

***Jackson County Specifications***



***Requests for Qualifications 2024-03: Professional Architectural and Engineering Services  
for Jackson County, Texas***

**Vendor Responsibilities:**

- Vendors are responsible to download and complete any addendums.  
(Addendums will be posted on Jackson County Website at [www.co.jackson.tx.us](http://www.co.jackson.tx.us) no later than 48 hours prior to RFQ Opening)
- Vendors will submit responses in accordance with requirements stated on cover of document.

**SUBMIT RFQ RESPONSE TO:** [jacksoncounty@co.jackson.tx.us](mailto:jacksoncounty@co.jackson.tx.us)

**SUBMIT NO LATER THAN:** Tuesday, August 20<sup>th</sup>, 2024, at 2:00 PM (Central)

**EMAIL SUBJECT LINE:** RFQ 24-03: Professional Architectural and Engineering Services

*ONLY THE NAMES OF FIRMS WHO SUBMITTED REQUESTS FOR QUALIFICATIONS (RPQS) WILL BE PUBLICLY READ. RFQS RECEIVED AFTER THE SPECIFIED TIME WILL NOT BE CONSIDERED.* Results will not be given by phone. Results will be provided to vendors on the County's website at [www.co.jackson.tx.us](http://www.co.jackson.tx.us) after Commissioners Court award.

Jackson County, Texas is an Equal Employment Opportunity Employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or the provisions of services.

This RFQ does not constitute a commitment, implied or otherwise, that a contract will be awarded. Jackson County reserves the right to reject any or all submissions.

Jackson County will select vendor(s) to negotiate on individual Work Orders authorized under RFQ 24-03. Vendors selected by Jackson County through this RFQ process are not guaranteed to receive a Work Order Authorization from the County but may be invited to enter into Work Order negotiations as identified by the County. Work Order Authorizations are contingent upon availability of funds.

**General Description:**

Jackson County invites qualified firms to submit their qualifications for providing various professional architectural and engineering services. The selected firms will assist the county in various projects including, but not limited to, the design of a Justice Center, the design of an Animal Shelter, and for On-Call services. The County intends to award multiple contracts to meet the needs of planned County projects. It is the County's intent that the firm(s) selected for the design of the Justice Center and the Animal Shelter will be involved for the full duration of the project(s). The County intends to issue at least one multi-term contract for on-call architectural/engineering services.

County is seeking highly skilled individuals and/or professional firms to provide comprehensive design, review, analysis, planning, surveys, and other ancillary services necessary to implement projects under terms and conditions established by this RFQ and Jackson County. Respondents must be compliant with existing federal, state, and local laws, codes regulation, and requirements. Any firms considered for designing the proposed Justice Center must also be compliant with any requirements of the Texas Commission on Jail Standards.

**General Service Description:**

The selected firms may be expected to provide a range of architectural and engineering services including, but not limited to the following. No priority is implied by the order of the following services requested by the County:

- Conceptual design and planning
- Structural analysis and engineering
- Environmental assessments and compliance
- Development of construction plans and specifications
- Development of project applications and supporting documentation
- Construction management and oversight
- Project management
- Field surveying data collection
- Watershed planning and modeling
- Hazard mitigation
- Benefit-cost analysis and strategies
- Drainage master planning
- Regulatory issues and permitting management and oversight
- Sustainability and energy efficiency consulting
- Other related architectural and engineering services as required by specific projects

The capability of a vendor to provide expertise in more than one (or all) of the services identified above will be considered favorably in the County's ranking and selection process. Vendors may subcontract for

such services; however, existing relationships are preferred. All subcontracting relationships for services shall be clearly documented.

**Project Schedule(s):**

Individual projects will be of varying duration, scope and complexity. Specific project schedule(s) will be coordinated between the County and successful vendor(s).

**Licensure:**

Respondents must have legally required licensure so that all services required from them may be delivered in accordance with applicable law. Although proof of licensure is not required as a part of the Statement of Qualifications, Respondents are encouraged to submit photocopies of relevant current licenses.

**Inquiries:**

Jackson County will try to answer written inquiries concerning this RFQ but shall not be obligated to do so. If the Responder believes the scope of work to contain an error or is unclear, then the Responder may make a written inquiry by email as provided below. Answers will be delivered by email, so written inquiries should contain the name and email address of the person to whom the response should be made. The foregoing shall not limit Jackson County's right to issue addenda to the scope of work prior to opening or to delay the date and time of opening to ensure that all firms are aware of and have had sufficient time to consider the addenda. **The final date for questions and inquiries is Thursday, August 15<sup>th</sup>, at noon.**

All questions should be addressed to the following contact person **BY EMAIL:**

Michelle Darilek, Jackson County Auditor  
Email Address: m.darilek@co.jackson.tx.us

**Waiver of Formalities:**

Jackson County reserves the right to reschedule, extend, or cancel this RFQ at any time. The County reserves the right to reject any or all responses, and to waive formalities or irregularities in connection with this RFQ and may consider submissions not made in compliance with this request for qualifications if it elects to do so, to the extent permitted by law, although the County will have no obligation for such consideration.

**Exceptions:**

Respondents should read and understand all terms and conditions contained in this RFQ. Exceptions MUST be made at the time that the Qualifications are submitted, NOT during the Contract Award process.

**Written Work Order Authorization:**

The County will request vendor(s) to perform certain services as identified in the RFP 24-03 General Service Description, subject to a specific Work Order. All Work Orders shall serve as a contract between the vendor and Jackson County. Each Work Order shall be in writing, signed by both parties, and shall include a scope of services, a budget, a list of tasks to be performed by vendor, a time schedule, a list of

deliverables and such other information or special conditions as may be necessary for the work requested.

The Work Order will be the same as, or substantially similar to, the example document attached within the RFQ notification package, which has been supplied by Jackson County. No substitute agreement is authorized or will be adopted.

The first three Work Orders under this RFQ have been identified by the county as follows:

**Work Order #24-01: Design a new Justice Center in Jackson County, Texas**

**Work Order #24-02: Design an Animal Shelter**

**Work Order #24-03: On Call Architectural/Engineering Services**

Specifications for above-mentioned Work Orders is as follows:

The Architect/Engineer submitting RFQs for the design of the detention facility/justice center must have experience in the design of such facilities in Texas, and be familiar with applicable laws, standards and regulations, including the requirements of the Texas Jail Standards Commission. All Architects/Engineers must comply with the existing federal, state, and local laws, codes, regulations, and requirements.

It is the County's intent that the firm(s) selected for Work Order 24-01 – Design of a Justice Center or Work Order 24-02 – Design of an Animal Shelter will be involved for the full duration of the needs assessment, design development, preparation of contraction bidding documents, and construction administration phases of said projects. The construction of the Justice Center is contingent upon the voters' approval of the issuance of bonds. Any omissions in scope should be noted to the County.

The Contract for Work Order #24-03 – On-Call Architectural/Engineering Services shall be for a three (3) year period from the date of acceptance by the Jackson County Commissioners Court. The Commissioners Court reserves the right to extend this contract for two (2) additional one-year periods, as it deems to be in the best interests of the County. At the beginning of each one-year extension, a review of pricing and a determination of continued service will be made.

The following is the minimum scope of services to be provided by the architectural/engineering firm selected for the projects, for your reference. Note that this service description may differ on the actual Work Order that is executed by the County.-

1. Project Evaluation
2. Preliminary Design
  - A. Consult with client regarding project needs/goals.
  - B. Review information about project goals and proposed site.
  - C. Determine any special issues that might affect development (site development issues, environmental factors, soil conditions, location of utilities, drainage and flood plain issues, etc.).

- D. Assist client in obtaining necessary surveys and geotechnical reports.
  - E. Produce preliminary design plans and construction cost.
3. Design and Documentation Services, Schematic Design, Design Development & Construction Documents:
- A. Architectural Drawings:
    - Architectural Cover Sheet (Project Data, Maps, Notes, etc.);
    - Architectural Site Plan and Detail
    - Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.),
    - Door Types, Door & Hardware Schedules, Interior Door and Window Details, etc.;
    - Exterior Door and Window Details;
    - Roof Plan and Details;
    - Building Sections;
    - Walls Sections;
    - Building Elevations;
    - Interior Elevations (Cabinet and Room);
    - Millwork Details;
    - Reflected Ceiling Plan and Details;
    - Equipment Plan and Notes;
    - Floor Finish Plan and Finish Schedule;
    - Project Manual/Specifications Book;
    - Other plans, details, specifications, and drawings as required.
  - B. Civil Engineering Drawings
  - C. Structural Engineering Drawings:
    - Foundation Plan (with Details and Notes); and
    - Framing Plans (Details, Roof and Special Conditions).
  - D. MEP Engineering Drawings (Mechanical, Electrical and Plumbing):
    - Mechanical Plan (HVAC with Equipment Schedules and Details);
    - Electrical Plans (Power, Lighting, Fixture Schedules, and Details); and
    - Plumbing Plans (Wastewater, Venting, Domestic Water, Gas).
4. Bidding and Construction Administration Services:
- Bidding coordination (issuance of Bid Sets, Addenda, etc.);
  - Permitting coordination (including review for compliance with requirements for construction of detention facilities and accessibility standards compliance);
  - Execution of construction contract and related documents with selected general contractor or construction manager at risk as determined by the Commissioners Court;

- Scheduling and conduct of site visits and pre-construction conference followed by regular site visits and construction conferences during the construction phase;
- Processing of submittals, shop drawings, and change orders, during construction as well as assisting in the resolution of issues that may arise during construction;
- Monthly review of progress and processing of payment applications;
- Assist in scheduling and conduct of required regulatory inspections;
- Prepare final punch list and certificate of substantial completion and ensure completion of construction in accordance with approved plans, drawings and specifications;
- Advise County concerning amount and timing of final payment for construction services; and
- Review as-built drawings, certificates, relevant technical data and guarantees, warranties and related documents upon completion of construction and deliver to County.

#### Minimum RFQ Qualifications:

Vendors must meet the minimum qualifications listed below. Furthermore, RFQ responses that appear unrealistic in terms of technical capability, commitment, that show a lack of technical competence, or that indicate a failure to comprehend the risk and complexity of a potential contract may be rejected.

<b>Experience</b>	Vendor(s) must have been in business for a minimum of three (3) years or the principals shall have had ownership/management experience in a previous company that provided engineering, architecture, comprehensive design, review, planning, analysis, surveys, and other services.
<b>Expertise</b>	Vendor(s) must have demonstrated expertise in providing architecture and engineering services in the categories requested in the Scope of Services.
<b>Licensing</b>	Vendor(s) must be licensed in the State of Texas to practice architecture and/or engineering.
<b>References</b>	Provide references from at least 3 relevant projects within the last 5 years.
<b>Capacity</b>	Ability to respond promptly to on-call requests and manage multiple projects concurrently.

#### RFQ Evaluation Methodology:

Criteria for Evaluation: Jackson County will determine, in its sole discretion, the Respondent that the County determines to be best qualified to perform the required services, based on the following criteria:

<b>Basic Qualifications and Capabilities (25 points)</b>	<ul style="list-style-type: none"> <li>• Provide a description of the firm's resources and ability to deliver services.</li> <li>• Provide resumes of all key personnel to be used, including project experience, specific areas of expertise, relevant educational backgrounds and certifications.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Include an organizational chart.</li> <li>• Provide information concerning organizations and personnel to be associated with the firm in order to perform required services.</li> </ul>
<b>Performance History/References (35 Points)</b>	<ul style="list-style-type: none"> <li>• Provide at least 3 references</li> <li>• Demonstrated recent successful experience in design and contract administration.</li> <li>• Good and cost-efficient design of the above and similar projects.</li> <li>• Ability to design within established budget.</li> <li>• Assistance to clients in dealing with finish-out, warranty matters and construction problems.</li> </ul>
<b>Ability to Timely Perform (15 Points)</b>	Skills in performing contract administration services and achieving timely completion of projects.
<b>Construction Management Experience (15 points)</b>	<ul style="list-style-type: none"> <li>• Scale and complexity of past projects managed by the firm.</li> <li>• Experience with managing projects similar to those expected under the contract. This could include commercial buildings, infrastructure projects, residential developments, etc.</li> <li>• Adherence to budget, meeting deadlines, and client satisfaction.</li> <li>• Qualifications and experience of the firm's construction management team. This includes project managers, engineers, site supervisors, and other key personnel.</li> <li>• Use of innovative construction management techniques and technologies. This could include Building Information Modeling (BIM), project management software, and other tools that enhance efficiency and project oversight.</li> <li>• Approach to sustainable construction practices and environmental stewardship.</li> <li>• Firm's financial stability and ability to manage the financial aspects of construction projects effectively.</li> </ul>
<b>Geographic Proximity (10 points)</b>	Consideration will be given to where the architectural firm's main office is located and how that may, or may not, affect project coordination and timely efficient delivery of services.

**Acceptance of RFQ Evaluation Methodology:**

By submitting its Statement of Qualifications in response to this RFQ, each Respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm will require subjective judgments by the County.

**RFQ Selection Process:**

Requests for Qualifications Responses will be evaluated by a committee comprised of County staff and/or consultants. In conformance with state law, RFQ Responses shall be evaluated in accordance with Chapters 2155-2157 of the Texas Government Code. Ranking merely determines which firm(s) the County selects to enter into contract negotiations and does not determine the award of a project.

Jackson County Commissioners Court will review the recommendations made by the RFP review committee and make the final selection decisions. Jackson County will not be liable for any costs incurred in preparing proposals or associated travel costs.

**Additional Information/Interview:**

Jackson County may require additional information, a personal interview, and/or a site visit of a previously constructed building from one or more of the Respondents as Step 2 of the selection process. If the County notifies Respondent that it has been selected to participate in Step 2, the County will provide Respondent with instructions on further information to be provided to the County and/or the requirement for a personal interview. Jackson County has the right not to select any Respondent.

**RFQ Awards:**

The County intends to award *multiple* contracts to multiple vendors for the services requested under this solicitation. The award is contingent upon the successful negotiation of final contract terms and upon the County Committee's recommendation to the Jackson County Commissioners Court and Court approval of said recommendation.

**Conflict of Interest Statement:**

The selected respondent, shall, as a condition of acceptance of their qualified response, register with the Texas Ethics Commission (TEC) and submit the State mandated Form 1295 – located at the following website: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm); receipt of acknowledgement will be completed by Jackson County, through the TEC website, as part of the proposal review process, within 30 days of the submission date.

**Compensation:**

Selected vendor(s) will be compensated, based on a negotiated fee, under a contract that reflects agreed upon Work Order specifications.

**Procedures for submitting Requests for Qualification Response:**

Jackson County requires that firms responding to this request do so in the manner prescribed below. This information should substantiate the capacity and ability of the firm and its staff to perform the services requested herein. It is important to list projects completed of a similar nature that demonstrates this capacity. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and completeness and clarity of content.



## 1. Format

Submit one file, via email, to [jacksoncounty@co.jackson.tx.us](mailto:jacksoncounty@co.jackson.tx.us) that is no larger than 25MB. All pages must be numbered in sequence; **maximum 30 pages not including appendices**. Format of the report must print on 8 ½ x 11" paper and may be either "portrait" or "landscape" format.

## 2. Report Content

- a. **Cover Letter.** Briefly describe your ability, interest and availability in conducting the described work. Letter must be signed by a person having authority to enter into contract.
- b. **Company Narrative:** (1) The year the company was founded, background and history (and parent company, if applicable) and, if incorporated, the state in which the company is incorporated and the date of incorporation. If the company is an out-of-state vendor, a Certificate of Authority to do business in Texas from the Secretary of State must be provided as an Appendix. (2) The company ownership structure (corporation, partnership, LLC, or sole proprietor). (3) Location of company headquarters and location of the primary office(s) that will service any contract resulting from this RFQ, in addition to a listing of offices intended to support the contract with city, state, telephone number, email contact address, and total number of personnel at each of these offices.
- c. **Staffing Profile:** Name, address, telephone number, and email address of the Vendor's point of contact for a possible contract resulting from this RFQ. Vendor should provide brief resumes for key staff to be responsible for the performance of any contract resulting from this RFQ. The staff profile(s) should describe personnel by discipline and should identify the Texas Professional Engineer(s) who will sign/seal engineering work products.
- d. **Vendor Justification:** Complete information regarding how the Vendor is qualified to provide the services described in the Scope of Services, focusing on the company's key strengths and advantage to Jackson County to select the vendor. Please note experience with state and federally funded projects.
- e. **Major Sub-consultant Information:** Vendor must identify any sub-consultants with whom the vendor intends to utilize in performing work under any work order resulting from this RFQ. Vendor must indicate whether or not vendor holds any financial interest in any sub-consultant activities.
- f. **List of References:** Provide a minimum of three (3) references for projects you have provided similar services to that in the solicitation. For each reference, indicate the organization, contact person, telephone, type of work performed, date(s) of service and project status.
- g. **Litigation History:** Vendor must include a complete disclosure of any alleged or significant contractual failures. In addition, vendor must disclose any civil or criminal litigation or investigation pending over the last three (3) years that involves vendor or in which vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any vendor.
- h. **Annual Report:** Vendor must submit an annual financial report consisting of balance sheet and statement of profit and loss for the last two (2) calendar or fiscal years, certified by either an appropriate corporate officer or owner/partner. If the annual financial report is

not audited, please prominently mark the report(s) as UNAUDITED.

- i. **REQUIRED FORMS:** All vendors submitting are required to complete the attached forms and return with submission:
- Vendor Information and Certification
  - W-9 Form
  - Non-Collusion Affidavit
  - Bidder/Proposer's SDNs/Blocked Persons Affirmation
  - Conflict of Interest Questionnaire
  - Affirmation of Compliance with Federal and State Laws
  - Firms must have an active registration with the System for Award Management ([www.SAM.gov](http://www.SAM.gov)) AND have been cleared (not suspended or debarred). Provide proof of SAM.gov registration along with your Statement of Qualifications.
  - Current Certificate of insurance for professional liability.

#### **Communications:**

All questions and communications concerning this procurement process must be directed to Jackson County Auditor, Michelle Darilek. All requests for clarifications or additional information *must be submitted in writing via electronic mail to [m.darilek@co.jackson.tx.us](mailto:m.darilek@co.jackson.tx.us)*.

Results of this RFQ may be obtained from the County website, [www.co.jackson.tx.us](http://www.co.jackson.tx.us) under the Bid Notices and Results or at the office of Jackson County Auditor, Michelle Darilek, CPA, at 411 N. Wells, Room 201, Edna, Texas 77957 after the County has awarded the contract.

#### **Interpretations and Addenda:**

Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing via e-mail only to the County's proposal contact as specified above. Deadline for submission of questions and/or clarification is no later than **Thursday, August 15, 2024 at 2:00 PM (central)**. Requests received after the deadline will not be responded to due to the time constraints of this proposal process.

Should revisions to the RFQ become necessary, the COUNTY will issue written Addenda. All Addendums must be acknowledged. Addenda may be downloaded from the COUNTY'S website at [www.co.jackson.tx.us](http://www.co.jackson.tx.us). PROPOSERS' submittals may be rejected as non-responsive if PROPOSERS have failed to submit Proposal without Addenda Acknowledgement. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect.

#### **Place of Performance:**

Applicable Law and Venue: This proposal and any contract is performable in Jackson County Texas and shall be governed by the law of the State of Texas (excluding conflict of laws rules if the application of such rules would require the application of the laws of a different state or nation). Venue for any action hereunder, at law or in equity, shall be in a court of competent jurisdiction located in Jackson County, Texas.

**Public Records Act/Information Disclosure to Third Parties:**

Jackson County is a political subdivision of the State of Texas and subject to the Texas Public Information Act. Any information submitted to the County is presumed to be public information and available to the public. Any information or materials submitted to Jackson County that the Respondent considers confidential must be clearly marked "CONFIDENTIAL". If a request is made to review or obtain copies of the information marked Confidential under the Texas Public Information Act, Jackson County will endeavor to advise the Respondent of the request. If requested by the Respondent, the County will ask for an Open Records Decision or Ruling from the Texas Attorney General's Office, but the Respondent, at Respondent's sole cost and expense, will be responsible for asserting any appropriate exceptions to disclosure and information to support the Respondent's position. Jackson County will abide by the decision of the Texas Attorney General.

Proposals will be opened on the date specified on the cover page and kept secret during the process of negotiations. Only the names of the respondents will be made public at time of opening. All Proposals that have been submitted shall be open for public inspection only after final contract award, subject to the requirements of the Texas Public Information Act.

The law provides for certain exclusions to disclosure. If the PROPOSER believes that some information contained in their Proposals is exempt from disclosure, the PROPOSER is instructed to label such information as CONFIDENTIAL, specify the pertinent section of the public record law that justifies nondisclosure, and request in writing the COUNTY keep such information confidential and free from disclosure. The COUNTY reserves the right to make any final determination of the applicability of the public records law. In addition, all Proposals received by the Proposal submission date will become the property of the COUNTY and will not be returned. Oral presentations, meetings where PROPOSER(S) is answering questions, negotiations, and COUNTY meetings to discuss negotiation strategy are exempt from public access.

The County reserves the right to retain all proposals regardless of which response is selected. All proposals and accompanying documents become the property of the County.

**Independent Contractor:**

The Respondent is an independent contractor, and no employee or agent of the Respondent shall be deemed for any reason to be an employee or agent of the County

COUNTY TAXES: If the Contractor subsequently becomes delinquent in the payment of County taxes, that may be grounds for cancellation of the contract. Despite anything to the contrary, if the contractor is delinquent in payment of County property taxes at the time of invoicing, Contractor assigns any payments to be made for performance under this contract to the County Tax Assessor-Collector for the payment of delinquent taxes.

**Tax Exempt:**

Jackson County is exempt from all federal excise, state and local taxes under Section 151.309 of the Texas Tax Code. Texas Limited Sales Tax Exemption Certificates will be furnished upon request to the Respondent. Respondent is to issue its Texas Resale Certificate to vendors and subcontractors for such items qualifying for this exemption, and further, Respondent should state these items at cost.

**Non-Collusion Affidavit:**

Each respondent to this RFQ Shall, as a condition of acceptance of their qualified response, submit the attached NON-COLLUSION AFFIDAVIT, signed and notarized as part of their submission. Failure to submit the signed and notarized NON-COLLUSION AFFIDAVIT will invalidate their submission and cause.

### **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 the list between the time of Proposal submission and time of award, the Respondent will notify Jackson County and the Entities. Failure to do so may result in terminating this contract for default.

*Texas Government Code Section 2252.152 Acknowledgment:* By signature on vendor form, Contractor represents pursuant to Section 2252.152 of the Texas Government Code, that Contractor is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2252.153. Relating to companies that boycott Israel and investments in companies that do business with Iran, Sudan, or any other foreign terrorist organizations.

#### *Certificate of Interest Parties Form 1295*

By submitting a Proposal in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Jackson County and Entities purchasing departments 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.

Visit [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) for more information

#### *Disclosure of Certain Relationships*

Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity (i.e. Jackson Entities) must disclose the Questionnaire **Form CIQ (FORM D)** the person's affiliation or business relationship that might cause a conflict of interest with the local governmental entity. By law, the Questionnaire must be filed with the Jackson County Auditor's Office and/or City Secretary of the Cities, no later than seven (7) days after the date the person begins contract discussions or negotiations with the Entities, or submits an application or response to a request for Proposals or bids, correspondence, or another writing related to a potential agreement with the Entities. Updated Questionnaires must be filed in conformance with Chapter 176 Questionnaire Form CIQ is available at: [http://tools.cira.state.tx.us/users/0072/docs/Forms/CIQ\\_form.pdf](http://tools.cira.state.tx.us/users/0072/docs/Forms/CIQ_form.pdf)

**Vendor Information and Certification**

Legal Name of Contracting Company	Federal ID Number or Social Security Number
Telephone Number	Facsimile Number
Complete Mailing Address (for Correspondence)	
City, State and Zip Code	
Complete Remittance Address (if different from above)	
City, State and Zip Code	
Email Address	

**Name of Representative authorized to sign for Vendor:**

Name and Title	Signature

All specifications and terms and conditions of the RFQ have been read.

The information contained in the Requests for Qualifications is true and complete.

I certify that the above information is correct:

Name and Title	Signature
Date:	

## NON-COLLUSION AFFIDAVIT

STATE OF TEXAS       §  
                                  §

COUNTY OF JACKSON   §

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Section 15.01, *et seq.*, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

SUBSCRIBED and sworn to before me the undersigned authority by \_\_\_\_\_ the \_\_\_\_\_ of, \_\_\_\_\_ on behalf of said bidder.

\_\_\_\_\_  
Notary Public in and for the  
State of Texas

My commission expires: \_\_\_\_\_

Professional Engineering Services  
Request for Qualifications

BIDDER/PROPOSER'S SDNs/BLOCKED PERSONS AFFIRMATION

***NOTE: FAILURE TO SIGN AND RETURN THIS FORM WITHIN 10 DAYS OF THE AWARDED BID MAY RESULT IN THE TERMINATION OF ANY RESULTING PURCHASE ORDER OR***

1) Pursuant to 44 CFR Part 13.35, the Proposer, hereby affirms that Proposer: *(Check all that are applicable)*

☐ Is **NOT** excluded from doing business at the Federal Level.

☐ Is **NOT** listed as Specially Designated Nationals (SDN)s/Blocked Persons (individuals and companies owned or controlled by or acting for or on behalf of targeted countries; or individuals, groups and entities, such as terrorists and narcotics traffickers designated under programs that are not country-specific).

2) Pursuant to Government Code Chapter 2270, Subtitle F and Government Code Chapter 2252, the Proposer/Bidder:

☐ Does **NOT** boycott Israel or invest in companies that boycott Israel

☐ Does **NOT** conduct business with Iran, Sudan, or a foreign terrorist organization

The County of Jackson may not make procurement transactions with SDNs/Blocked Persons, Companies that boycott Israel and/or companies that conduct business with any known terrorist organization. By signing below the authorized official does hereby depose and verify the truthfulness and accuracy of the contents and the statements on this certification.

Proposer/Respondent  
Company Name

\_\_\_\_\_

Proposer (Signature)

\_\_\_\_\_

Date:

\_\_\_\_\_

Proposer (Print Name)

\_\_\_\_\_

Title/Position with Company

\_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

## OFFICE USE ONLY

Date Received

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

2 Check this box if you are 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

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.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes

No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes

No

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

4

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date





**Work Order Agreement #\_\_\_\_\_**

**Between Jackson County and \_\_\_\_\_**

**Emanating RFQ#: 24-03**

## **1. Scope of Work**

("Consultant") agrees to provide engineering services to Jackson County for the following project:

- **Project Name:** [Insert Project Name]
- **Description of Services:** [Provide a brief description of the engineering services to be performed.]

## **2. Responsibilities**

### **2.1 County Responsibilities:**

- Provide necessary project information and data to Consultant.
- Review and approve Consultant's work in a timely manner.
- Ensure access to project site and necessary permissions.

### **2.2 Consultant Responsibilities:**

- Perform architectural/engineering services in accordance with applicable professional standards.
- Submit deliverables as outlined in Section 3.
- Cooperate with County representatives and contractors as necessary.

## **3. Deliverables**

Consultant agrees to deliver the following items to County:

- Preliminary Engineering Report (PER)
- Final Design Plans and Specifications
- Project Cost Estimates
- Other reports and documents as agreed upon

#### 4. Payment Terms

County agrees to compensate Consultant as follows:

- **Fee Structure:** [Fixed fee or hourly rate, as agreed]
- **Payment Schedule:** [Milestone-based payments or monthly invoices]

#### 5. Term and Termination

This agreement shall commence on the Effective Date and continue until the completion of services unless terminated earlier by either party.

#### 6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

#### 7. Miscellaneous

- **Entire Agreement:** This Agreement constitutes the entire understanding between the parties.
- **Amendment:** Any amendment to this Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Work Authorization Agreement to be executed by their duly authorized representatives as of the Effective Date.

**Jackson County:** \_\_\_\_\_ [Signature]

By: [Print Name and Title]

**Architectural/Engineering Firm:** \_\_\_\_\_ [Signature]

By: [Print Name and Title]