Gregg County reserves the right without prejudice to reject any or all submittals to this RFQ.

## Evaluation Criteria

<p>RFQ instructions compliance</p> <ul style="list-style-type: none"> <li>• Instructions followed</li> <li>• Forms Completed</li> </ul>	25 points
<p>Firm Experience</p> <ul style="list-style-type: none"> <li>• three (3) relevant projects</li> <li>• Description that demonstrates capabilities in project services, experience in design of parking facilities and experience with similar government entities.</li> </ul>	20 points
<p>Project Services</p> <ul style="list-style-type: none"> <li>• expertise with the methods necessary to perform the project services.</li> </ul>	18 points
<p>Firm Profile</p> <ul style="list-style-type: none"> <li>• The firm's name, email address, business address, phone number and fax number</li> <li>• Types of services and products offered</li> <li>• Number of years in business</li> <li>• Information on pending or past litigation the firm has been involved in</li> <li>• Number of employees</li> <li>• The location of the offices that would provide the project services</li> <li>• A brief statement of the firms' background, demonstrating longevity and financial stability.</li> <li>• Submit a recent audited Financial Statement of your Firm</li> </ul>	16 points
<p>Project Team</p> <ul style="list-style-type: none"> <li>• experience, education and professional license information for proposed project manager and each key personnel</li> </ul>	10 points
<p>Proposed Schedule</p> <ul style="list-style-type: none"> <li>• brief schedule from notice to proceed for the completion of the design project services</li> <li>• projected resource availability for the anticipated duration of the project.</li> </ul>	6 points
<p>Additional Information/services</p> <ul style="list-style-type: none"> <li>• Additional Services information that supports your submittal</li> </ul>	5 points

## **SUBMITTAL CHECK LIST**

Respondents shall submit (8) sets of submittal documents one with original signatures and seven copies. Respondent shall also submit one flash drive (jump, thumb) with a copy of qualification packet downloaded

- Cover Letter
- Submittal Components (1-7)
- Audited Financial Statement
- 8 sets total of submittal documents (one original and 7 copies)
- Flash/Jump Drive of submittal
- Vendor Checklist
- Compliance with Federal and State Laws Form (executed)
- RFQ Signature Form (executed)
- Conflict of Interest Information (if applicable)
- Additional Information

## **Required Forms**

### **COMPLIANCE WITH FEDERAL AND STATE LAWS**

#### **CERTIFICATION OF ELIGIBILITY**



By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on list between the time of Proposal submission and time of award, the Respondent will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

**RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.**

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

**DISCLOSURE OF INTERESTED PARTIES**

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Gregg County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**RFQ SIGNATURE FORM**

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Statement of Submission becomes the property of Gregg County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned agrees, on behalf of Respondent, that if this Statement of Submission is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Scope of Work. The period for acceptance of this Statement of Submission will be (90) calendar days.

The undersigned affirms that they are duly authorized to execute a contract with Gregg County and that this Statement of Submission has not been prepared in collusion with any other Respondent, nor any employee of Gregg County, and that the contents of this Statement of Submission have not been communicated to any other Respondent or to any employee of Gregg County prior to the official opening of this Proposal.

Respondent hereby assigns to Gregg County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the scope of work and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire submission.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LEGAL NAME AND ADDRESS OF RESPONDENT:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email: \_\_\_\_\_

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

**COMPANY IS:**

Business included in a Corporate Income Tax Return? \_\_\_\_ YES \_\_\_\_ NO

\_\_\_\_ Corporation organized & existing under the laws of the State of \_\_\_\_\_

\_\_\_\_ Partnership consisting of \_\_\_\_\_

\_\_\_\_ Individual trading as \_\_\_\_\_ Principal

offices are in the city of \_\_\_\_\_

To: Vendors of Gregg County, Texas

From: Kelli L. Davis, CPPB, Purchasing Agent

Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through RFP return, fax, or email. Please see contact information below.

**Gregg County Clerk**

Gregg County Courthouse  
101 East Methvin, St. 200  
Longview, Texas 75601  
Ph; 903-236-8430

**Gregg County Purchasing Department**

Email: [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us)  
Ph: 903-237-2684  
Fx: 903-237-2682

***Applicable Law***

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.



## Gregg County Purchasing Department

Kelli L. Davis, CPPB Purchasing Agent

101 E. Methvin St., Suite 205, Longview, Texas 75601

Phone (903) 237-2684 Fax (903) 237-2682 [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us)

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October 14, 2019

To: Longview News-Journal

From: Kelli L. Davis, CPPB

Subject: Advertisement RFP# 2020-02 Professional Design Services for a Parking Facility

Please run the following ad on Tuesday October 15 and Sunday, October 20 and Sunday November 03 in the Longview-News Journal.

### PUBLIC NOTICE

Sealed Qualification Statements will be received by the County Purchasing Agent Kelli Davis at the Gregg County Purchasing Department, at 101 E. Methvin St., Suite 205, Longview, TX 75601, on or before 2:00pm, November 05, 2019 for RFP No. 2020-02 Professional Design Services for Parking Facility Project for Gregg County. Late submissions will not be accepted. RFQ packet will be available on October 15, 2019 by visiting [www.co.gregg.tx.us](http://www.co.gregg.tx.us) on the Purchasing Department web page, or request by e-mail at [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us) or by calling (903)-237-2684. Payment will be made after items or services have been received in accordance with award. Vendors must bid unit costs, but may offer lump sum discounts. Gregg County reserves the right to accept or reject in whole or in part any bid received and to waive any irregularities or formalities in the best interest of Gregg County.