American Rescue Plan Act (ARPA)
Cover Letter

Request for Qualifications (RFQ) for
Architecture, Landscape Architecture, Park Planning Services

July 28, 2023

Re: American Rescue Plan Act (ARPA) Request for Qualifications

Dear Engineering Service Providers:

Attached is a copy of the Town of Rancho Viejo's Request for Qualifications ("RFQ") for Architecture, Landscape Architecture, Park Planning Services. These services are being solicited to assist the Town in its implementation of a project funded by the US Department of Treasury under the ARPA program.

Multiple contracts may be awarded as a result of this solicitation.

The submission requirements for this RFQ are included in the attached documentation. Please submit the response to:

Fred Blanco
Town Administrator
Town of Rancho Viejo
3301 Carmen Avenue
Rancho Viejo, Texas 78575
fblanco@ranchoviejotexas.com

The deadline for response is October 5, 2023, at 4:00 p.m. It is the responsibility of the submitting entity to ensure that the RFQ is received in a timely manner. RFQs received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting provider. The Town reserves the right to negotiate with any and all service providers submitting timely RFQs.

Sincerely,

____

Fred Blanco, Town Administrator

RFQ for Architecture, Landscape Architecture, Park Planning Services

The Town is seeking to enter into a professional services contract with a state registered Architect, Landscape Architect, Engineer or other qualified design professional. The following outlines the requested Statement of Qualifications (SOQ) to be submitted:

1. **<u>Project Description/Scope of Work</u>**
   The Town of Rancho Viejo, Texas seeks to design and implement improvements to the Town Park. The current site is 10,545 sq, ft. in size and has a children's playground. The proposed expansion will create an overall park site of 18,105 sq. ft. The town expects the selected consultant to propose three (3) appropriate upgrade scenarios, present these to the city for selection, develop necessary plans and oversee construction/installation.

   ### <u>Scope of Services:</u>

   - <u>Site Analysis:</u>
     - Identify potential drainage issues
     - Identify irrigation needs
     - Identify soil health
     - Identify hardscape needs
     - Overall tree health
   - <u>Site Design:</u>
     - Plan view drawing of proposed modifications
     - Lighting additions
     - Illustrations to show design intent
     - Detailed list of proposed vegetation additions/removal
     - Detailed map of proposed irrigation
   - <u>Engagement:</u>
     - Stake holder sessions with Town officials
   - <u>Construction</u>
     - Landscape project budget
     - Hardscape project budget
     - Project timeline
     - Demolition plan (if needed)
     - Site Clean (pressure wash, paint, stone clean, etc.)
     - Planting plan
     - Drainage Plan
     - Hardscape modification plan
     - Other necessary components

2. **<u>Statement of Qualifications (SOQ)</u>** – The Town is seeking to contract with a competent professional registered to practice in the State of Texas. Respondent must identify experience in the area(s) described in the Scope of Work, as well as experience with grant funded projects and programs. Experience with projects located in the general region of the state should be identified

   The respondent, at a minimum, must provide and address the following :

   - **<u>Transmittal Letter</u>, including:**
     - Brief statement of the firm's understanding of the scope of the work to be performed;
     - Confirmation that the firm meets the appropriate state licensing requirements to practice in Texas;
     - Confirmation that the firm has not had a record of substandard work within the last five (5) years;
     - Confirmation that the firm has not engaged in any unethical practices within the last five (5) years; and
     - Any other information that the firm feels appropriate to support their understanding.

- **Company Profile**

- **Experience and Qualifications**
  Set forth detailed experience and qualifications as they relate to the proposed project, in terms of design services, technical scope, tasks involved, deliverable products, construction oversight, and other elements of the work as they relate to the evaluation criteria and all requirements of this RFQ including:
  - Experience with projects as described in the Scope of Work;
  - Experience with grant funded projects and programs; and
  - A list of past local government clients, as well as resumes of all professional staff personnel that will or may be assigned to this.

- **SAM.gov Registration**
  Firms must have an active registration with the System for Award Management (www.SAM.gov) AND have been cleared (not suspended or debarred). Provide proof of SAM.gov registration.

- **References**
  Each firm must provide a minimum of five (5) references.

3. **Evaluation Criteria**
   The SOQ received will be evaluated and ranked in accordance with the Rating Sheet included in this packet.

4. **Submission Requirements**
   - A copy of your current certificate of insurance for professional liability.
   - Statement of Conflicts of Interest (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that the Town may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
   - System for Award Management. Service providers must have a current registration in the System for Award Management (https://www.sam.gov/SAM/). Service provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a printout of the search results that includes the record date. This clearance information must be included in the service provider’s SOQ.
   - Form CIQ (Conflict of Interest Questionnaire). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person’s employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire Form CIQ is included in the RFQ and must be submitted with the response.
   - Certification Regarding Lobbying – Disclosure of Lobbying Activities. Certification for contracts, grants, loans, and cooperative agreements is included in the RFQ and must be submitted with the response.
   - Form 1295. Effective January 1, 2018, all contracts and contract amendments, extensions, or renewals executed by the Board of Aldermen will require the completion of Form 1295, “Certificate of Interested Parties,” pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor at the time of signed contract submission. Form 1295 is included in this RFQ for your information. Form 1295 requires the inclusion of an “unsworn declaration” which includes, among other things, the date of birth and address of the authorized representative signing the form.
   - Required Contract Provisions (enclosed). Applicable provisions must be included in all contracts executed as a result of this RFQ.

5. **Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms**. Small and minority businesses, women's business enterprises, and labor surplus area firms are strongly encouraged to participate in the ARPA. If the selected professional service provider is a prime contractor that may contractually identify and use subcontractors, the following affirmative steps should be considered:
   - Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
   - Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
   - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
   - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
   - Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
   - Please choose the nearest MBDA Center and email your inquiries as indicated below:

LIST OF MBDA CENTERS
Dallas MBDA Business Center – 214-920-2436 Website: https://www.mbdadfw.com Email: admin1@mbdadallas.com
Houston MBDA Business Center – 713-718-8974 Website: https://www.mbda.gov/business-center/houston-mbda-business-center Email: MBDA@hccs.edu
El Paso MBDA Business Center – 915-351-6232 Website: https://www.mbda.gov/business-center/el-paso-mbda-business-center Email: treed@ephcc.org
San Antonio MBDA Business Center – 210-458-2480 Website: https://www.mbda.gov/business-center/san-antonio-mbda-business-center Email: orestes.hubbard@utsa.edu

Small and woman-owned businesses may be eligible for assistance from SBA Women's Business Centers:

LIST OF WOMEN'S BUSINESS CENTERS
Dallas Fort Worth WBC – 214-572-9452 Website: https://womensbusinesscenterdfw.com/ Email: wbcdfw@liftfund.com
WBEA Women's Business Center – 713-681-9232 Website: https://www.wbea-texas.org/womens-business-center Email: wbc@wbea-texas.org
LiftFund Women's Business Center – 888-215-2373 ext. 3000 Website: https://womensbusinesscentersa.com/ Email: wbc@liftfund.com

SBA also provides assistance at Small Business Development Centers located across Texas: https://americassbdc.org/small-business-consulting-and-training/find-your-sbdc/

6. **Deadline for Submission**

SOQs must be received no later than October 5, 2023, at 4:00 p.m. It is the responsibility of the submitting entity to ensure that the SOQ is received in a timely manner. SOQs received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm.

Complete the Public Notice information in the instructions. Please electronically submit your SOQ in PDF format via email/website to/at fblanco@ranchoviejotexas.com and/or submit your proposal to the address below on a thumb drive OR submit 5 copies of your proposal of services and a statement of qualifications for the proposed services to the following address: Attn: Fred Blanco, Town Administrator. Statements of Qualifications must be received by the Town no later than October 5, 2023, at 4:00 p.m. to be considered.

Any questions or requests for clarification must be submitted in writing via email to the address above at least three (3) business days prior to the deadline. The Town may, if appropriate, circulate the question and answer to all service providers who submitted an SOQ.

AMERICAN RESCUE PLAN ACT (ARPA) – Description of Programs

Below is a description of anticipated programs that are eligible for funding through the ARPA Program funded through the U.S. Department of the Treasury or other designated State or Federal Agency. As currently defined by U.S. Treasury guidance, selected Projects must use the allocated funds in one of the ways listed below. The Town anticipates selecting a respondent for the following programs that require Engineering Services:

A. To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

B. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

C. For the provision of government services to the extent of the reduction in revenue of such metropolitan city, non-entitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or

D. To make necessary investments in water, sewer, or broadband infrastructure.

Applicant ____
ARPA ____

This form will be inserted into the RFP/RFQ Packets.

APPROVED BY:

____

Maribel Guerrero, Mayor

GENERAL SCOPE OF WORK

SCOPE OF SERVICES REQUESTED

Providers will help the Town fulfill State and Federal ARPA statutory responsibilities related to recovery from COVID-19. Providers will assist the Town in completion of ARPA program(s). Respondents may be qualified to provide Program services for one or more programs or services (environmental, acquisition, general administration, etc.) Applicable program services must be performed in compliance with the guidance provided by the U.S. Department of Treasury.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondents must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Services will be provided in conformance with the guidance documents utilizing forms provided by the U.S. Treasury or other designated agencies, if applicable. The Providers shall furnish pre-funding and post-funding program services to complete the ARPA projects, including, but not limited to the following:

General Requirements

a) Coordinate, as necessary, between recipient and its service providers (i.e., Engineer, Environmental, Contracted Construction Company, Grant Administrator, etc.) and ARPA Management regarding project design services.
b) Provide monthly project status updates.
c) Funding release will be based on deliverables identified in the contract.

Preliminary Design Support

a) Assist with the development of project related services, including, but not limited to cost estimates, preparation of project justification, project maps and accurate project descriptions.
b) Provide all project information necessary to ensure timely execution of any environmental review (if required).
c) Provide preliminary designs, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum, as required:
    i. Cross sections/elevations
    ii. Project layout/staging areas
    iii. General notes
    iv. Special notes
    v. Design details
    vi. Specifications
    vii. Utility relocation designs
    viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
    ix. Required permits
    x. Quantities
    xi. Estimate of construction costs to within +/- 25%
    xii. Schedules for design, permitting, acquisition, and construction
d) Design surveying, topographic and utility mapping.
e) Perform subsurface explorations for project sites, as necessary.
f) Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
g) Recommend value engineering/design options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
h) Identify, acquire, and submit all necessary permits and approvals required for design approval and construction.
i) Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
j) Prepare plans and profiles, including vertical design information for the selected alternative.
k) Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.

l) Support recipient with acquisition or property/servitudes/right-of-way documentation, as required by the client, to facilitate the project, preparing right-of-way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.
m) Provide project schedules in MS Project format, or equal, as approved by the recipient and based on ARPA guidance.

Final Design Support

Respondents will be required to show the ability to provide services described below as they relate to final design support:

a) Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
    i. Cross sections/elevations
    ii. Project layout/staging areas
    iii. General notes
    iv. Special notes
    v. Design details
    vi. Specifications
    vii. Utility relocation designs
    viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
    ix. Required permits
    x. Quantities
    xi. Estimate of construction costs to within +/- 20%
    xii. Schedules for design, permitting, acquisition and construction
b) Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
c) Identify, acquire, and submit all necessary permits and approvals required for design approval and construction.
d) Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies to the subrecipient, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
e) Assist the subrecipient and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.

Bid and Award Support

Respondents will be required to show the ability to provide all the services described below as they relate to bid and award support:

a) Submit appropriate items and support subrecipient in the development of complete bid package.
b) Prepare and assist recipient in the advertisements for bid solicitation.
c) Support development and issuance of bid-related documents necessary to complete bid process (e.g., bid proposal form, bid addenda, and supporting documentation).
d) Attend and support recipient at pre-bid conference and bid opening.
e) Support recipient with ongoing communication during bid process.
f) Support recipient to complete bid tabulation and evaluation of responses and provide recommendation for award.
g) Support recipient in the conducting of a preconstruction conference.
h) Support recipient to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and subrecipient requirements.

Contract Management and Construction Oversight

Respondents will be required to show the ability to provide all the services described below as they relate to contract management and construction oversight:

a) Ensure delivery of projects in accordance with contract.
b) Provide monthly Construction Oversight Reports detailing the status of construction for subrecipient projects.
c) Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations.
d) Provide periodic and final inspections and tests reports, as required for the project.
e) Provide on-site supervision and oversight of construction activities at a minimum on a biweekly basis or as directed by the ARPA recipient.
f) Review Construction Change Orders and provide recommendations as to appropriate action.
g) Review invoice/draw/pay requests and provide recommendation as to appropriate action, in compliance with the construction contract documents.
h) Obtain independent cost estimates for validation purposes, as required.
i) Review and respond to requests for information/clarification.
j) Support with issue identification and claims resolutions.
k) Enter all requisite information into the ARPA system of record in accordance with established policies and procedures.
l) Develop a final “as built” report of quantities, drawings, and specifications.
m) Issue, for execution, a Certificate of Construction Completion within thirty (30) days of final inspection approval.
n) Deliver “as-built” drawings within thirty (30) days of project completion.
o) Host and/or attend project coordination meetings in person, by phone, or by video conference, which may or may not fall during normal business hours.
p) Perform other contract management and construction oversight duties as required to ensure success of the project.
q) Provide necessary certifications to regulatory agencies of project completion and compliance.
r) Submit all final invoices within sixty (60) days after contract or work order expiration.

Specialized Services

Respondents will be required to show the ability to provide all services described below as they may be identified and deemed necessary for completion of the project:

a) Provide Geotechnical Investigations as may be required for a project.
b) Provide Detailed Surveying as may be required for a project.
c) Provide Site Specific Testing as may be required for a project.
d) Provide Archeological Studies as may be required for a project.
e) Provide Planning Studies as may be required for a project.
f) Provide Feasibility Studies as may be required for a project.
g) Provide Legal documentation for property and/or easements to be acquired (i.e., field notes, etc.).
h) Provide Phase I and Phase II environmental site assessments as requested.

Rating Sheet

Grant Recipient		**Program(s)**	ARPA
Name of Respondent			
Evaluator's Name		**Date of Rating**	

Rate the Respondent of the Request for Qualifications (RFQ) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services (environmental or buyout only) will be scored only on those services.

Experience (rate the respondent for experience in the following areas)			
	Factor	**Max. Pts**	**Score**
1.	Has previously designed ____________ type of projects	20	
2.	Has worked on federally funded construction projects	15	
3.	Has worked on projects that were located in this general region. Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)	10	
4.	Extent of experience in project construction management	15	
	Subtotal, Experience	60	

Work Performance			
	Factor	**Max. Pts**	**Score**
1.	Past projects completed on schedule	10	
2.	Manages projects within budgetary constraints	5	
3.	Work product is of high quality	10	
	Subtotal, Performance	25	

Capacity to Perform			
	Factor	**Max. Pts**	**Score**
1.	Staff Level/Experience of Staff	5	
2.	Adequacy of Resources	5	
3.	Professional liability insurance is in force	5	
	Subtotal, Capacity to Perform	15	

TOTAL SCORE			
	Factor	**Max. Pts**	**Score**
☐	Experience	60	
☐	Work Performance	25	
☐	Capacity to Perform	15	
	Total Score	100	

Insert Certificate of Insurance

Insert System for Award Management (SAM)

record search for company name and company principal

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	**OFFICE USE ONLY** Date Received

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

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

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

____
Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

7

______________________________ ______________
Signature of vendor doing business with the governmental entity Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
(B) a transaction conducted at a price and subject to terms available to the public; or
(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
(B) that the vendor has given one or more gifts described by Subsection (a); or
(C) of a family relationship with a local government officer.

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding $100,000)

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

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language in paragraphs (a) and (b) of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, ____ (insert business name), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

SIGNATURE	
NAME OF AUTHORIZED AGENT	
TITLE OF AUTHORIZED AGENT	
DATE	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, City, State, and Zip Code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, City, State, and Zip Code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, the Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFQ) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., “RFQ-DE-90-001.”

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, City, State and Zip Code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Approved by OMB 0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action:	**2. Status of Federal Action:**	**3. Report Type:**
☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	☐ a. initial filing ☐ b. material change

4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _______, *if known:* Name: Street Address: City, State, Zip: **Congressional District, if known:**	**5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:** Name: Street Address: City, State, Zip: **Congressional District, if known:**
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: ____________________
8. Federal Action Number, *if known:*	**9. Award Amount, *if known*:** **$**
10a. Name and Address of Lobbying Registrant Name (First, MI, Last): Street Address: City, State, Zip:	**10b. Individuals Performing Services** *(including address if different from No. 10a)* Name (First, MI, Last): Street Address: City, State, Zip:

11. Information requested through this form is authorized by Title 31 U.S.C., Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: ____

Name: ____ **Title: ____**

Telephone: ____ **Date: ____**

Federal Use Only	**Authorized for Local Reproduction** **Standard Form – LLL (Rev. 7-97)**

To be completed by awarded vendor

Frequently Asked Questions - Form 1295

1295 Form

CERTIFICATE OF INTERESTED PARTIES **FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.	OFFICE USE ONLY
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.	

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

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

5 Check only if there is NO Interested Party. ☐

6 **UNSWORN DECLARATION**

My name is _______________________________________, and my date of birth is ___________________________.

My address is _________________________________, _________________, ________, __________, _____________.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _________________ County, State of _____________ , on the _______ day of ______________, 20______.
(month) (year)

____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 12/22/2017

Insert current Exhibit B