

**REQUEST FOR QUALIFICATIONS
FOR
Professional Architectural, Engineering,
Planning, and Surveying Services**





**CITY OF BASTROP, TEXAS
REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL, ENGINEERING, PLANNING,
AND SURVEYING SERVICES**

The City of Bastrop, Texas (“City”) is requesting Statements of Qualifications from firms and individuals desiring to perform professional architectural, engineering, planning, and surveying services for the City. Any firm desiring to provide any form of service that is subject to procurement under Title 10, Subtitle F, Chapter 2254, Subchapter A of the Government Code of Texas are invited to submit. A List of Qualified Architectural, Surveying, Planning, and Engineering Services shall be approved by the City Council for a period of five (5) years with two (2) possible one-year annual renewals on an individual firm basis.

One (1) original and five (5) copies of the qualification statements shall be addressed to Wesley Brandon, P.E., City Engineer, City of Bastrop, TX, 1311 Chestnut Street, Bastrop, TX 78602. **SEALED QUALIFICATIONS SHALL BE CLEARLY LABELED “RFQ – ENGINEERING ETC.” AND SHALL BE RECEIVED NO LATER THAN 3:00 PM ON FEBRUARY 1, 2018.**

A RFQ Conference will be held on Thursday, January 18, 2018 at 10:00 a.m. in the City Council Conference Room, Bastrop City Hall, 1311 Chestnut Street, Bastrop, TX to answer any questions or get additional information on City’s future plans. Proposals will not be accepted by email or facsimile.

Instructions for preparation of the RFQ may be downloaded from the City website at www.cityofbastrop.org. Questions or comments may be addressed to Wesley Brandon, P.E. at the address above or by phone at 512-332-8846 or by email at wbrandon@cityofbastrop.org.

The City of Bastrop, Texas encourages Disadvantaged Business Enterprises to participate. Bastrop is an equal opportunity employment provider and does not discriminate on the basis of race, color, national, origin, gender, religion, age, or disability in employment or the provisions of services. Bastrop reserves the right to accept or reject any or all submittals, to waive technicalities, and to take whatever action is in the best interest of the City of Bastrop and its citizens.

SCHEDULE FOR PROPOSAL SUBMISSION

The City will make every effort to adhere to the following schedule:

- City of Bastrop Website Posting Thursday, January 4, 2018
- Notice of RFQ in Official Newspaper Thursday, January 4, 2018
- RFQ Conference to Answer Questions Thursday, January 11, 2018
- Statement of Qualifications Due Tuesday, January 18, 2018
- Selection Committee Rates Qualifications Thursday, February 1, 2018
- Selection Committee Conducts Interviews Thursday, February 8, 2018
- Council approves List of Qualified Firms Tuesday, February 13, 2018
- Council approves List of Qualified Firms Wednesday, February 14, 2018
- Council approves List of Qualified Firms Tuesday, February 27, 2018

PURPOSE

The City of Bastrop, Texas has upcoming projects for which various consulting services are needed that require more staff time or expertise than are currently available to handle the workload. The City desires to pre-qualify firms who are known for their expertise, customer service, quality of work, and cost effectiveness. Through this RFQ process, the City seeks to engage the services of consulting firms having the skills to assist with: civil engineering, geotechnical engineering, hydraulic and hydrologic engineering, surveying, traffic engineering and analysis, construction inspection and management, landscape architecture, land planning, and architecture.

Known as the “Heart of the Lost Pines,” Bastrop, Texas, is a unique community that couples historic small-town charm with big-city amenities and an exceptional quality of life. The City covers approximately 9.4 square miles and is the county seat of Bastrop County. Bastrop is strategically and centrally located on State Highway 71, with convenient access to Austin-Bergstrom International Airport, and within an easy distance of three major metropolitan areas. With Austin just 30 miles to the west, Houston two hours southeast, and San Antonio one-and-a-half hours to the southwest, Bastrop is in an advantageous position for cultural and economic development.

With a current population of approximately 8,600, Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. It has been named an official Texas Main Street City by the Texas Historical Commission, a designation that helps the City preserve its past, as well as promote responsible growth. The 2010 census showed the City of Bastrop’s population increased 30.93% from the previous census in 2000. It is estimated the City has grown an additional 20.14% since 2010. The projected population for 2021 is 9,345. It is important to note that many individuals who are part of the Bastrop community do not live within the City limits, but do use City services such as the Bastrop Public Library. The City has about 18 square miles under annexation agreements and an additional 154.7 square miles of extraterritorial

jurisdiction. Austin was named the Number 1 place to live in U.S. News and World Report, which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

As part of a greater metro area of more than 2 million people, Bastrop has experienced tremendous economic growth and is poised for future growth and development. AEI Technologies has relocated its medical equipment manufacturing facility from Pittsburgh, Pennsylvania. Seton Medical recently announced plans to build a 40,000 square-foot hospital with future expansion opportunities. The Coghlan Group, a Bastrop-based company specializing in the handling of clinical trial material, recently moved into a new 60,000 square-foot building. Wholesale electrical parts distributor, Elliott Electric Supply, recently opened its new facility in the Bastrop Business and Industrial Park. Major area employers include Bastrop Independent School District, Hyatt Regency Lost Pines Resort, Bastrop County, MD Anderson Cancer Center, Walmart, Bastrop Federal Correction Institute, and H.E.B. Food Stores.

There are several major development projects currently underway. Construction has begun on Pecan Park, a 312-acre mixed-use development. The master-planned community consists of 530-plus home sites on 230 acres along the Colorado River, plus the 70-acre commercially zoned Pecan Park Center. The Bastrop Fine Arts Guild recently opened the Lost Pines Art Center and Sculpture Garden at the sight of the historic Powell Cotton Seed Mill on Chestnut Street. The 9,000 square-foot building includes a state-of-the-art gallery, classroom spaces, artist studios, gift shop and a wine/coffee shop.

The City of Bastrop is now pro-actively addressing its growth and maintenance of existing infrastructure through the development of several master plans and a Capital Improvement Plan. This process includes the evaluation of infrastructure, establishment of project prioritization, and developing a five (5) year Capital Improvement Plan, including Engineering Opinions of Probable Costs for purposes of holding a future bond election.

The statement of qualifications and experience will be one part of the selection process utilized by the City of Bastrop, together with the interview if the City chooses to conduct, to determine which firms will be selected for inclusion on a List of Qualified Architectural, Surveying, Planning, and Engineering Services to be approved by the City of Bastrop City Council. **As services are required, the City will evaluate the qualifications statements and enter into negotiations with the highest qualified firm from the Approved List of Qualified Architectural, Surveying, Planning, and Engineering Services. The City may issue a project specific request for proposal for any project. Firms included on the approved list may also be invited to interview for a specific project.**

The City of Bastrop, Texas is seeking to establish a relationship with multiple firms, who will serve as a member of the "Bastrop Team" as the City plans for and addresses the anticipated significant growth and its impact on existing and future infrastructure. The

City of Bastrop operates with a lean staffing structure and seeks to establish a five-year relationship with firms who are interested in making a difference in the development of a community rather than simply participating in individual projects.

PROJECT DESCRIPTION

The intent of this RFQ is to attract a diverse group of firms that are best suited for performing work in the professional service categories listed above. It is not necessary for a proposer to be able to perform all of the requested services. Each firm will be selected based on their demonstrated expertise in each individual service. The number of firms selected will be dependent on the quality and number of submissions received during this RFQ process.

The statement of qualifications should demonstrate competency in one or more of the types of service categories listed below. This list summarizes the types of projects anticipated through Bastrop's improvement plans. This list is not meant to be inclusive and will change as needs arise.

Category 1: Civil and Environmental Engineering

The selected Consultant(s) shall provide civil and environmental engineering services required to develop plans and other documents for permitting, bidding, and construction purposes. Plans may include demolition, grading and drainage, utility, and construction details. Other tasks may include third party review of current designs (public and private), on-site consultation, and AutoCAD assistance. Other related services may include utility infrastructure condition assessments, life-cycle/efficiency analyses, and environmental permitting. This category also includes consultants with experience working in critical habitats and other environmentally-sensitive areas.

Example Projects:

- New ground and elevated water storage facilities at SH 20 and associated infrastructure along SH 71
- New water treatment plant (capacity TBD) and 3.5-mile transmission main from XS Ranch
- New wastewater treatment plant (1-2 MGD capacity) on SH 304, as well as approximately 9,500 LF of trunk mains.
- Water and Wastewater infrastructure rehabilitation and replacement, including the use of trenchless technologies.
- Infrastructure resiliency programs necessary to improve operational efficiency, communication, and function (SCADA, backup generators, etc.)
- Life-cycle and feasibility study of the City's existing wastewater treatment plants to determine the recommended approach to providing reliable, cost-effective treatment services.

- Development of digital (GIS) utility system models.
- Roadway improvements recommended by the City’s Master Transportation Plan and recent Pavement Condition Index (PCI) Study. The PCI Study evaluated the existing conditions of eighty lane miles of pavement. The results are being developed into a multi-year maintenance and rehabilitation plan.
- Future Street Projects will include intersection improvements, sidewalks and other pedestrian improvements designed in compliance with the latest ADA standards and innovations in walkability.

Category 2: Geotechnical Engineering

The selected Consultant(s) will provide geotechnical assessments including subsurface and laboratory studies. Geotechnical services may include, but are not limited to, compaction testing, concrete strength and materials testing, and bank stabilization recommendations. Services may also include retaining wall, pavement, and foundation design recommendations, as well as site inspections and monitoring.

Category 3: Hydraulic and Hydrologic (H & H) Engineering

The selected Consultant(s) will provide services related to stormwater runoff, post-construction controls, erosion control, drainage system modeling, detention pond sizing and design, as well as pipe and culvert design. The consultant must have demonstrated experience in Low Impact Development (LID) techniques, green infrastructure, and urban watershed management in wide-ranging soil and topographic conditions.

Example Projects:

- Gills Branch and Piney Creek Drainage Study: The City is nearing completion of a study of the Gills Branch and Piney Creek watersheds, which encompass approximately forty square miles of area east of the Colorado River. The study will include an analysis of existing conditions, as well as recommendations for improving the regional drainage system’s capacity and function. These recommendations will require further detailed design and analysis, and may include culvert improvements, and regional stormwater management facilities.
- North Bastrop Drainage Study: The City is conducting a study to identify projects that will improve localized drainage conditions. This study will incorporate field investigations, plan review, and H & H analysis to determine where restrictions exist, and the projects that could minimize future problems within the watershed.

Category 4: Land Surveying

The selected Consultant(s) will provide professional land surveying services related to construction surveying and layout, right-of-way verification, easement documents, rights-of-way documents, subdivision plats, and topographical surveys.

Category 5: Traffic Engineering and Analysis

The selected Consultant(s) will provide traffic engineering and analysis services in support of project designs. Services may include signage and striping plans, traffic counts, congestion improvement studies, and traffic control plans. The Consultant may also provide traffic impact analyses (TIAs), review studies provided by other consultants, and recommend changes to the City's ordinances regarding traffic impact mitigation.

Category 6: Construction Inspection and Management

The selected Consultant(s) will provide construction management and inspection services to ensure projects are implemented and constructed in accordance with the project plans and specifications. The Consultant will work alongside City staff to manage and document construction activities, and will be responsible for all services necessary for the inspection, management, coordination, and administration of a project.

Category 7: Land Planning and Landscape Architecture

The selected Consultant(s) will provide services related to conceptual land use planning and site analysis.

The selected Consultant(s) may also provide design and management assistance for various capital improvement projects that require extensive public engagement and communication. The Consultant will develop conceptual and schematic designs that illustrate the project's intent, and provide engagement materials during public forums and open houses.

Services may also include the development of landscaping plans and specifications for various beautification and public parkland/open space development projects.

Category 8: Architecture

The City is going to develop a five (5) year Capital Improvement Program, which will seek input from citizens, Council and staff, that may include new city facilities. Feasibility studies may be needed to determine project scope, estimated project costs for inclusion in a future bond election, and other potential needs.

SUBMITTAL REQUIREMENTS

Each Statement of Qualifications shall include the following items (in order):

- A cover letter of no more than two pages
- Completed Interest Spreadsheet
- Table of Contents
- Company History and Overview
- Relevant Project Experience including project specific references

- References from municipalities
- Primary and Secondary Points of Contact including office location
- Synopsis of key personnel and project managers (discipline specific)
- Professional references that demonstrate a long-term relationship with clients
- Firm’s overall approach to planning, organizing, and project management including communication procedures, quality control, and other similar factors.
- Any additional information that demonstrates the firm’s available resources, specialized experience, or other information
- Information and qualifications of subcontractors that firm regularly utilizes to perform its services
- Evidence of financial stability and insurance coverage
- Information regarding involvement in litigation in last 5 years
- Conflict of Interest Disclosure as described in Section 176 of the Texas Government Code. – See attached.
- Form 1295 – Certificate of Interested Parties – See attached.
- Form TCG 2270 – Does Not Boycott Israel – See attached.
- Evidence of registration to practice in the state of Texas.
- Signature page of person with authority to commit firm to contracts (See format example below.)

SIGNATURE PAGE

As a part of the submittal for the RFQ, a signature page is requested. Please use the format below as your **guide** for this page.

Company Name	
Mailing Address	
Physical Address	
City, State, Zip Code	
Phone Number	
Fax Number	
Email Address	
Tax ID Number	
Signature of Authorized Agent	
Printed Name of Authorized Agent	
Title	
Date	

SELECTION PROCESS

Selection of firms will follow the qualifications-interview process.

From a review of the statement of qualifications and experience received, the City of

Bastrop intends to invite several firms to be interviewed prior to making any final selection of firms for future projects. If the City of Bastrop desires to interview your firm, you will receive notification of the date and time of the interview by email.

The City will use an Evaluation Panel to evaluate the submittals. The statement of qualifications and experience will be one part of the selection process utilized by the City of Bastrop, together with the interview if the City chooses to conduct, to determine which firms will be selected for inclusion on a List of Qualified Architectural, Surveying, Planning, and Engineering Services to be approved by the City of Bastrop City Council.

EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

Qualifications of Firm (25%)

Qualifications of firm, specifically as they relate to similar projects that the Respondent is choosing to be considered for, i.e. water projects, sanitary sewer projects, street projects, drainage projects, traffic engineering, and surveying services.

Firm Experience on Similar Projects (20%)

Related project experience of the firm(s) and the individuals who would be assigned to this Project. Pertinent professional experience of the project manager(s) and supporting staff that will be assigned to the proposed projects shall be included. The experience of any sub-consultants should be listed along with their experience.

Professional References that demonstrate long-term relationship with clients (20%)

As previously stated, the City of Bastrop is seeking to establish a relationship with multiple firms, who will serve as a member of the “Bastrop Team” as the City plans for and addresses the anticipated significant growth and its impact on existing and future infrastructure. The City of Bastrop operates with a lean staffing structure and seeks to establish a five-year relationship with firms who are interested in making a difference in the development of a community rather than participating in individual projects. Professional references should be provided that demonstrate firm’s on-going relationship with its clients that have made an impact on its past and/or future development.

Available Resources to Complete Project (20%)

This criterion would show that the firm’s project load is sufficient to be able to handle additional projects. This criterion should also show that the firm has sufficient resources to design the projects, if required. Preference will be given to firms whose resources are located within the Austin-Round Rock MSA.

Project Approach (15%)

This criterion relates to the logical sequence and organization to complete the design of projects as well as any innovative methods or concepts proposed as part of the design

and construction of projects. Particular attention will be focused on methods utilized by the firms to provide excellent quality control and quality assurance as well as methods utilized to minimize unforeseen conflicts during the construction process. Ability to complete this Statement of Qualifications as requested will be reflected in this criterion.

EVALUATION

After evaluating all submittals, a List of Qualified Architectural, Surveying, Planning, and Engineering Services will be submitted for approval by the City of Bastrop City Council. As services are required, the City will evaluate the qualifications statements and enter into negotiations with the highest qualified firm from the List of Qualified Architectural, Surveying, Planning, and Engineering Services. The City may issue a project specific request for proposal for any project. Firms included on the approved list may also be invited to interview for a specific project.

A scope, duration, and terms and conditions will first be established. Upon agreement on the scope of services, the City will request a fee proposal. If an agreement is reached, the City will enter into a written contract with the selected firm. In the event an agreement cannot be reached, the City will terminate negotiations and enter into negotiations with the next most qualified firm. This procedure will continue until an acceptable agreement is reached with a qualified firm. A written contract is subject to the approval of the City Manager and City Council.

GENERAL INFORMATION

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing responses to this request.

By submission of a statement of qualifications, each firm certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any local, state, or federal agency or other governing body.

The City of Bastrop is subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code. Information that the respondent believes is confidential as proprietary information should be clearly marked as such with a detailed justification for a claim for confidentiality.

The City of Bastrop encourages the use of certified minority and women business enterprises (MWBE). Respondents agree to use good faith efforts in its selection of sub-consultants, as applicable, for projects that are awarded from this request for qualifications.

Lobbying or engaging in any conduct to influence City staff, City Manager, or City Council Members will not be permitted or tolerated during this process and may result in disqualification of the firm from this solicitation and for a period of two years following.

The City reserves the right to request additional information or clarification and to permit the correction of errors and omissions contained therein.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

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

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an 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), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Affidavit.** Signature of local government officer.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

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

(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.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

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

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

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

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the 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

Implementation of House Bill 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

The law applies (with a few exceptions) only to a contract between a business entity and a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

Changed or Amended Contracts:

Form 1295 is only required for a change made to an existing contract in certain circumstances: (1) if a Form 1295 was not filed for the existing contract, then a filing is only required if the changed contract either requires an action or vote by the governing body or the value of the changed contract is at least \$1 million; or (2) if a Form 1295 was filed for the existing contract, then another filing is only required for the changed contract if there is a change to the information disclosed in the Form 1295, the changed contract requires an action or vote by the governing body, or the value of the changed contract increases by at least \$1 million.

As required by law, the Commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The Commission also adopted rules ([Chapter 46](#)) to implement the law. The Commission does not have any additional authority to enforce or interpret section 2252.908 of the Government Code.

Filing Process:

A business entity must use the [Form 1295 filing application](#) the Commission created to enter the required information on Form 1295 and print a copy of the completed form. Once entered into the filing application, the completed form will include a unique certification number, called a “certification of filing.”

An authorized agent of the business entity must sign the printed copy of the form affirming under the penalty of perjury that the completed form is true and correct.

The completed, printed, and signed Form 1295 bearing the unique certification of filing number must be filed with the governmental body or state agency with which the business entity is entering into the contract.

Acknowledgement by State Agency or Governmental Entity:

The governmental entity or state agency must acknowledge receipt of the filed Form 1295 with the certification of filing, using the Commission’s filing application, not later than the 30th day after the date the governing body or state agency receives the Form 1295. The Commission will post the completed Form 1295 to its website within seven business days after the governmental entity or state agency acknowledges receipt of the form.

Additional Information:

Section 2252.908, Government Code.

Certificate of Interested Parties ([Form 1295](#))**

****This is a sample form for illustration purposes only. DO NOT FILL OUT THIS SAMPLE FORM. Form 1295 MUST BE FILED ELECTRONICALLY! Paper copies and PDF copies of this sample form are not accepted!**

[Chapter 46](#), Ethics Commission Rules (includes new rule 46.4, regarding changes to contracts, which went into effect on January 1, 2017)

[Frequently Asked Questions](#)

Last Revision: December 21, 2017

Form TCG 2270

VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE CHAPTER 2270

Contract identifier: _____

Department: _____

By signing below, Company hereby verifies the following:

1. Company does not boycott Israel; and
2. Company will not boycott Israel during the term of the contract.

SIGNED BY: _____

Print Name of Person: _____
Signing, Title, and Company _____

Date signed: _____

STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned Notary Public on this day personally appeared _____(Name), on behalf of _____ (Company) who being duly sworn, stated under oath that he/she has read the foregoing verification required by Texas Government Code Section 2270.002 and said statements contained therein are true and correct..

SWORN AND SUBSCRIBED TO before me, this _____ day of _____, 20_____.

NOTARY OF PUBLIC,
FOR THE STATE OF TEXAS

My Commission Expires:

Government Code § 2270.002. Provision Required in Contract
Effective: September 1, 2017

A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

The following definitions apply:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

(2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

(3) "Governmental entity" means a state agency or political subdivision of this state.

State law requires verification from a Company for contracts involving goods or services (regardless of the amount) before the City can enter into the contract.

City of Bastrop
 Request for Qualifications
 Professional Services for Architectural, Surveying, Planning, and Engineering Services
 January 2018

Name of Firm:

Service Category	(X) = Interested	Relevant Project 1	Relevant Project 2	Relevant Project 3
Category 1: Civil and Environmental Engineering				
Category 2: Geotechnical Engineering				
Category 3: Hydraulic and Hydrologic (H & H) Engineering				
Category 4: Land Surveying				
Category 5: Traffic Engineering and Analysis				
Category 6: Construction Inspection and Management				
Category 7: Land Planning and Landscape Architecture				
Category 8: Architecture				

****THIS PAGE MUST BE SUBMITTED WITH YOUR PROPOSAL****