



Palo Pinto County Commissioner's Court
County Judge Shane Long
County Courthouse - 1st Floor
520 Oak Street, Palo Pinto, TX

**REQUEST FOR PROPOSAL (RFP)
CONSTRUCTION MANAGER-AT-RISK
PALO PINTO COUNTY ANNEX MINERAL WELLS, TX RENOVATIONS**

Palo Pinto County, under the authority of the Commissioner's Court ("PPC" or "County") invites qualified companies to submit Proposal responses for Palo Pinto County Annex Renovations to an existing 2 story structure located at 100 SE 6th Avenue, in Mineral Wells, Texas. The County will be utilizing the one step process for this RFP, requiring Proposers to provide both qualification information as well as price proposals.

Proposals will be received on or before the time and date indicated below by the Palo Pinto County Judge, Shane Long at 520 Oak Street, Palo Pinto, TX or mailed to P.O. Box 190 Palo Pinto TX 76484. The package containing your Proposal response and all required forms (1 original signed and 5 copies and 1 identical electronic copy) should be plainly marked in a sealed envelope or box. Fax proposals **will not** be accepted:

**Sealed Proposal Response for
Palo Pinto County Annex Renovation
Closes at 4:00p.m., Thursday, April 9, 2020**

The Commissioner's Court reserves the right to reject any and / or all proposals, to award contracts for individual products or services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interest of the County.

No proposals may be withdrawn for a period of forty-five (45) days subsequent to the deadline for receipt of Proposal responses without the prior written consent of the Commissioner's Court, Palo Pinto County.

A Pre-Proposal Conference will be held at 10:30a.m., Friday March 27, 2020, at the jobsite located at 100 SE 6th Avenue, Mineral Wells, TX 76067. The conference is not mandatory but the County highly recommends Contractor representation. The County does not anticipate having additional walkthroughs or site visits; therefore any personnel or subcontractor's who have a need to visit should plan to attend this conference. It is requested that each potential attendee register for the conference so that the County and their Architect can anticipate the number of individuals that will be attending. To register, email Tim Hopkins at tim@hopkins-arch.com

Thank you for your interest.

Honorable Shane Long
County Judge
shane.long@co.palo-pinto.tx.us

PALO PINTO COUNTY COMMISSIONER'S COURT
Construction Manager-at-Risk
County Annex Renovations

SECTION 1: INSTRUCTION TO PROPOSERS

1. **INTRODUCTION:** Pursuant to the provisions of Section 2269 of the Texas Government Code, Palo Pinto County, under the authority of the Commissioner's Court (PPC or County) is seeking Proposal responses from firms ("Proposer") qualified and experienced in providing Construction Manager-at-Risk ("CMR") services associated with the renovation of the County Annex, recently purchase 2 story, former Bank of America Building, located in Mineral Wells, Texas. This Request for Proposal (RFP) contains information and instructions to enable interested Proposers to prepare and submit a Proposal and describes the terms and conditions that the successful Contractor will be expected to accept as part of the performance of the Contract.

The County's designated representative to the Solicitation is:

- Representative: County Judge Shane Long
- Email: shane.long@co.palo-pinto.tx.us

Below is the anticipated project schedule:

- Architect: Hopkins Architects
- Contact: Tim Hopkins
- Email: tim@hopkins-arch.com
- Start Construction: June 1, 2020
- Completion: October 15, 2020

Project Details:

- The County is planning to renovate the 21,950 square-foot former Bank building, including selected Asbestos abatement, replacing all existing rooftop HVAC units, all Federal Pacific electrical switchgear, convert existing restrooms to meet ADA requirements, construct a courtroom for Justice of the Peace 5, replace all existing interior finishes and lighting, construct new offices and spaces as required for the different County Departments.

2. **GENERAL TERMS, CONDITIONS AND REQUIREMENTS FOR SOLICITATIONS:** This Request for Proposal shall be governed by the following documents unless an exception is otherwise taken with this Solicitation.

- 2.1 Section 2269 of the Texas Government Code (reference only)
- 2.2 PPC Policies CH (Legal) and CH (Local), Purchasing and Acquisition(reference only)
- 2.3 PPC Policies CVD(Legal) Facilities Construction - CMR (reference only)
- 2.4 General Terms and Conditions for Purchasing Solicitations and Contracts.

3. **ANTICIPATED SCHEDULE OF EVENTS:** Below is the anticipated schedule of events related to the RFP. These dates are set at the time of the release of the RFP and may be modified, changed, rescheduled or canceled as necessary by the County. The Proposer is fully responsible for tracking the County's notifications and County websites for such changes.

- Pre-Proposal Conference: Friday, March 27, 2020 10:30a.m.
- Pre-Response Questions (RFI): Thursday, April 2, 2020 5:00p.m.
- Response to Questions (Addenda): Friday, April 3, 2020 5:00p.m.
- Sealed Proposal Due Date: Thursday, April 9, 2020 4:00p.m.
- Opening of Sealed Proposals: Monday, April 13, 2020 9:00a.m.
- Anticipated Interviews: To Be Determined

PALO PINTO COUNTY COMMISSIONER'S COURT
Construction Manager-at-Risk
County Annex Renovations

4. **PRE-PROPOSAL CONFERENCE:** A non-mandatory Pre-proposal Conference will be held on the following date and location:
 - o Time: 10:30a.m.
 - o Date: Friday March 27, 2020
 - o Location: 100 SE 6th Avenue, Mineral Wells, Texas 76067
 - o **The Conference is highly recommended.**
5. **PRE-RESPONSE QUESTIONS (RFI):** Requests for Information and questions regarding clarification or interpretation of the RFP shall be submitted electronically, by email, by the Proposer to the Architect, and must be received by the following date and time (**NO PHONE CALLS WILL BE ACCEPTED**)
 - o Email: tim@hopkins-arch.com
 - o Time: 5:00p.m.
 - o Date: Thursday, April 2, 2020
 - o With exception to the pre-proposal conference, no questions will be addressed unless submitted electronically by email.
6. **CLOSING TIME:** All Proposal responses must be received in County Judge Shane Long's office **before 4:00p.m. Thursday April 9, 2020:**
 - o Courier: 1st Floor 520 Oak Street, Palo Pinto, TX 76484
 - o USPS: P.O. Box 190, Palo Pinto, TX 76484
 - o Proposal responses received after the published time and date shall **not** be considered.
7. **OPENING OF PROPOSALS:** Qualified Proposal Responses will be publicly opened and the respondent's name, fee, cost and percent as indicated in Attachment C - Price Proposal Form will be read aloud:
 - o Location: County Courtroom, 1st Floor, 520 Oak Street, Palo Pinto, TX 76484
 - Regular Commissioners Court meeting
 - o Date: Monday April 13, 2020
 - o Time: 9:00a.m.
8. **PREPARATION OF PROPOSALS:**
 - o **Package:** The package containing your Proposal response (1 original, 5 identical hard copies, and 1 PDF on a thumb drive) should be plainly marked in a sealed envelope or box. Faxed responses will not be accepted: **Sealed Proposal for Construction Manager-at-Risk Palo Pinto County Annex Renovation**
 - o **Preparation:** Each Proposer shall furnish the information required by this RFP. The person signing the Proposal response must be an authorized representative of the proposing company. All erasures or other changes must be initialed by the submitting party.
 - Proposers shall familiarize themselves with existing conditions in the material and labor markets prior to submission of an offer. The fact that a Proposal is submitted will be construed by the County to indicate that the Proposer has familiarized itself with existing or future market conditions and agrees to perform in full accordance with the specifications and other contract documents notwithstanding existing material and labor market's conditions.
 - o **Exceptions:** If any exceptions are taken to any portions of the RFP, the Proposer must clearly indicate the exceptions taken and include a full explanation as a separate

PALO PINTO COUNTY COMMISSIONER'S COURT
Construction Manager-at-Risk
County Annex Renovations

attachment to the Proposal response. Failure to identify exceptions or proposed changes with full explanation will constitute acceptance by the Proposer of the RFP as proposed by the County. The County reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation and considered major in scope by the County.

- **Addendums:** The Proposer is to respond and acknowledge all addendums as required by this RFP. Failure to acknowledge addendums will be grounds for disqualification of associated Proposal response.
- **Open Records Requirement:** Proposers are to be aware that all documents submitted as part of the Proposal response will be deemed confidential during the evaluation process. Proposal responses will not be available for review by anyone other than the Commissioners Court, County Staff, or its designated agents. Following award of contract, all Proposals become public documents and are available for public viewing upon written request to the County except where Proposal information, as deemed such by the Texas Office of the Attorney General, is considered to be confidential or a trade secret belonging to the Proposer and, if released would give advantage to a competitor. That information should be clearly marked: "CONFIDENTIAL - DO NOT DUPLICATE WITHOUT PERMISSION".
- **Tax Exemption:** The County is usually exempt from city, State and Federal Taxes. Proposal responses may not include exempted taxes. If it is determined that tax was included in the Proposal response, it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request. Under no circumstances shall the County be liable to pay exempt taxes under any Contract.

9. **PROJECT BUDGET:** The project budget is estimated to be \$750,000.00.

10. **PERMIT AND LICENSES:** Proposers shall be fully licensed to complete all work required. Copies of all applicable licenses should be provided with your response.

11. **BONDING REQUIREMENTS:** Bonds will be required for this project. Individual requirements are addressed below.

- **Bid Bond:** A bid bond is not required for this project.
- **Payment and Performance Bonds:** Payment and Performance Bonds in the amount of 100% of the contract price must be provided by the awarded company within seven (7) days of the Guaranteed Maximum Price (GMP) submission.

12. **COMPONENTS OF A RESPONSE:** All Proposal responses will include all information solicited by this RFP and any additional material that the Proposer deems pertinent to the understanding and evaluation of their response. Incomplete responses may be disqualified from further consideration at the sole discretion of the County.

PALO PINTO COUNTY COMMISSIONER'S COURT
Construction Manager-at-Risk
County Annex Renovations

- **Proposer Affirmation of Understanding:** For the Proposal response to be considered acceptable, the Proposer shall affirm, by authorized signature, that the Proposer understands the entire document and all of its contents. It also ensures the Proposal response is submitted in accordance with the stated requirements of the RFP. Should the Proposer's response not fully comply with the requirements set forth in the RFP, the Proposer will clearly identify each deviation or proposed alternative. By affirmation of a signed Proposal response, the response will represent a true and correct statement and shall obtain no cause for claim of omission or error.

The Proposer shall provide an executed Attachment A - Request of Proposal Certification and Representations with their Proposal response. **Failure to provide an executed copy of the affirmation will deem the entire response invalid and non-responsive, and will not be considered further in the evaluation process.**

- **Technical Response:** Attachment B - Construction Manager-at-Risk Qualification Questionnaire
 - The Proposer shall complete and return Attachment B
 - The Proposer will address all questions completely and concisely within the area provided in the form
- **Price Proposal:** The Proposer shall complete and return the Attachment C - Price Proposal Form. The Proposer shall contain a straightforward, concise delineation of the Proposer's fee to satisfy the requirements of this RFP.
 - Construction Manager-at-Risk Fee. CMR Fee shall be the percentage paid to the CMR based on the Actual Cost of Work.
 - Preconstruction Costs. Shall be based on allowable expenses.
 - Labor Burden Percent. Labor burden costs will be limited to payroll taxes, worker's compensation insurance, the employer's portion of union benefits costs for union employees working on the project, and the actual verifiable fringe benefit costs incurred by Contractor for non-union individuals working on the Project. The reimbursable labor burden cost will be actual costs paid by the Contractor or any subcontractor.
 - NOTE: For Pre-construction and Labor Burden costs, the County will only reimburse actual costs. The costs and percentage provided in the Price Proposal form are to be used only to establish the cost estimates. Estimated reimbursements will be made during the contract period based on these projected costs/ percentages but will be reconciled via the audit performed during or at the end of the contract.
- **Proof of Financial Status:** The Proposer shall provide proof of the company's financial status as required in Attachment D - Proof of Financial Status.
- **Economically Disadvantaged Business Enterprise.** The County promotes, to the maximum extent allowed by law, participation by economically disadvantaged business enterprises in all County competitive procurement. The Proposer shall complete and return Attachment E - Economically Disadvantaged Business Enterprises.
- **Felony Conviction Notice.** The Proposer shall complete and return Attachment F - Felony Conviction Notice.

PALO PINTO COUNTY COMMISSIONER'S COURT
Construction Manager-at-Risk
County Annex Renovations

- **Conflict of Interest.** The Proposer shall complete and return Attachment H - Conflict of Interest.
- **Proof of Insurability.** The Proposer shall submit proof of insurance coverage and **Palo Pinto County must be named as an additional insured**, for the types of insurance listed below in the amounts stated in the Texas Labor Code Section 406.096 and 401.01 (44):
 - Worker's Compensation: Statutory
 - Employer's Liability:
 - \$500,000.00 each accident
 - \$500,000.00 disease policy limit
 - \$500,000.00 disease each employee
 - Commercial General Liability:
 - \$2,000,000.00 combined single limit policy aggregate
 - \$1,000,000.00 combined single limit each occurrence
 - Property damage deductible no to exceed \$500.00 per accident
 - Comprehensive Automobile Liability:
 - \$100,000.00/\$300,000.00/\$100,000.00
 - Hired/ non-owned coverage must also be provided
 - Builder's All Risk
 - Flood

11. COMPETITIVE SELECTION:

- **Selection Process**
 - THIS IS A NEGOTIATED PROCUREMENT, and as such, award will not necessarily be made to the Proposer submitting the lowest fee/ cost proposal.
 - The County shall accept the Proposal it deems to be in the best interest of the County.
 - The County may make an award without discussion with any Proposer, after Proposal responses are received and evaluated. Proposers should therefore be submitted on the most favorable terms.
 - In making that determination, the County shall consider the Proposer's technical expertise and experience, the proposed fees/ costs, the Proposer's references and record of responsibility, and any other relevant factor that the County deems necessary to determine best value.
 - **Proposal Validity Process** The County reserves the right to retain all Proposal responses for a period of forty-five (45) days after the Proposal opening date for examination and comparison.
- **Evaluation.**
 - The Construction Manager-at-Risk (CMR) will be selected via a one-step evaluation process, pursuant to Section 2269 of the Texas Government Code.
 - Upon receipt of the proposals, the Evaluation Team will review and evaluate the proposals based on the following evaluation criteria:
 - Technical Evaluation: 75% of Score
 - Pricing Evaluations: 25% of Score
 - Financial Evaluation: Pass/ Fail
 - References Pass/ Fail

PALO PINTO COUNTY COMMISSIONER'S COURT
Construction Manager-at-Risk
County Annex Renovations

- **Additional Evaluation Steps.** The County reserves the right to conduct interviews of the key proposing company leaders and the proposed company staff, or other additional evaluation processes that are deemed necessary by the County to assist in a complete and thorough evaluation of the proposals.
- **Availability of Funds.** In the event that sufficient funds are not available for the project, the County reserves the right to negotiate the scope of this contract, delay implementation, reject all Proposals, or award another type of contract other than that required in this RFP.
- **Commissioners Court.** The County policy requires that the Evaluation Team make a recommendation to the court at a future court meeting based on the Proposer receiving the highest evaluation score.

12. AWARD OF CONTRACT:

- Upon successful negotiations between the County and the selected Proposer, the parties will be required to enter into a written Agreement with Palo Pinto County, **AIA Contract A04-2017**, as amended by the owner for this project. The General Conditions shall be the General Conditions of the Contract for Construction, **AIA Document A201-2017**, as amended by the owner for this project.
- All scopes of work related to the project shall be governed by the executed agreement.

13. HB1295 REQUIREMENTS: This procurement falls under the requirements of HB1295 (Government Code Section 2252.908). The awarded Contractor will be required to complete and submit form 1295. The form along with instructions are available on the Texas Ethics Commission website at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

**PALO PINTO COUNTY COMMISSIONERS COURT
CONSTRUCTION MANAGER-at-RISK
COUNTY ANNEX RENOVATIONS**

ATTACHMENT B - Construction Manager-At-Risk Qualification Questionnaire

The Proposer shall provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached with reference to the appropriate question.

1. CORPORATE INFORMATION.

1.1. Firm Information

- Name of Firm
- Address of Principal Office
- Address of Local
- Office Phone and Fax of Local Office
- Form of Business Organization (corporation, partnership, individual, joint venture, other)
- Year Founded
- Primary Individual to Contact
- Phone and email of contact person
- Number of years at present location

1.2. Company History / Claims and Suits

- 1.2.1. How many years has your organization been in business in its current capacity?
- 1.2.2. How many years has your organization been in business under its present name?
- 1.2.3. Under what other or former names has your organization operated?
- 1.2.4. If your organization is a corporation, answer the following:
 - Date of incorporation
 - State of incorporation
 - President's name
 - Vice President's name(s)
 - Secretary's name
 - Treasurer's name
- 1.2.5. If your organization is a partnership, answer the following:
 - Date of organization
 - Type of partnership (if applicable)
 - Name(s) of general partner(s)
- 1.2.6. If your organization is individually owned, answer the following:
 - Date of organization
 - Name of owner
- 1.2.7. If the form of your organization is other than those listed above, describe it and name the principals.
- 1.2.8. Claims and suits (If the answer to any of the questions below is yes, please attach details).
 - 1.2.8.1. Has your organization ever failed to complete any work awarded?
 - 1.2.8.2. Are there any judgments, claims, arbitration proceedings or suits, pending or outstanding against your organization or its officers? If yes, please include details.
 - 1.2.8.3. Has your organization filed or been involved in any lawsuits or requested neutral third party arbitration with regard to construction contracts within the last five years?
 - 1.2.8.4. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? If the answer is yes, please include details as to why the contract was not completed.
 - 1.2.8.5. Within the last five years, has any worker's compensation claims been filed by any workers on any job sites managed by your organization? If yes, please provide details of the incident and the outcome of the claim.

**PALO PINTO COUNTY COMMISSIONERS COURT
CONSTRUCTION MANAGER-at-RISK
COUNTY ANNEX RENOVATIONS**

2. PERSONNEL INFORMATION.

2.1. Organizational Chart - Given the scope, complexity and schedule of the project, provide an organizational chart and identify the following positions with job descriptions:

- Project Manager
- Job Superintendent
- Manager of Preconstruction Services
- Estimator
- Other personnel which will be actively involved in the project
- Number of non-clerical personnel employed
- Number of clerical personnel employed

2.2. Assigned Personnel Resumes - Provide a resume and references for each individual noted in the organization chart. The minimum information to be provided per individual:

- Current job title with the proposing company and description of responsibilities
- Number of years of experience in the current job title
- Number of years with the proposing company
- Other titles / roles with the proposing company prior to the current title
- Formal education
- Number of years of construction related experience
- Projects the individual has been involved with in the current job title
- Other construction experience
- City of Residence
- Client Reference
- Architect/Engineer Reference

3. SUBCONTRACTOR PERFORMANCE BONDS AND/OR DEFAULT INSURANCE.

3.1. Conventional Subcontractors Bonding. If the Proposer chooses to use conventional subcontractors bonding, describe how the Proposer will fully disclose the following information regarding the policies:

- Actual policy including all declarations.
- Methodology for determining subcontractor's qualifications and which subcontractors (or trades) are to be included in coverage.
- Method used for calculating premium charged to the district.
- Provisions for making PPC or the project as an additional insured.
- Terms of the insurance policy.

3.2. Subcontractor Default Insurance. If the Proposer chooses to use subcontractor default insurance, describe the Proposer's motivation to do so and how the following information will be fully disclosed regarding the subcontractor default insurance policy:

- Actual policy including all declarations.
- Methodology for determining subcontractor's qualifications and which subcontractors (or trades) are to be included in subcontractor default insurance coverage.
- Method used for calculating premium charged to the district.
- Provisions for making PPC or the project as an additional insured.
- Disclosure of anticipated rebates/refunds/discounts from the insurance company pertaining to this project and methodology of crediting PPC .
- Terms of the insurance policy.

**PALO PINTO COUNTY COMMISSIONERS COURT
CONSTRUCTION MANAGER-at-RISK
COUNTY ANNEX RENOVATIONS**

4. PROJECT AUDIT PROCEDURES.

- 4.1. The County's Internal Audit Department requires full and detailed accounts for proper financial management for this project. The Proposer is to summarize how they manage and keep such full and detailed accounts as may be necessary for proper financial management.
- 4.2. Describe the financial system that will be used on this project.
- 4.3. Describe how the County will be afforded access to and the right to copy all the Contractor's records, books, correspondence, instruction, drawings, receipts, vouchers, memoranda and similar data relating to this Contract, and how the Contractor shall preserve all such records (minimum of 3 years) after the final payment.

5. SYSTEM APPROACH TO PROJECT MANAGEMENT CONTROL SYSTEMS.

- 5.1. Describe your organization's project management control system that will be used on the project.
- 5.2. Describe your organization's concept of "pre-construction services" provided in past CMR projects and the results of those services. Provide a listing of the types of services that can be expected by the CMR for this type of project.
- 5.3. Describe your organization's methods for in-house estimating construction costs during the design/documents phase that best describe the CMR's ability to control and/or avoid costs in today's marketplace.
- 5.4. Describe your organization's methods for scheduling during the design and contract documents phases of this project that best describe the CMR's ability to complete the project on time.

6. EXPERIENCE AND REFERENCES. Given the scope and schedule of the project, provide a list of up to five Government renovation projects and / or other projects within the last five (5) years that are similar in size and complexity. This information will be used in the reference check process. Provide the following information for each project:

- Project Name
- Name of Government entity
- Original Owner Budgeted Cost for Construction
- Final Construction Cost
- Project Square Footage
- Project Delivery Method used
- Type of Structure
- Completion date
- Name of Project Manager
- Name of Job Superintendent
- Name of the owner representative
- Telephone and email of the owner representative
- Name of the architect's representative
- Telephone and email of the architect's representative

**PALO PINTO COUNTY COMMISSIONERS COURT
CONSTRUCTION MANAGER-at-RISK
COUNTY ANNEX RENOVATIONS**

ATTACHMENT C: Price Proposal Form

The Proposer shall complete the following pricing. The Proposer shall contain a straightforward, concise delineation of the Proposer's fees to satisfy the requirements of this RFP.

NOTE: For Items 2. and 3. below, the County will only reimburse actual costs as set forth in the *Supplementary General Conditions, Construction Manager At-Risk*. The costs and percentage provided in the Price Proposal form are to be used only to establish the cost estimates. Estimated reimbursements will be made during the contract period based on these projected costs / percentages but will be reconciled via the audit performed during or at the end of the contract.

Liquidated damages will be assessed at \$500.00 per day unless noted otherwise by the County.

Proposer Company
Name:

-
1. Construction Manager at Risk Fee. CM At-Risk Fee shall be the percentage paid to the Construction Manager-at-Risk based on the Actual Cost of Work. %

 2. Pre-construction Costs. The Pre-construction fee shall be based on the allowable expenses. \$

 3. Labor Burden Percent. Reimbursable labor burden costs shall be based on the allowable expenses. %

**PALO PINTO COUNTY COMMISSIONERS COURT
CONSTRUCTION MANAGER-at-RISK
COUNTY ANNEX RENOVATIONS**

ATTACHMENT D: Proof of Proposer Financial Status

The Proposer shall provide with their Proposal response:

1. Financial statement, audited, including the organization's latest balance sheet and income statement showing the following items:
 - 1.1. Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses).
 - 1.2. Non-current assets (e.g., net fixed assets, other assets).
 - 1.3. Current liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
 - 1.4. Non-current liabilities (e.g., notes payable).
 - 1.5. Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus, and retained earnings).
 - 1.6. Revenues (e.g. sales, other income).
 - 1.7. Expenses (e.g. cost of sales, administrative, general, interest expense, other).
 - 1.8. Income (Loss) from Continuing Operations before Income Tax.
 - 1.9. Income (Loss) from Continuing Operations before Cumulative Effect of Accounting Change.
 - 1.10. Net Income (Loss).
2. Name and address of firm preparing attached financial statement and date thereof. Attach a copy of the auditor's report, compilation report, or review report from an independent CPA firm.
3. If the financial statement is not the identical name of the Proposer, provide an explanation as to the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent subsidiary).
4. If the organization identified in the financial statement will not act as Guarantor of the contract for construction, provide the Guarantor's company name and complete contact information.
5. Provide the following Financial Institution information.
 - 5.1. Name of company;
 - 5.2. Name of agent;
 - 5.3. Address of agent; and
 - 5.4. Phone number of agent.
6. Provide the following Surety Company information.
 - 6.1. Name of bonding company;
 - 6.2. Name of agent;
 - 6.3. Address of agent; and
 - 6.4. Phone number of agent.

**PALO PINTO COUNTY COMMISSIONERS COURT
CONSTRUCTION MANAGER-at-RISK
COUNTY ANNEX RENOVATIONS**

ATTACHMENT E: Economically Disadvantaged Business Enterprises

The County promotes, to the maximum extent allowed by law, participation by **economically disadvantaged business enterprises** in all County competitive procurement.

Are you a qualified economically disadvantaged business enterprise, historically underutilized business, or minority/women owned business enterprise?

(Check one) _____ Yes _____ No

If yes, complete the following sections.

SMALL, WOMEN-OWNED OR MINORITY BUSINESS IDENTIFICATION

Please list your company's business code, the ownership status (indicate if your firm is a small, women-owned or minority business as defined herein) and certification affiliation, if applicable:

Business Code (Check One) Sole Proprietorship Partnership Corporation Joint Venture

Business Ownership (Check One) Small Business Woman Owned Minority Owned Large and/or Non-Minority

Certification (Check One) State of Texas (HUB) Capital Metro (DBE) Self Proclaimed Other (Attached)

CERTIFICATION

I, the undersigned agent for the firm named below, certify that the information concerning Economically Disadvantaged Business Enterprises has been reviewed by me and the following information furnished is true to the best of my knowledge.

Firm's Name: _____

Signature of Company Official: _____ **Date:** _____

Please attach proof of certification to this submittal

**PALO PINTO COUNTY COMMISSIONERS COURT
CONSTRUCTION MANAGER-at-RISK
COUNTY ANNEX RENOVATIONS**

ATTACHMENT F: Felony Conviction Notice

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code §44.034.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

PROPOSER'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME: _____

A. My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____
(attach additional sheet if necessary)

Details of Conviction(s): _____
(attach additional sheet if necessary)

Signature of Company Official: _____