

**TAX INCREMENT REINVESTMENT ZONE  
NO. 15/EAST DOWNTOWN  
REDEVELOPMENT AUTHORITY; CITY OF  
HOUSTON, TEXAS**

**REQUEST FOR QUALIFICATIONS  
AND PROPOSALS  
(PROFESSIONAL SERVICES)**

**ADMINISTRATION AND PROFESSIONAL  
CONSULTING/MANAGEMENT SERVICES**

**ISSUED BY:**

Board of Directors

**FOR:**

TAX INCREMENT REINVESTMENT ZONE NO. 15/EAST  
DOWNTOWN REDEVELOPMENT AUTHORITY

**CONTACT INFORMATION:**

Clark Lord

E-mail:

clark.lord@bracewell.com

Or mail:

711 Louisiana Street, Suite 2300

Houston, Texas 77002-2770

Phone:

713-221-1202 (office)

713-419-4350 (cell)

**STATEMENTS OF QUALIFICATIONS AND  
PROPOSALS ARE DUE AT THE ADDRESS  
SHOWN ABOVE BY:**

January 25, 2021 by 2:00 p.m. (local time)

**TABLE OF CONTENTS**

<b>Section Headings</b>	<b>Page Number</b>
Section 1 – Project Overview & Scope of Services	3
Section 2 – Evaluation of Qualifications	4
Section 3 – Instructions to Proposers	6
Section 4 – Required Attachments	8
<b>Attachment Number</b>	<b>Attachment Title</b>
Attachment No. 1	Contract Award Form
Attachment No. 2	Conflict of Interest Questionnaire
Attachment No. 3	Financial Interests and Potential Conflicts of Interests

**NOTE: All noted Attachments are to be completed and submitted with the Qualification Statement.**

**SOLICITATION SCHEDULE**

**The following is the anticipated solicitation schedule including a brief description for milestone dates:**

<b>Solicitation Milestone</b>	<b>Date &amp; Time</b>
RFQ released and posted to City website and TIRZ 15 Webpage – Notice of Position published in Houston Business Journal – January 14, 2022	January 13, 2022
Qualification Submittal Due Date	January 25, 2022 by 2:00 pm (local time)

**NOTE: TIRZ 15 reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFQ and posted on the City’s web site and the TIRZ 15 Webpage for your convenience.**

*Balance of page intentionally left blank.*

## **Section 1 – Project Overview & Scope of Services**

### **1. Project Overview**

Tax Increment Reinvestment Zone No. 15, City of Houston, Texas ("TIRZ 15" or the "Zone") is a tax increment reinvestment zone also known as the East Downtown Redevelopment Authority, created by the City of Houston, and is governed by Chapter 311, Texas Tax Code.

TIRZ 15 is seeking a Statement of Qualifications (SOQ) from interested individuals or firms to provide General Administrative and Project Management Services on an as needed basis in accordance with the terms, conditions and requirements set forth in the Request for Qualifications (RFQ). At the current time, services it is expected that will be needed on a part-time basis, averaging 40 hours per month. The Zone will be selecting an experienced management firm or individual to provide high quality and timely management services and advice to the Zone/Redevelopment Board of Directors, especially with respect the following categories of work:

- Services may include, but not be limited to, administer day-to-day operations of the Zone; prepare board materials for board meetings; oversee and manage all projects and programs adopted by the Board in carrying out the Zone's Project Plan; oversee all accounting and financial administration procedures of the Zone and working closely with the City of Houston; monitor compliance with Public Funds Investment Act and Public Funds Collateral Act; administer the Zone's budget, including tracking income and monthly expenses in reference to annual budget, monitoring assessment and/or tax collections and Zone expenses; arranging for the Zone's independent audit; and provide management oversight for all contractors.

The Firm or Individual submitting statement of qualifications under this RFQ must be able to meet and/or exceed all the categories of work identified above.

### **2. Conflicts of Interest**

Any firm or individual who is ultimately selected to represent Zone will be prohibited from engaging in or carrying on any legal activity on behalf of any client which is directly adverse to the Zone or its interests, without the specific written consent of the Board of Directors. Waivers will be evaluated on a case-by-case basis. Any firm or individual engaged to represent Zone shall have a continuing duty to disclose such information.

### **3. Additional Requirements**

It is anticipated that the contract awarded resulting from this solicitation, if any, will be terminable by the Zone, with or without cause. The decision to terminate shall be at the sole discretion of the Board of Directors. The contracting firm or individual will be paid for all services actually rendered and all costs actually incurred prior to the date of termination, and such payment for services already completed shall be the total compensation due to such firm or individual for termination.

*Balance of page intentionally left blank.*

## Section 2 – Evaluation of Qualifications

### 1. Evaluation Criteria

The Board of Directors will review all statement of qualifications to determine which proposers have qualified for consideration according to the criteria stated herein. The Board of Directors' evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Board of Directors may be invited to make an oral presentation of their written statement of qualifications to the Board of Directors.

Statement of Qualifications will be evaluated using the following criteria:

<b>Evaluation Criteria</b>	<b>Available Points</b>
Firm's Qualification and Experience	<b>35</b>
Demonstrated Qualifications of Personnel and Team	<b>38</b>
Past Performance & References	<b>27</b>
<b>Total Points</b>	<b>100</b>

### 2. Eligibility for Award

In order for a proposer to be eligible to be awarded the contract, the statement of qualifications must be responsive to the solicitation and the Zone must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily. Responsive statement of qualifications is those that comply with all material aspects of the solicitation, conform to the solicitation documents, and meet the requirements set forth in this solicitation. Statement of qualifications, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.

- a. Responsible proposers, at a minimum, must meet the following requirements:
  - i. Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
  - ii. Be able to comply with the required performance schedule, taking into consideration all existing business commitments;
  - iii. Have a satisfactory record of past performance within higher education, governmental, and public entity environments;
  - iv. Have necessary personnel and management capability to perform any resulting contract;
  - v. Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements;

- vi. Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the statement of qualifications is so certifying to such non-delinquency; and
  - vii. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- b. Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described above and as necessary, to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the statement of qualifications being rejected.
- c. Only individuals, firms or lawfully formed business organizations may apply.

*Balance of page intentionally left blank.*

## **Section 3 – Instructions to Proposers**

### **1. General Instructions**

- a. Proposers should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
- b. Statement of qualifications and any other information submitted by Proposers in response to this Request for Qualifications (RFQ) shall become the property of Zone.
- c. Zone will not provide compensation to Proposers for any expenses incurred by the Proposer(s) for statement of qualifications preparation or for any demonstrations that may be made, unless otherwise expressly stated. Proposers submit statement of qualifications at their own risk and expense.
- d. Statement of qualifications, which are qualified with conditional clauses, or alterations, or items, not called for in the RFQ documents, or irregularities of any kind are subject to disqualification by Zone, at its option.
- e. Each statement of qualifications should be prepared simply and economically, providing a straightforward, concise description of your or your firm's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of Zone's needs.
- f. Zone makes no guarantee that an award will be made as a result of this RFQ, and reserves the right to accept or reject any or all statement of qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ or resulting Agreement when deemed to be in Zone's best interest. Representations made within the statement of qualifications will be binding on responding firms. Zone will not be bound to act by any previous communication or statement of qualifications submitted by the firms other than this RFQ.
- g. Firms wishing to submit a "No-Response" are requested to return the first page of the Contact Award Form (ref. Attachment No. 1). The returned form should indicate your company's name and include the words "No-Response" in the right-hand column.
- h. Those wishing to submit an RFQ to the Zone for review shall only contact Clark Lord, the Zone Attorney. Those submitting qualifications shall not contact any Board Member or any other Zone consultant during the qualification period to discuss the zone or this Request for Qualification. (January 4<sup>th</sup>, 2022, until an Administrator is selected or the Board Officially Closes the search.
- i. Failure to comply with the requirements contained in this Request for Qualifications may result in the rejection of your statement of qualifications.

### **2. Preparation and Submittal Instructions**

All Attachments noted are to be completed and submitted with statement of qualifications, Attachments 1 must be signed and notarized.

### **3. Document Format and Content**

- a. Statement of qualifications must be signed by Proposer's company official(s) authorized to commit such statement of qualifications. Failure to sign and return these forms will subject your statement of qualifications to disqualification.
- b. Responses to this RFQ must include a response to the statement of qualifications' requirements set forth in the solicitation document.
- c. Number of Copies: Submit three (3) original printed and one (1) electronic copy of your statement of qualifications including all required Zone Forms and documents. An original (manual) signature must appear on the original printed copies and must be reflected in the original electronic copy. The electronic copies should be in non-editable .PDF format and should include the entire submission.
- d. Statement of qualifications must be submitted and received by the individual identified above on or before the time and date specified above.

#### 4. Proposer Response

General: Your statement of qualifications "Technical Proposal" should clearly define (i) your Firm's total capacity and capabilities, (ii) your qualifications to perform the work, (iii) your ability to perform the services outlined in the Scope of Services, (iv) your understanding of the Zone, and (v) what differentiates you from your competitors.

##### a. ***Required Attachments***

This section shall include all Attachments noted in Section 4; all forms shall be completed, signed and submitted with statement of qualifications.

##### b. ***Tab 1: Qualification and Experience***

This section should describe the qualifications and experience of the responding firm and their ability to provide the services as described in this RFQ specifically for the category being proposed.

- i. Provide a detailed description of your firm, including the total number of supporting personnel related to providing the services required in this RFQ.
- ii. Demonstrate firm's understanding, knowledge and experience of providing the services of the type and kind required in this RFQ.
- iii. Provide a description of your firm's presence in Texas. Note the location of each office, the number of individuals resident in each office, whether they are partners or associates.
- iv. Description of the way in which your firm will perform the duties described below:
  - The Zone is a growing entity. The position being filled is part-time, estimated to be accomplished in forty hours per month on average. The Administrator will serve as the principle administrator of the Zone. In this capacity he/she will provide the strategic leadership for all of the following endeavors:

##### Administration:

- Prepare annual five-year Capital Improvement Plan, including scheduling and attending required meetings with the City, preparing clear and concise project descriptions of each project, and preparing an assessment of projects planned or undertaken by other entities that may affect Zone projects.
- Maintain a calendar of required administrative matters, including City requirements for capital improvement projects, tax increment calculation and payment time frames, and other general operations matters.
- Maintain and ensure adherence to annual calendar, including insurance renewals, payment of bills, audit deadlines, statutory and bylaw compliance requirements, and administer Board of Director duties and service issues.
- Coordinate with the Board Chairman, Directors, bookkeeper, legal counsel, other consultants, City officers and staff, and other related government entities to ensure timely compliance and action on Zone requirements.
- Provide timely input and direction on meeting agendas and meeting materials for Board of Directors meetings in coordination with legal counsel. Attend regular and special Board of Director meetings.
- Schedule, prepare agendas and meeting materials, and attend meetings of Board committees and workshops. Coordinate with legal counsel to ensure proper notice requirements are met for all meetings and workshops.
- Provide contractual oversight of consultants, including contract compliance, and timely receipt of work product, reports and invoicing.
- Coordinate with the City to prepare revenue projections and increment analysis.
- Prepare annual operating budgets.
- Develop and institute general cost controls and compliance measures for projects, including monitoring expenditures monthly per project and preparing quarterly reports with bookkeeper, accountant, and engineer to summarize budget expenditures and forecast the completion of each task.
- Work with consultants and City staff to ensure sufficient funds are available to meet financial obligations at all times.
- Continuing research and analysis of Zone statistics and performance indicators.
- Coordinate with the appropriate public agencies, including but not limited to the City, Houston Parks Board, Harris County Flood Control District and Texas Department of Transportation on projects and agreements.
- Prepare an analysis of and documentation required for annexations, interlocal agreements or other local government contracts.
- Prepare amendments to financing and project plans.
- Coordinate with property owners, developers, City staff and other required public agencies to facilitate public infrastructure development.
- Monitor requirements set forth in any Development Agreements.
- Implement all policies and procedures approved by the Board of Directors.
- Respond to records or other requests for information from the City.

Project Management:

- Monitor progress on capital improvement projects and other efforts being planned, designed or constructed by or on behalf of the Zone.
- Oversee the activities of outside engineers and construction contractors, maintaining construction schedules and preparing activity reports.
- Prepare project descriptions and requests for proposals/qualifications for individual projects and provide analysis and assistance in review of such proposals/qualifications.
- Assist in the process of developing and approving projects and awarding contracts.
- Meet with representatives of governmental entities to determine the approval process for each project, the estimated duration of such approval process and the sequence of permits required.
- Develop and maintain the approvals and design portion of a development schedule and assist the design professionals involved in securing all necessary approvals.
- Review progress payments requested by design professionals and make recommendations on payment to the Board of Directors or the appropriate Board committee.
- Oversee the activities of engineers and construction contractors, maintaining construction schedules and preparing activity reports.

**c. Tab 2 – Demonstrated Qualifications of Personnel and Team**

This section should discuss the proposed designated staff of the responding firm (key personnel) committed to the Zone and providing the services described in this solicitation.

- i. Provide brief resumes (not more than one (1) page) for each key personnel. The resumes must clearly specify the number of years the personnel has been providing the type of services as described in this RFQ.

**d. Tab 3 - Past Performance and References**

This section should establish the ability of the firm and proposed team/respondent (and its sub-consultant), if any to satisfactorily perform the required work, specifically for the category being proposed.

- i. Describe lessons learned from previous clients for services of the type and kind required in this RFQ that were not successful and what steps your firm has taken to effectively identify and mitigate from recurring.
- ii. Demonstrate the capability and successful past performance of the firm with respect to producing high quality services, maintaining good working relations for services of the required in this RFQ.
- iii. Provide a list public entity/agency reference and a description of the services performed. Provide a maximum of 5. The list should focus on Public Infrastructure administrative/project management services.

*Balance of page intentionally left blank.*

**Section 4 – Required Attachments**

**Proposers shall complete all noted Attachments and submit with Statement of Qualifications,**

<b>Attachment Number</b>	<b>Attachment Title</b>
Attachment No. 1	Contract Award Form
Attachment No. 2	Conflict of Interest Questionnaire
Attachment No. 3	Financial Interests and Potential Conflicts of Interests

*Balance of page intentionally left blank.*

**ATTACHMENT NO. 1  
CONTRACT AWARD FORM**

**PROJECT TITLE: General Administrative and Professional Consulting Services**

**Name of Firm/Individual:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

In compliance with the requirements of this Request for Qualifications, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with the Statement of Qualifications dated \_\_\_\_\_ and as mutually agreed upon by subsequent negotiations, if any.

The undersigned certifies that he/she has read, understands, and agrees to be bound by the requirements and terms and conditions and any and all amendments issued by Zone and made a part of this RFQ as set forth or referenced in this RFQ. The undersigned understands and agrees that any award resulting from this offer will be made by an acceptance letter and will have the following order of precedence: 1) Zone Agreement, 2) Zone referenced solicitation including all amendments issued by the Zone, 3) the RFQ response as accepted and awarded by the Zone. The undersigned further certifies that he/she is legally authorized to make the statements and representations in its response to this solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned understands and agrees that when evaluating bids and making an award decision, Zone relies on the truth and accuracy of the statements and representations presented in the bid response. Accordingly, Zone has the right to suspend or debar the undersigned from this process and/or terminate any contract award that may have resulted from this solicitation if Zone determines that any statements or representations made were not true and accurate or if the Zone is unable to negotiate a contract in a form that is mutually agreeable.

Signed By: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ State of: \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_ (City) \_\_\_\_\_ (State)

this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Notary Public of the State of: \_\_\_\_\_

**ATTACHMENT NO. 2  
CONFLICT OF INTEREST QUESTIONNAIRE**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor doing business with local governmental entity		<b>FORM CIQ</b>		
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">OFFICE USE ONLY</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">                     Date Received                 </td> </tr> </tbody> </table>		OFFICE USE ONLY	Date Received
OFFICE USE ONLY				
Date Received				
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p>				
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>				
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p align="center">_____</p> <p align="center">Name of Officer</p>				
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p align="center"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p align="center"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p>				
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>				
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>				
<p><b>7</b></p> <p align="center">                     _____                      Signature of vendor doing business with the governmental entity                 </p> <p align="center">                     _____                      Date                 </p>				

**NOTE:** When completing this Questionnaire, please be certain to answer each and every question; indicate "Not Applicable", if appropriate. Please sign and date.

**ATTACHMENT NO. 3  
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS**

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Individual/Firm shall disclose the financial interest and potential conflict of interest information identified in Sections one (1) through three (3) below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. **This form must be received by Zone before the Individual/Firm's bid, proposal, or offer will be considered received or evaluated.** Completed forms must be **NOTARIZED** and delivered to: Clark Lord E- mail: [clark.lord@bracewell.com](mailto:clark.lord@bracewell.com) Or mail: 711 Louisiana Street, Suite 2300 Houston, Texas 77002-2770 Phone: 713-221-1202 (office) 713-419-4350 (cell)

**Section 1 - Disclosure of Financial Interest in the Firm/Individual**

a. If any officers or employees of Zone ("individuals") have one of the following financial interests in the Firm/Individual (or its principal) or its subsidiaries(s), please show their name and address and check all that apply and (include additional documents if needed):

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

b. For each individual named above, show the type of ownership/distributable income share:

- |  |          |
|--|----------|
| Ownership interest of at least 10%   | ( ____ ) |
| Ownership interest of at least \$15,000 or more of the fair market value of vendor   | ( ____ ) |
| Distributive Income Share from Vendor exceeding 10% of individual's gross income   | ( ____ ) |
| Real property interest with fair market value of at least \$2,500  | ( ____ ) |
| Person related within first degree of affinity to individual has the following ownership or real property interest in Firm/Individual: | ( ____ ) |
| 1. Ownership interest of at least 10%  |          |
| 2. Ownership interest of at least \$15,000 or more of the fair market value of Firm  |          |
| 3. Distributive Income Share from Vendor exceeding 10% of the individual's gross income  |          |
| 4. Real property interest with fair market value of at least \$2,500   |          |
| No individuals have any of the above financial interests (If none go to Section 4)   | ( ____ ) |

c. For each individual named above, show the **dollar value or proportionate share** of the ownership interest in the Firm (or its principal) or its subsidiaries (s) as follows:

If the proportionate share of the named individual(s) in the ownership of the Firm (or its principal) or subsidiary of Firm is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here (\_\_\_\_\_).

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership \_\_\_\_\_ %, or  
the value of ownership interest \$ \_\_\_\_\_ .

**Section 2 - Disclosure of Potential Conflicts of Interest**

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other Zone individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for Firm.

Yes \_\_\_\_\_ No \_\_\_\_\_

---

---

---

b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

Yes \_\_\_\_\_ No \_\_\_\_\_

---

---

---

**Section 3- Disclosure of Gifts**

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other Zone individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from Firm (or principal), or subsidiary or vendor, of \$250 or more within the preceding 12 months.

Yes \_\_\_\_\_ No \_\_\_\_\_

---

---

---

b. Individual's spouse, father, mother, son, or daughter has received a gift from Firm (or principal), or subsidiary or vendor, of \$250 or more within the preceding 12 months.

Yes \_\_\_\_\_ No \_\_\_\_\_

---

---

---

This disclosure is submitted on behalf of:

\_\_\_\_\_  
(Name of Individual/Firm)

**Certification.** I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by Zone as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed or Typed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**"NOTE: BIDDER MUST COMPLETE THE ABOVE "FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER SHALL RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."**

Signed By: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ State of: \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_ (City) \_\_\_\_\_ (State)

this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Notary Public of the State of: \_\_\_\_\_