



**REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL SERVICES**

Bastrop County Community Center
RFQ No.: 16BCP11A

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QUALIFICATIONS ARE DUE on or before 2:00 PM, Friday, January 6, 2017.

NOTE: Qualifications must be time stamped by the Bastrop County Purchasing Office on or before the hour and date specified for receipt of qualifications. Qualifications received after the date and time specified are subject to rejection.

Qualifications can be mailed to:

Attn: Leon Scaife
Bastrop County Purchasing Department
804 Pecan Street
Bastrop, Texas 78602

Qualifications can be hand delivered to:

Bastrop County Purchasing Department
803 Pine Street, Floor 1
Bastrop, TX 78602

Qualifications must be clearly marked on the exterior with the following:

“Statement of Qualification for Architectural Services for Bastrop County Community Center”

The name and return address of the respondent must also be clearly displayed on the outside of the package.

BASTROP COUNTY, TEXAS

Request for Qualifications (“RFQ”)

**For Architectural Services associated with design and construction of a Bastrop County
Community Center and Emergency Shelter.**

Request for Qualifications.

Bastrop County is requesting Statements of Qualifications from qualified consulting Architectural Firms registered in the State of Texas to provide professional services required for the design and construction of a grant funded County Community Center and Emergency Shelter.

Bastrop County is seeking to contract with a competent Architectural Firm, registered to practice in the State of Texas, and has experience in the following areas:

- Municipal construction projects;
- Federally-funded Community Development Block Grant program; and
- Similar Projects located in the state.

As such, please provide within your proposal a list of past local government clients, as well as resumes of all engineers/architects who will or may be assigned to this project if you receive the architectural services contract award.

Bastrop County will accept RFQs submissions until 2:00 PM on Friday, January 06, 2017. Submittals received after the deadline will be returned unopened.

I. Standard Terms and Conditions

1.1 Application

These standard terms and conditions shall apply to all County of Bastrop (hereafter “County”) solicitations and procurements, unless specifically accepted in the solicitation specifications.

1.2 Requirements

By submitting a Statement of Qualification, the respondent agrees to provide the County of Bastrop with the specified goods or services described in the solicitation in accordance with these standard terms and conditions, at the agreed upon price and in compliance with the stated specifications and any subsequent addendums issued prior to the date of the request for qualification opening.

1.3 Legal Compliance

The submitting vendor must comply with all Federal, State and Local laws, statutes, ordinances, regulations and standards in effect at the time of delivery of goods and services, and must maintain any and all required licenses and certificates required

under the same laws, statutes, ordinances, regulations and standards for services and/or goods provided in response to this solicitation.

1.4 Right to Refuse Statement of Qualification

The County reserves the right to refuse any and/or all parts of any and/or all Statements of Qualifications and to waive formalities in the best interest of the County. Bastrop County does not discriminate on the basis of race, color, national origin, sex, religion, and age or disability status in employment, procurement or provisions of service.

1.5 Estimated Quantities

If the solicitation calls for unit pricing on specific items, the quantities described for each item are estimates only and not guaranteed amounts. The actual amount ordered over the contract period may be more or less than the estimate. Quantities represent the County's best estimate, based on past history and anticipated purchases.

1.6 Modifications and Addendums

The County shall have the right to modify any of the solicitation documents prior to submission deadline and will endeavor to notify potential submitting vendors, but failure to notify shall impose no liability or obligation on the County. All modifications and addendums must be in written form prepared by the County department issuing the solicitation. Submitting vendors are responsible for incorporating any and all modifications and addendums into their Statements of Qualifications.

1.7 Interpretation of Solicitation Documents

The County is the final judge of the meaning of any word(s) sentences, paragraphs or other parts of the solicitation documents. Submitting vendors are encouraged to seek clarification, before submitting a Statement of Qualification, of any portion of the soliciting documents that appears to be ambiguous, unclear, inconsistent, or otherwise in error. Clarifications will be in writing.

1.8 Late Submissions

Statements of Qualifications must be received in the Purchasing Office by **2:00 PM on Friday, January 06, 2017**. The County will not accept late Statements of Qualifications and is not responsible for the lateness or non-delivery of Statements of Qualifications by the Postal Service or any private delivery firm. The time/date stamp in the Purchasing Office shall be the official time of receipt.

1.9 Minor Irregularities

The County reserves the right to waive any minor irregularities that do not materially affect the scope or pricing of submitted Statements of Qualifications.

1.10 Responsiveness of Statements of Qualifications

The County wants to receive Statements of Qualifications from the most qualified Architectural Firms, but will declare "non-responsive" any submitting firm that fails to meet significant requirements outlined in the solicitation documents.

1.11 Identical Submissions

In the event that two or more identical Statements of Qualifications are received, and are considered the most responsible and responsive, award will be made as prescribed in the Texas Local Government Code, Chapter 262.027(b).

1.12 Alterations of Statements of Qualifications

Alterations may be made before the opening date and time specified in the soliciting document, but must be initialed by the submitting entity guaranteeing authenticity. After the official opening, Statements of Qualifications may not be amended or altered without the recommendation of the Purchasing Agent and the approval of the Commissioner's Court.

1.13 Withdrawal of Statements of Qualifications

Submitting firms may withdraw any submission prior to the submission deadline. Firms may not withdraw a submission once the statements have been publicly opened, without the approval of the County's Purchasing Agent. Submitting vendors will be allowed to withdraw Statements of Qualifications that contain substantial mathematical errors in extension. However, once the statements have been withdrawn, it can no longer be considered.

1.14 Disqualification of Vendors

The County may disqualify any submitting vendor, and their Statements of Qualifications not be considered, for any of the following reasons: Collusion among vendors; A vendors default on an existing or previous contract with the County, including failure to deliver goods and/or services of the quality and price bid; Vendor's lack of financial stability; any factor concerning the vendor's inability to provide the quantity, quality, and timeliness of services or goods specified in the solicitation; vendor involved in a current or pending lawsuit with the County; vendor's attempt to influence the outcome of the solicitation through unauthorized contact with County officials outside of those listed in the solicitation documents; and vendor's attempt to offer gifts, gratuities, or bribes to any County employee or elected official in connection with a solicitation.

1.15 Waiver of Formalities

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

1.16 Cost of Responses

Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFQ shall be the sole responsibility of the Respondent.

1.17 Taxpayer Identification

Vendor must provide the County with a current W-9 “Request for Taxpayer Identification and Certification” before goods or services can be procured from the submitting vendor.

1.18 Taxes

The County is exempt from all federal excise taxes and all state and local sales and use taxes. If such taxes are listed on a vendor’s invoice, they will not be paid. Additionally, vendors cannot use the County’s tax exemption status to purchase goods or services related to this solicitation.

1.19 Payment

Payment will be made after receipt of all invoiced services. Vendor will be paid within thirty days of date invoice is received.

1.20 Outstanding Liabilities

Vendors shall not have outstanding, unpaid liabilities owed to the County. Liabilities may include, but are not limited to, property taxes, hotel occupancy taxes, and license or permit fees. Submissions will be considered non-responsible and not given further consideration if submitted by a vendor with such outstanding liabilities.

1.21 Offset

The County may, at its option, offset any amounts due and payable under a contract award under this solicitation against any debt lawfully due the County from a vendor, whether or not the amount due arises pursuant to the terms of the contract and whether or not the debt has been reduced to judgment by a court.

1.22 Independent Contractors

It is expressly agreed and understood by both parties that the County is contracting with the successful submitting vendor as an independent contractor. The County shall not be liable for any claims which may be asserted by any third party occurring in connection with services performed by the successful submitting vendor, and the successful submitting vendor has no authority to bind the County.

1.23 Governing Law

All statements submitted in response to this solicitation and any resulting contract shall be governed by, and construed in accordance with the laws and court decisions of the State of Texas.

1.24 Controlling Document

In the case of a discrepancy between this solicitation and the formal contract, the formal contract will prevail and control.

1.25 Assignment

Vendor shall not assign, transfer, or pledge a contract awarded under this solicitation, in whole or in part, without the prior written consent of the County's Purchasing Agent. Assignment of this contract, if approved by the County, shall not relieve the vendor's obligations under the contract. Approval by the County of one assignment shall not constitute approval of any future assignment of the contract.

1.26 Termination

If an awarded vendor fails in any manner to fully perform each and all of the terms, conditions and covenants of a contract awarded by this solicitation, he shall be in default and notice of default shall be given to the vendor by the County's Purchasing Agent. In the event that the contractor continues in default for a period of seven (7) days after receipt of the above-mentioned notice of default, the County may terminate or cancel the contract. The County may also cancel a contract for convenience and without cause with thirty days' notice. In any cancellation of contract, the County will pay the vendor for all goods received and accepted, and for all services provided and accepted up to and including the date of termination.

1.27 Contract

If a selection is made, the selected Architectural Firm and County will enter into a contract which sets out the scope of services and the agreed-upon fees and reimbursable expenses prior to any services being performed. Architectural Firm should note any exceptions it may have to any terms of the Contract at the time that the Statement of Qualifications is submitted.

1.28 Indemnification

Submitting vendor shall defend, indemnify, and hold harmless the County of Bastrop, its officers, agents, employees, appointees and volunteers against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by vendor's breach of any of the terms or provisions of any contract awarded as a result of this solicitation, or by any negligent or strictly liable act or omission of the vendor, its officers, agents, employees, or Subcontractors, in the performance of an awarded contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the County, its officers, agents or employees, and in the event of joint and concurrent negligence or fault of the vendor and County, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the County under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

1.29 Venue

The obligations of all parties under a contract awarded through this solicitation are performed in Bastrop County, Texas, and if legal action is necessary to enforce same, exclusive venue shall be within Bastrop County, Texas.

1.30 Funding

State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Orders or other obligations that may arise beyond the end of the current fiscal year shall be subject to approval of budget funds.

1.31 Solicitation Results

The County normally posts solicitation results on-line after bids or statements of qualifications are received and approved in Commissioner's Court. The County's website is www.co.bastrop.tx.us. Results are on the Purchasing Solicitation page, in the same place as the original solicitation documents. Posted results are for informational purposes only, not a notice of award.

1.32 Public Information

The County is a governmental body subject to the Texas Public Information Act (Chapter 552 of the Texas Government Code). Any information submitted to the County with regard to this RFQ is presumed to be information and available to the public. Any information or materials submitted to County that the Respondent considers confidential, including, but not limited to, financial information, must be clearly marked "CONFIDENTIAL" on each page or portion of a page of material that contains confidential information. If a request is made under the Texas Public Information Act for information marked Confidential, County will endeavor to advise the Respondent of the request in time to file an Open Records decision. If requested by the Respondent, the County will request an Open Records Decision or Ruling from the Texas Attorney General's Office, but the Respondent, at Respondent's sole cost and expense, will be responsible for asserting any appropriate exceptions to disclosure and providing any information, at the Respondent's expense, to support the Respondent's position. The County will abide by the decision of the Texas Attorney General.

1.33 Affirmative Action/EOE

Bastrop County is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended.

See Attached Bastrop County Section 3 Resolution

1.34 Contact Person for Inquiries

Questions regarding this RFQ should be directed to the County's Purchasing Agent as identified below BY EMAIL. If the County believes that a response is required, the County will provide a response by addendum which will be posted to the County's website. The final date for questions and inquiries is **Thursday, December 29, 2016**, at noon.

All questions should be addressed **BY EMAIL** to:

Leon Scaife, Purchasing Agent purchasing@co.bastrop.tx.us

II. General Information & Requirements.

2.1 Scope of Work to be performed: Technical Expertise

Bastrop County requires an Architectural firm, registered in the State of Texas, to provide design and construction services to Bastrop County for the development of a construction project that will house several non-profit groups within Bastrop County as well as Texas Agrilife. This structure will also serve as a training facility for local 4H and if the need should arise, this facility will be opened to the public as a County operated overnight emergency shelter. The desired Architectural Firm will be responsible for all of the following tasks, but will not be limited to these tasks:

- Preliminary and final design plans and specifications;
- Assist Owner in establishing an estimated construction budget for the project to serve as the basis for determining the amount of financing required for construction;
- Preparation of the bid packet;
- Work cooperatively with the contractor and the Owner, and provide advice and information to Commissioners Court;
- Perform contract administration services during the construction phase;
- Conduct all field testing and inspections (interim and final);
- Provide assistance to Owner in connection with construction defects or problems that arise during the one-year warranty period following the completion of construction; and
- Other special services.

2.2 Special Grant Requirements.

Bastrop County is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended. There are special requirements applicable to the Project due to the use of the Grant Funds. Under Federal regulations (24 CFR 135), the County is required to provide economic opportunities (training, employment and contracts) for low and very low-income persons to the greatest extent possible.

Section 3 Compliance:

Compliance can be demonstrated under the Safe Harbor rules by:

- employing low and very-low income persons as 30% of the aggregate number of new hires;

- awarding to Section 3 business concerns at least 10% of the total dollar amount of all Section 3 covered contracts for building trade works; and
- awarding to Section 3 business concerns at least 3% of the total dollar amount of all other Section 3 covered contracts.

Meeting these requirements is crucial to the County’s eligibility for the Grant Funds. **Preference will be given to Respondents who can assist the County in meeting the Section 3 Requirements, and to Respondents who are familiar with Section 3 Requirements.**

2.3 Eligibility

Each respondent must present a Statement of Qualifications meeting the requirements of this RFQ in order to be considered.

2.4 Licensure

All Respondents must have all required licensure to perform the Scope of Services. Respondents must provide information on relevant current licenses by the principals or employees who will be assigned to this Project.

2.5 Selection Process

The County will review the Statements of Qualifications and may request additional information from any Respondent. The County may request interviews with one or more Respondents. The County will rank Respondents based on the selection criteria set forth below. If an agreement cannot be reached with the first-ranked Respondent, the County will terminate negotiations with that Respondent and may pursue negotiations with the other Respondents in their order of ranking. The Bastrop County Commissioners Court will make the final selection and award. The County has the right to reject any or all Responses. The selected firm will be required to submit a Certificate of Interested Parties form (Form 1295). **ONLY** the awarded firm will need to complete this form with the Texas Ethics Commission.

Please see the attached EXHIBIT B for an example of this online form.

2.6 Selection Criteria

The County will determine, in its sole discretion, the Respondent or Respondents that are best qualified to perform the required services, based on the following criteria:

Demonstrated recent successful experience in the design of and contract management for design and construction of public facilities. Please provide a list of up to three (3) similar projects. No points will be given for listing more projects than what is requested, so please limit your response to the three (3) most accurate representations.

Total of 45 points

Professional references demonstrating the following:

- Projects listed above and all other similar projects.**
- Keeping within established budgets.**
- Timely completion of projects.**
- Assistance to Owner in dealing with finish-out, warranty matters and construction**

problems.

****References must include the following:**

- a. Agency/county/municipality
- b. Contact person and Job Title
- c. Phone number - for reference check
- d. Email address - for reference check
- e. Mailing address - for reference check

Total of 30 points

Past experience with projects requiring compliance with Section 3 Requirements and any other relevant information that provides evidence of Respondent's ability to successfully perform the Scope of Services required for this Project or to contribute to Respondent's Section 3 Requirements.

Total of 15 points

Timeframe for the Architectural Firms Staff to start work on the project, should the firm be awarded the contract.

Total of 10 points

SELECTION CRITERIA

TOTAL OF 100 POINTS

2.7 Insurance Requirements

Contractor shall furnish a certificate of insurance showing that the contractor maintains contractor's insurance carrier authorized to do business in the State of Texas by the State Board of Insurance. Said certificate shall include a clause obligating the Insurer to give ten days prior written notice of any material change in the insurance including cancellation.

The following are the types of coverages and the limits set by the State of Texas that shall be maintained:

- 1) Worker's Compensation Insurance
- 2) Comprehensive General Liability Insurance in the following amounts:
 - i. General Aggregate \$ 1,000,000.00
 - ii. Products-Comp/Ops Aggregate \$ 1,000,000.00
 - iii. Personal & Advertising Injury \$ 1,000,000.00
 - iv. Each Occurrence \$ 500,000.00
 - v. The Comprehensive General Liability Insurance must include liability coverage for:
 - a. Bodily injury,
 - b. Personal Injury,
 - c. Independent Contractor,
 - d. Blanket Contractual,

- e. Product,
 - f. Fire,
 - g. Medical Expense, and
 - h. Complete Operations.
- 3) Comprehensive Automobile Liability Insurance as follows:
- i. Bodily Injury \$100,000 per person
 - ii. Personal Injury \$300,000 per accident
 - iii. Property Damage \$100,000 per accident

III. Content of the Statement of Qualifications.

Respondents Submittal Should Include The Following:

3.1 Provide a response showing the business name, principal business address and telephone and fax numbers of the Respondent, and include the name of the individual representing the Respondent with regard to this RFQ, and that person's title, phone number and email address.

3.2 Provide a statement of interest for this RFQ including a narrative description of the Respondent's qualifications as they pertain to the Scope of Services and this Project.

3.3 Provide a statement of availability and commitment of the Respondent and its principal(s) and assigned professionals to undertake the services described in this RFQ, and information on the licenses held by the professionals who would perform the services for this Project.

3.4 Provide work experience and professional registration information for professional team members who will be assigned to this Project.

3.5 Provide a brief description of the experience of the Respondent on three (3) projects within the last five (5) years where one or more of the services performed were within the Scope of Services described for this Project. Include a description of the type of services provided on each Project (for example, design services, project management services), and the type of building or project involved.

3.6 Provide information on any project on which you have worked that has been subject to Section 3 Requirements, and explain your experience, if any, with these requirements.

3.7 If you are able to contribute in any way to the County's satisfaction of the Section 3 Requirements for this Project through training, employment or contracting with Section 3 persons or businesses, state what actions or activities your firm will commit to perform.

3.8 The Architectural Firm that is selected should be prepared to provide the County with (i) copies of Respondent’s financial statements for the past three (3) years, (ii) if available, its financial rating and any documentation including a Dun & Bradstreet analysis, (iii) list of key stakeholders in the responding firm for the purpose of federal debarment checks, and (iv) any other information reasonably requested by the County to demonstrate the Respondent’s financial ability to provide the services required in this RFQ.

3.9 Provide a specimen Certificate of Insurance showing the amount and types of insurance coverage currently maintained.

3.10 Provide a response to the following questions:

3.10.01 Has your firm, or any principals or professionals of your firm been involved in a dispute involving mediation, arbitration and/or litigation, or an investigation by a professional board arising in connection with a design or professional services contract or in connection with services performed?

If the answer to (3.10.01) is “Yes”, provide a detailed explanation of the events, the basis for the dispute or complaint, and the resolution.

3.10.02 Have the professional services of your firm ever been terminated prior to completion of a Project due to a failure to perform the required services in accordance with the terms of your contract with the County?

If the answer to (3.10.02) is “Yes”, provide a written explanation.

3.11 If requested by the County, the Respondent must promptly provide the County with any additional information reasonably required by County to assist it in making a decision on the qualifications of the Respondent.

IV. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

4.1 Interested and qualified firms or teams are invited to submit one (1) original, seven (7) copies and one (1) electronic copy of materials that demonstrate their experience in performing a project of this scale and complexity

4.2 Firms must include the following with their statements of qualifications:

- 1) Certificate of Insurance**
- 2) Financial Statements for the past three (3) years**
- 3) List of Key Stakeholders in Responding Firm**
- 4) Signed Addendums (If any are issued for this RFQ)**
- 5) Conflict of Interest Form – *Attached to this RFQ***
- 6) Assurances – Non Construction Programs – *Attached to this RFQ***
- 7) Certification Regarding Lobbying – *Attached to this RFQ***

4.3 IN SUBMITTING A RESPONSE TO THIS RFQ, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY, THE COUNTY'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES, AND THE MEMBERS OF THE COUNTY'S GOVERNING BODY IN CONNECTION WITH OR ARISING OUT OF THIS RFQ, INCLUDING, THE ADMINISTRATION OF THE RFQ, THE BASIS FOR SELECTION, THE EVALUATIONS OF THE RESPONSES, THE METHOD USED FOR SELECTION, AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF A STATEMENT OF QUALIFICATIONS CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFQ.

END OF INSTRUCTIONS

List of Exhibits

EXHIBIT A - Bastrop County Section 3 Resolution

EXHIBIT B - Certificate of Interested Parties Form (Form 1295) -Example

EXHIBIT C – Conflict of Interest Form

EXHIBIT D – Assurances – Non Construction Programs

EXHIBIT E – Certification Regarding Lobbying

EXHIBIT A

RESOLUTION

AN AMENDMENT TO A RESOLUTION OF THE COMMISSIONERS' COURT OF THE COUNTY OF BASTROP, TEXAS DATED APRIL 22, 2013 AUTHORIZING THE COUNTY JUDGE OR HIS DESIGNEE TO IMPLEMENT A SECTION 3 PROGRAM, WHICH TO THE GREATEST EXTENT FEASIBLE, WILL PROVIDE JOB TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR SECTION 3 BUSINESSES OF THE AREA IN WHICH THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) PROGRAM/PROJECT IS BEING CARRIED OUT.

WHEREAS; Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), as amended, requires that Bastrop County ensure that training, employment and other economic opportunities generated by certain HUD financial assistance for housing and Community Development Programs shall, to the greatest extent feasible, be given to low- and very low- income persons, particularly those who are recipients of governmental assistance for housing, and to businesses that provide economic opportunities for these persons, and

WHEREAS; the County of Bastrop has been grant funded for various projects under the Texas Community Development Block Grant Program (CDBG), and

WHEREAS; the County of Bastrop is required to adopt a Section 3 Program as part of the requirements of the grant(s), and

WHEREAS; a Section 3 resident is defined as a public housing resident and/or a low to very-low income person who lives in an area where a CDBG assisted project is located, and

WHEREAS; a Section 3 business is defined as a business that has a Section 3 resident own at least 51 percent or more of the business or have at least 30 percent of the permanent, full-time employees of the business identified as Section 3 residents, and

WHEREAS; the County of Bastrop will strive to attain goals for compliance with Section 3 regulations;

NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS' COURT OF BASTROP COUNTY, TEXAS:

1. The COMMISSIONERS' COURT has reviewed and hereby agrees to Implement the following steps, which, to the greatest extent feasible, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the area in which the CDBG program/project is being carried out.
2. The COMMISSIONERS' COURT hereby agrees to strive to attain goals for compliance with Section 3 regulations by increasing opportunities for employment and contracting with Section 3 residents and businesses where feasible.
3. The COMMISSIONERS' COURT hereby agrees to assign duties related to implementation of this plan to the designated Section 504 and Equal

Opportunity/Fair Housing Officer.

4. The COMMISSIONERS COURT hereby delegates to the County Judge the authority to implement measures that comply with the Section 3 goals and to assign duties for carrying out these measures to County personnel and/or third party consultant(s).
5. The COMMISSIONERS' COURT hereby agrees that the County will Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by CDBG grant awards through the use of: public notices; bidding advertisements and bid documents; local advertising media including public signage; and Including Section 3 clauses In all CDBG solicitations and contracts.
6. The COMMISSIONERS' COURT hereby agrees to maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in CDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
7. The COMMISSIONERS' COURT hereby agrees to maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
8. The COMMISSIONERS' COURT hereby agrees to require that all Prime contractors and subcontractors on CDBG projects commit to this plan as part of their contract work; monitor the contractors' performance with respect to meeting Section 3 requirements, and require that they submit reports as may be required to the Bastrop County.
9. The COMMISSIONERS' COURT hereby agrees to submit reports as required by the CDBG program regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of calendar year end which identify and quantify Section 3 businesses and employees.
10. The COMMISSIONERS' COURT hereby agrees to maintain records for the CDBG program, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.
11. The COMMISSIONERS COURT hereby orders that the following procedures will be implemented to assure compliance with the intent of this Resolution:
 - a. The County Judge will appoint one or more county employees to coordinate the Section 3 responsibilities for compliance and monitoring of all Section 3 activities for CDBG Disaster Recovery Program funded projects. The County may also engage the services of third party consultants to assist.
 - b. Preference shall be awarded to Section 3 Business Concerns according to the following system:

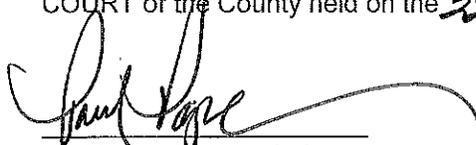
- 1) Where the Section 3 Covered Contract is to be awarded to the lowest responsible bidder, then to the extent permitted by applicable law, the contract, if awarded, shall be awarded to the qualified Section 3 Business Concern with the lowest bid, if it is reasonable and no more than 10 percent higher than the lowest bid from any qualified source. If no bid by a qualified Section 3 Business Concern is within 10 percent of the lowest bid from any qualified source, then any contract award shall be made to the source with the lowest bid.
 - 2) Where the Section 3 Covered Contract is to be awarded based on factors in addition to price, a request for proposals shall be issued by developing the particulars of the solicitation, including a rating system for the assignment of points to evaluate the merits of each response. The solicitation shall identify all factors to be considered, including price or cost. The rating system shall provide for a range of 15 to 25 percent of the total number of available rating points to be set aside for the award to respondents who have demonstrated a commitment to meet Section 3 requirements set out below in Section 11 c. If an award is made, the contract shall be awarded to the responsible firm whose proposal provides the best value to the County, considering price and all other factors specified in the rating system.
- c. In responding to a solicitation (Request for Bids, Request for Proposals, etc.) for a Section 3 covered contract, all contractors and subcontractors are required to comply with the Bastrop County Section 3 Plan. The contractor and the County will review the Section 3 Plan procedures and applicable forms that the contractor will use to report progress toward Section 3 goals. The Section 3 requirements also apply to contracts with consultants for a Section 3 covered contract.
 - d. All general contractors and/or sub-contractors shall set a goal that 30 percent of new hires will be Section 3 residents. Contractors should provide job opportunities for skilled and unskilled workers. All Contractors and Subcontractors will be required to post all new hire opportunities with the local Workforce Solutions Center, WorkinTexas.com, and Bastrop County.
 - e. Bastrop County will analyze and evaluate the contractor's compliance with requirements and obligations set forth in the contract. In the event that a review reveals a contractor has not complied with Section 3 requirements, the County will undertake efforts to help the contractor achieve compliance.
 - f. The contractor and or sub-contractor shall submit monthly

reports regarding the status of each Section 3 participant. An annual report will also be requested from each contractor and/or subcontractor in connection to the performance of each project. This Annual Report will document the efforts and success of all Section 3 participants and subcontractors working under the general contractor, in reaching the percentage goals for employment and business opportunities established in these policies.

- g. The contractor and/or subcontractor shall submit weekly-certified payroll reports to Bastrop County. This report shall be submitted weekly and clearly identify Section 3 Hires.
- h. Bastrop County or its consultant will conduct periodic site visits to the worksite. The Coordinator shall visibly notice each Section 3 hire on site. The general contractor will sign a monitoring form verifying that a Section 3 worker is present.
- i. Complaints regarding the County's Section 3 Program must be submitted in writing. All complaints must include the complainant's name, address, telephone number, and a brief narrative detailing the complaint, including but not limited to, the date of the alleged violation and the date the alleged violation was discovered. Complaints shall be filed within 30 calendar days after the complainant becomes aware of any alleged violation. Bastrop County will investigate every complaint. All parties involved will have the opportunity to submit testimony and/or evidence as may be available and relevant to the complaint, and a written determination will be issued within 30 days after the filing of the complaint. Filing a complaint does not terminate a contractor's Section 3 requirements. Contractors remain accountable for fulfilling the agreed upon Section 3 requirements.

As officers and representatives of the County of Bastrop, we the undersigned have read and fully agree and become a party to the full implementation of this program.

PASSED AND ADOPTED at a regular meeting of the COMMISSIONERS' COURT of the County held on the 22nd day of June 2015.


Paul Pape, County Judge

ATTEST:

Rose Pietsch, County Clerk

EXHIBIT B

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 only to a contract of 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. The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

- (a) A disclosure of interested parties form required by section 2252.908 of the Government Code must be filed on an electronic form prescribed by the commission that contains the following:
 - (1) The name of the business entity filing the form and the city, state, and country of the business entity's place of business;
 - (2) The name of the governmental entity or state agency that is a party to the contract for which the form is being filed;
 - (3) The name of each interested party and the city, state, and country of the place of business of each interested party;
 - (4) The identification number used by the governmental entity or state agency to track or identify the contract for which the form is being filed and a short description of the goods or services used by the governmental entity or state agency provided under the contract; and
 - (5) An indication of whether each interested party has a controlling interest in the business entity, is an intermediary in the contract for which the disclosure is being filed, or both.
- (b) The certification of filing and the completed disclosure of interested parties form generated by the commission's electronic filing application must be printed, signed by an authorized agent of the contracting business entity, and submitted to the governmental entity or state agency that is the party to the contract for which the form is being filed
- (c) A governmental entity or state agency that receives a completed disclosure of interested parties form and certification of filing shall notify the commission, in an electronic format prescribed by the commission, of the receipt of those documents not later than the 30th day after the date the contract for which the form was filed binds all parties to the contract.
- (d) The commission shall make each disclosure of interested parties form filed with the commission under section 2252.908(f) of the Government Code available to the public on the commission's Internet website not later than the seventh business day after the date the commission receives the notice required under subsection (c) of this section.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

**OFFICE USE ONLY
CERTIFICATION OF FILING**

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

Submitting Vendor Company Name and Address

Certificate Number:

This # is issued once the form has been electronically filed

Date Filed:

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

Bastrop County

Date Acknowledged:

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 goods or services to be provided under the contract.

RFB # and Name

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Authorized Person at Vendor		Check Controlling	

5 Check only if there is NO Interested Party.

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Have the completed form Notorized here

Signature of authorized agent of contracting business entity

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

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

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

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

2 **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

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

Yes No

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

Yes No

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

Yes No

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

4

Signature of person doing business with the governmental entity

Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation | <p>Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</p> |
| <ol style="list-style-type: none"> 7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. | |

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE 
APPLICANT ORGANIZATION 	DATE SUBMITTED 

EXHIBIT E

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

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

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): <i>(attach Continuation Sheet(s) SF-LLLA, if necessary)</i>			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): <i>(attach Continuation Sheet(s) SF-LLLA, if necessary)</i>		
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned		13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____			
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: <i>(attach Continuation Sheet(s) SF-LLLA, if necessary)</i>					
15. Continuation Sheet(s) SF-LLLA attached: <input type="checkbox"/> Yes <input type="checkbox"/> No					
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____			
Federal Use Only:					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLLA Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.