REQUEST FOR QUALIFICATIONS

Three-to-Five-Year Strategic Plan



Liberty Hill Economic Development Corporation
926 Main Street
Liberty Hill, Texas 78642

TABLE OF CONTENTS

INTRODUCTION & PURPOSE 3
DEFINITIONS 4
ADDITIONAL BACKGROUND 4
SCOPE OF SERVICES 5
RESPONSE TO THE RFQ 7
EVALUATION OF RESPONSES 9
AWARD OF CONTRACT 10
SUBMISSION OF RESPONSE & DEADLINE 11
INSTRUCTIONS, TERMS AND CONDITIONS 12
CERTIFICATION FORM 15
CONFLICT OF INTEREST QUESTIONNAIRE 16

INTRODUCTION & PURPOSE

The Liberty Hill Economic Development Corporation ("LHEDC") is requesting proposals for qualified economic development consultants to prepare a comprehensive **Three-to-Five-Year Strategic Plan ("Strategic Plan")**. The Plan shall build upon existing initiatives and guide long-term, sustainable economic growth for the community.

The **Strategic Plan** will include at a minimum: data collection and analysis of the City's current economic climate, goals and objectives, consideration of the city's overall direction, consideration of potential community partnerships, short/medium/long-term goals, and action plans designed to be flexible should incredible opportunities arise. Scopes should include the development of a full Strategic Plan for the LHEDC that includes integration from the evaluation of the Downtown Master Plan and Downtown District project, along with a simple annual review and update process for Board consideration on a year-to-year basis.

The LHEDC desires to produce **Plans** that address current economic development practices; are easily understood by LHEDC/City staff, the public, and elected/appointed officials; and support the mission and vision of the LHEDC.

Areas of key concern to be incorporated into the Plans include, but are not limited to, the following:

- Balancing preservation and enhancing Liberty Hill's distinctive character with the introduction of amenities, services, and development that deliberately shapes future growth, creates local opportunity, and strengthens community life.
- Advancing primary job creation through targeted recruitment, business retention, and expansion strategies.
- Increasing and stabilizing sales tax revenues through intentional commercial and experiential development.
- Marketing strategy to include business attraction, retention and expansion initiatives, branding, communications, and implementation metrics.
- Evaluating market conditions and trends to ensure strategies reflect current data and proven economic development best practices.
- Providing clear definitions, terminology, and implementation guidance to support consistent decision-making by LHEDC staff and Board.
- Delivering recommendations that are realistic, scalable, and achievable within the staffing and operational capacity of LHEDC.

Submission

The LHEDC will receive sealed responses from consultants/firms qualified to perform such studies. The Evaluation Committee intends to select the most qualified respondent to provide the services outlined in this Request.

The LHEDC anticipates execution of a contract within thirty (30) days following final approval by the Liberty Hill City Council, with the term extending for a period sufficient to complete the approved scope of work. While LHEDC strongly prefers delivery of a completed plan within three (3) months of contract execution, it will not prioritize speed at the expense of quality. Respondents may propose an alternative timeline if warranted, provided the proposed schedule is clearly outlined and justified in their submittal. A reasonable extension of the three-month preference will not negatively impact evaluation, so long as the proposed timeframe demonstrates a thoughtful and achievable approach to producing a high-quality final product.

The LHEDC reserves the right to negotiate all elements that comprise the response and to accept or reject part or all of any response.

DEFINITIONS

City (CITY) – City of Liberty Hill, Texas

LHEDC – The Liberty Hill Economic Development Corporation

Consultant(s) or Consultant Team or Firm(s) – Professional(s) or firm(s) submitting a response.

RFQ - Request for Qualifications; this solicitation

Evaluation Committee – Traci Anderson, Executive Director of Strategic Planning; Josh Armstrong, Finance Director; Katie Amsler, Director of Community Engagement & Communications; and Robyn Miga, Director of Planning and Development Services

ADDITIONAL BACKGROUND

About Liberty Hill

The City of Liberty Hill, Texas is located in western Williamson County, approximately 35 miles northwest of downtown Austin and is strategically located at the intersection of U.S. Highway 183 and State Highway 29. Liberty Hill serves as a key gateway to the rapidly growing Central Texas region, in addition to being one of the fastest-growing communities in Central Texas. This highly visible and accessible community is experiencing significant residential and commercial growth driven by its strategic location, strong quality of life, excellent schools, and unique character. According to the 2020 U.S. Census, Liberty Hill had a population of 3,352; however, the community has experienced rapid expansion in recent years, with 2025 U.S. Census reporting 13,317.

The Liberty Hill Economic Development Corporation (LHEDC) is a Type B economic development corporation dedicated to fostering economic vitality through business recruitment, retention, expansion, and the creation of quality jobs and a unique quality of life for Liberty Hill residents. The LHEDC works to strengthen the local economy by supporting existing businesses, attracting new investment, and enhancing opportunities that contribute to the long-term prosperity of the community.

The LHEDC serves as a catalyst for economic growth by fostering a positive business climate, supporting strategic investments, encouraging entrepreneurship and small business development, and expanding Liberty Hill's commercial tax base. Through partnerships with public and private stakeholders, the Corporation seeks to create sustainable economic opportunities while preserving the character and values that make Liberty Hill unique.

Liberty Hill's Downtown District includes a mix of historic buildings, locally owned businesses, city and EDC-owned assets, and redevelopment opportunities. Recent discussions between City and LHEDC staff have identified several priorities where professional planning and economic development support is needed. These priorities can be found in the Downtown Master Plan as well as work with Griffin-Swinerton.

The focus of this Request for Qualifications (RFQ) is to obtain practical, market-driven expertise that will support current and near-term decision-making, helping LHEDC capitalize on opportunities to strengthen Liberty Hill as a regional epicenter for commerce, community, and investment.

Staffing

The current LHEDC is currently administered by only the Executive Director of Strategic Development. There is another position available in the budget, which will potentially be focused on BRE. A recommendation on staffing could be included in this plan.

SCOPE OF SERVICES

Plan Overview

The selected consultant will facilitate a participatory process to develop short, medium, and long-range economic development objectives that will result in a Comprehensive Strategic Plan. The adopted plan will become the property of the LHEDC and will be presented in such a format (electronic) so that staff may make minor updates as needed and as approved by the LHEDC Board and the City Council.

The intent is for the selected firm to develop an action oriented strategic planning document to guide decision making. The selected firm will work with staff, the public, and seek ultimate approval from the LHEDC Board and City Council.

The proposer shall demonstrate in their response their knowledge and understanding of the issues facing the City of Liberty Hill and how those issues are relevant to this process.

Economic Development Strategic Plan (3–5 Year Horizon)

Respondents should be prepared to provide qualifications and proposed approaches that address the items below. The final scope and cost of services will be negotiated with the selected firm and brought to the LHEDC Board and City Council for approval.

A. Organizational & Community Context Review

- Review the LHEDC's organizational structure as well as LHEDC's and City's mission, goals, and programs.
- Review relevant existing studies, ongoing future planning, and data sources. This includes, but not limited to, the City of Liberty Hill 2030 Strategic Plan, City of Liberty Hill Comprehensive Plan, Downtown Master Plan, and the Liberty Hill EDC 2023 Action Plan.
- Identify key economic development challenges, opportunities, and constraints influencing future strategy.

B. Market & Economic Analysis

- Conduct high-level analysis of demographic, workforce, industry, and real estate market conditions relevant to Liberty Hill.
- Assess current economic conditions, market trends, and regional context impacting Liberty Hill, Williamson County, and the Austin region.
- Evaluate competitive positioning relative to peer and aspirational communities including, but not limited to, a leakage study.
- Identify growth sectors, investment opportunities, and potential gaps in the local economic ecosystem.
- Provide data-supported insights that inform realistic, market-aligned strategic priorities.

C. Strategic Direction & Priority Setting

- Facilitate development of a clear economic development vision for the 3–5 year planning horizon.
- Identify and prioritize strategic goals, focus areas, and initiatives aligned with LHEDC's mission along with Board and City Council direction.
- Ensure strategies are actionable, measurable, and achievable within existing or anticipated resources.
- Allow flexibility to adapt to changing economic conditions over the life of the plan.
- Facilitation of Board retreat in January 2027; and potential Joint Board and Council Workshop.

D. Targeted Initiatives & Program Development

- Identify and define key initiatives related to business attraction, business retention and expansion, entrepreneurship, workforce development, site readiness, and redevelopment.

- Where appropriate, incorporate place-based or district-level strategies (e.g., downtown, corridors, employment centers) that support economic development objectives. These strategies should coincide with the plans recently adopted or underway. Keeping with the unique character of Liberty Hill and the experiential type atmosphere Liberty Hill would like to create.
- Outline roles and responsibilities for LHEDC, the City, partner organizations, and other stakeholders.
- Respondents may recommend pilot projects or near-term "early win" opportunities.

E. Implementation Framework & Performance Measures

- Develop a clear implementation roadmap outlining timing, responsibilities, and sequencing of initiatives.
- Identify potential funding sources, partnerships, and resource considerations.
- Recommend performance metrics and benchmarks to track progress over the life of the plan.
- Emphasize practical implementation rather than static or overly prescriptive planning.

F. Stakeholder & Partner Engagement

- The City of Liberty Hill just went through a strategic planning process that entailed a significant engagement process. Results of this can be found HERE.
- If needed, propose an additional engagement approach and who would be included and what engagement methods would be used and how it affects the timeline of the project.
- Incorporate stakeholder input into strategy development without duplicating prior outreach efforts.

G. Coordination & Alignment Support

- Assist staff in aligning existing programs, initiatives, and partnerships with the recommended strategic direction.
- Coordinate with City departments and regional partners as appropriate to ensure consistency and avoid duplication.
- Use existing plans and policies as reference points; avoid creating rigid frameworks that limit future flexibility.

H. Deliverables & Communication

- Prepare a clear, professional Strategic Plan document suitable for adoption by the LHEDC Board and City Council.
- Develop supporting materials such as executive summaries, implementation matrices, and presentation graphics.
- Present findings and recommendations to the LHEDC Board, City Council and other stakeholders as requested.

Optional / Value-Added Services

Respondents may propose additional related services as part of their qualifications if they believe it adds value, such as:

- Deeper sector-specific analysis
- Support with implementation kickoff or first-year action planning
- Coordination with future planning or redevelopment studies
- Deeper marketing outreach, initiatives, social media efforts, designs

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Identification of Potential Solutions & Approaches

The consultant team is expected to develop potential solutions and layout a plan to implement the Strategic Plan. The consultant team is expected to articulate how the new plan will help focus the LHEDC's activities and upon acceptance, present a step-by-step implementation of the strategies, working with the LHEDC and City for input. The first deliverable should be a preliminary table of contents for staff to give feedback on. Once there is buy-in on the direction, then final deliverables can proceed.

Final Document Adoption

The consultant team is expected to carry the LHEDC Strategic Plan from inception through document adoption by City Council. The adoption process will include approval by the LHEDC Board and final adoption by the City Council. It is the consultant team's responsibility to attend and lead meetings as needed.

The consultant team will provide two (2) originals and eight (8) hard copies of both the draft and final versions of the Strategic Plan. They will also provide both versions (draft and final) in electronic format acceptable to the LHEDC (i.e. .docx and PDF), and web-ready electronic format acceptable to the LHEDC.

RESPONSE TO THE RFQ

The following items are required in their response. These are the minimum requirements, and responders should note the other items requested or expected in the sections leading up to this one.

In order to expedite the evaluation of responses, proponents will organize their responses in the same sequence. Instructions regarding scope and contents are given in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of each response. Responses must contain a concise presentation of sufficient length to be complete. All documents and attachments shall be no larger than 8.5 inches by 11 inches and contained in a presentation folder or binder.

1) **COVER LETTER**
   A cover letter with company name, address, phone number, project contact and principal signature is required, expressing interest in the project and certifying that sufficient resources in personnel, resources, and time are available and can be committed to this project.

2) **PROPOSED ORGANIZATION AND STAFFING FOR THE PROJECT**
   This should include a proposed organizational chart for the Project; description of responsibilities for all proposed staff; names and bios of key staff proposed (be specific); and time commitments of proposed staff (full time/part time and/or number of man days/months per person over the course of the project). This should include all subconsultant team members, partnering firms and their team members who will have responsibilities under the subsequent agreement. The working location of each team member should be described, as local presence (and the ability to meet in person) is a consideration in scoring.

3) **WORK PLAN**
   Explain the work plan with detailed specific tasks as noted in *Scope of Services* section of this RFQ. Note all tasks and the responsible parties including the LHEDC, City, and sub-consultants. Propose methodology for benchmarking performance.

4) **PROJECT SCHEDULE**
A project schedule showing key task target dates, including public meetings and staff team meetings, and estimated task duration.

5) **RELEVANT EXPERIENCE**
List projects of a similar nature with which the consultant team has had direct experience. Be specific on why the referenced projects are similar to this project, including but not limited to project location, description, date of implementation, services provided by your firm for the project, and client contact information. Include a link to project photos/deliverables, if available, as we would like to see final versions whenever possible. The consulting team's response should address experience in similar areas and with similar projects, with the goal of demonstrating how well they fit with and understand Liberty Hill's circumstances.

Please provide a list of **at least three (3) references** including:

- Contact Name
- Email
- Phone Number

6) **QUALITY CONTROL**
Describe how the successful consultant will handle quality control to monitor and resolve issues and check and cross-reference documents.

7) **CERTIFICATION FORM**
Complete and Submit *Certification Form* with the response.

8) **CONFLICT OF INTEREST FORM ("CIQ")**
Complete and Submit *Form CIQ* with the response.

9) **SPECIMEN CONTRACT**
Please include a Specimen Contract with the response, but LHEDC reserves the right to use its own professional services agreement.

10) **COST ESTIMATE**
Based on the work requirements detailed in the *Scope of Services* section of this RFQ, please provide an itemized cost estimate with the response.

Failure to address items 1 through 10, above, in detail will be sufficient reason to eliminate a response from consideration.

EVALUATION OF RESPONSES

1) EVALUATION CRITERIA:

The Evaluation Committee will evaluate the qualifications of consultants submitting responses based on, but not limited to, the following criteria and will award points in each category consistent with the weighting described below:

Criteria	Weight %
Economy & Quality of Submission. All information has been submitted as directed. Proposal is prepared simply & economically, providing straight-forward, concise delineation of consultant team's capabilities to satisfy the requirements of this RFQ. Fancy bindings, colored displays and promotional material are not required. Emphasis of proposal must be on completeness and clarity of content.	10
Experience, Knowledge & Reputation. The consultant team's general depth of experience & knowledge, and its applicability to the project.	15
Availability & Commitment. The consultant team's availability and commitment to complete the work within time expectations of the LHEDC. How much time are individual members of the team anticipated to spend on the project relative to how their experience & knowledge shape the appeal of the consultant team. Availability to meet in person will be considered in the scoring.	15
Planned Approach to Scope of Work. Demonstrated understanding of the anticipated scope and needs of the LHEDC and City, including referenced plans. Creativity demonstrated in the consultant team's response to achieve this scope or items the consultant team may think are important but not addressed. Demonstrated ability of the consultant team to adapt to changing circumstances or unanticipated challenges. Demonstrated ability to integrate the community engagement from the LHTX 2030 Plan that entails concerns of local citizens, stakeholders, business community, quality of life issues, transportation issues, etc. even when such issues may present conflicts with one another.	20
Quality of Relevant Work Experience. The consultant team's experience with similar projects in similar jurisdictions. This experience should reflect modern planning recommendations found in the long-range plans referenced by this RFQ. This experience should also reflect experience in smaller but fast-growing cities with limited staff, but designed in such a way to grow with the city/LHEDC.	20
Estimated Cost. Though negotiation will likely take place, Consultant's initial estimate of probably costs will be considered during the selection process.	20
TOTAL	**100**

2) EVALUATION METHODOLOGY:

The Evaluation Committee will utilize the same evaluation criteria and scoring rubric for the components of this Request.

3) EVALUATION COMMITTEE & RANKING:

An Evaluation Committee comprised of Executive Director of Strategic Planning, Finance Director, Director of Community Engagement & Communications, and the Director of Planning and Development Services shall review and rank all responses according to qualifications. Selected firms will be scheduled for interviews or oral presentations as deemed necessary by the committee. The LHEDC makes no commitment to any respondent to this RFQ beyond consideration of its written response.

4) CONTRACT:

The selection of the consultant team and the execution of a contract, while anticipated, are not guaranteed by LHEDC. The LHEDC reserves the right to determine which response is in the LHEDC's and City's best interests and to award the contract on that basis, to reject any and all responses or portions thereof, waive any irregularities of any response, negotiate with any potential proponent (after responses are opened) if such is deemed in the best interest of the LHEDC and the City.

AWARD OF CONTRACT

1) NEGOTIATIONS:

After selection of a consultant based on qualifications, LHEDC will then enter into negotiations as to the terms of the contract, all aspects of services, and the compensation to be paid to the Consultant.

2) INABILITY TO REACH AGREEMENT:

In the event the negotiations between the most qualified Consultant(s) selected and the LHEDC cannot be completed as a result of an inability to reach agreement on the fee for services or the scope of work to be performed, then at the option of the LHEDC, the contract may be awarded to the next most qualified proponent. Negotiations will continue in this sequence until a contract is finalized or all responses are rejected.

3) LHEDC BOARD AND COUNCIL APPROVAL:

The final contract will be submitted to the LHEDC Board and Liberty Hill City Council for approval.

4) FINAL CONTRACT:

The selected consultant will be required to assume responsibility for all services offered in its response, whether or not such services are provided by a partnership arrangement. The successful consultant will be considered the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

The successful consultant will be required to enter into a Professional Services Agreement with LHEDC.

This RFQ and the successful consultant's response, or any part thereof, may be incorporated into and made a part of the final contract. The LHEDC reserves the right to negotiate the terms and conditions of the contract with the successful consultant.

SUBMISSION OF RESPONSE & DEADLINE

Proposals, **one (1) original**, and **one (1) electronic copy** (in PDF format) on USB drive shall be delivered to the Liberty Hill Economic Development Corporation , Traci Anderson, Executive Director of Strategic Development, 926 Main Street, Liberty Hill, Texas 78642, at or before **3:00 PM (CT) on December 4, 2026**. Proposals will be publicly opened at such time however proposals will not be publicly read. Proposals received after the deadline will not be considered.

Please clearly mark the envelope/package: DO NOT OPEN – LHEDC STRATEGIC PLAN PROPOSAL

Schedule of Events:

The following Schedule of Events represents the estimate of the timetable that will be followed in connection with this solicitation:

EVENTS	DATE AND/OR TIME
Release Requests for Proposals	11/11/2026
Last Day for Applicants to Submit Written Questions	11/18/2026 5:00 PM (CT)
Answers Provided by	11/23/2026 5:00 PM (CT)
Proposal Due Date	12/2/2026 3:00 PM (CT)
Interviews (optional)	12/7/2026
Selection	12/8/2026
Contract Award – EDC Meeting	12/16/2026 5:00 PM (CT)
Contract Expenditure Approval by Council	12/21/2026 6:00 PM (CT)

The Liberty Hill Economic Development Corporation of (LHEDC) reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, the LHEDC will communicate adjustments to any event in the Schedule of Events in the form of an amendment.

RFQ Questions

Questions regarding this RFQ or the services requested will be accepted in written form or via e-mail at the address below on or before 5:00 pm November 18, 2026. Responses to all material questions submitted will be communicated to each prospective proposer. Other correspondence to or with LHEDC staff, LHEDC board members, City staff, and City Council members during this procurement process, besides questions or clarifications about this RFQ which may be publicly shared with all interested parties, may subject the respondent to disqualification.

Traci Anderson
Executive Director of Strategic Development
traci.anderson@libertyhilltx.gov
Liberty Hill EDC
926 Main Street
Liberty Hill, TX 78642

Request for Proposal Amendments

Modifications or additions may be made as a result of questions submitted. Written notification of any such change will be made via email to all known bidders. To request to be made aware of answers and amendments please email Traci Anderson at traci.anderson@libertyhilltx.gov by November 23, 2026.

All responses shall be signed and dated by a person having the authority to bind the firm in a contract. Responses that are not signed and dated will be rejected.

INSTRUCTIONS, TERMS AND CONDITIONS

GENERAL INSTRUCTIONS: Consultants/Firms submitting responses should carefully examine all terms, conditions, specifications and related documents. Should discrepancies or omissions from the specifications or related documents be discovered, or should there be doubt as to their meaning, the LHEDC should be notified immediately for clarification prior to submitting the responses. In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the LHEDC's interpretation shall govern.

ALTERING RESPONSES: Responses cannot be altered or amended after submission deadline. Any alterations or erasures made before opening time must be initialed by the signer of the response, guaranteeing authenticity.

CERTIFICATION: Responses must be completed and submitted as required in this document. A *Certification Form*, attached herein, must be fully completed. **Submittals that do not include a signed *Certification Form* will be considered non-responsive and will not be evaluated.**

COMMUNICATION: The LHEDC shall not be responsible for any verbal communication between any employee of LHEDC or City of Liberty Hill and any potential firm. Only timely and properly submitted written responses will be considered.

CONFLICT OF INTEREST: No public official shall have interest in this contract except in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

CONTRACT AWARD: If a contract is awarded, the consultant will be selected on a rational basis using the response evaluation factors and results of subsequent negotiations. The LHEDC has the right to award a contract upon the conditions, terms, and specifications contained in a response submitted to LHEDC for a period of up to one hundred twenty (120) days following the date specified for the response submission deadline.

DELIVERY: All delivery and postage charges are to be included in the response price.

DESCRIPTIONS: It is the intent of LHEDC to be **DESCRIPTIVE - NOT RESTRICTIVE** and to establish a desired quality level of product or to meet a pre-established standard of quality. Consultants may offer items of equal quality and the burden of proof of such quality rests with them. LHEDC shall act as sole judge in determining quality and acceptability of products offered.

DISCLOSURE: There will be no disclosure of contents to competing firms and all responses will be kept confidential during the selection process to the degree permitted by law. The LHEDC and CITY are subject to the Texas Public Information Act, Texas Government Code, Chapter 552. Government Code 552.110 excerpts from required public disclosure a trade secret or commercial or financial information that may be privileged or confidential by statute or judicial decision. However, LHEDC considers all information, documentation, and other materials requested to be submitted in response to this RFQ to be nonconfidential and/or non-proprietary and therefore subject to public disclosure after the contract is executed.

DOCUMENTATION: The Consultant shall provide with this response all documentation required by this RFQ. Failure to provide this information may result in rejection of response. Vendor is encouraged to submit concise and clear responses to the RFQ. Responses of excessive length or complexity are discouraged. The LHEDC reserves the right to include the selected response or any part or parts of the selected response in the final contract.

ETHICS: The Consultant shall not offer gifts or anything of value or enter into any business arrangement with any employee, official or agent of the LHEDC or the City of Liberty Hill. More than one response on anyone contract from a firm or individual under different names shall be grounds for rejection of all responses in which the firm or individual has an interest. One or all responses will be rejected if there is any reason to believe that collusion exists between respondents.

Consultants must comply with Chapter 176 of the Texas Local Government Code. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with LHEDC, including affiliations and business and financial relationships such persons may have with LHEDC and/or CITY officers.

By doing business or seeking to do business with the LHEDC, including submitting a response to this RFQ, the Consultant acknowledges that he/she has been notified of the requirements of Chapter 176 of the Texas Local Government Code and is representing that said Consultant is in compliance with those requirements.

INDEMNIFICATION: The successful Consultant shall indemnify, defend, and hold the LHEDC and CITY, its officers, agents, and employees, harmless from any claim, loss, damage, suit, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, arising from or caused by any act or omission of Consultant, its officers, employees, agents, or subcontractors, in performing its obligations under this contract.

LATE RESPONSES: Responses received at the LHEDC office after submission deadline will be considered void and unacceptable. LHEDC is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the LHEDC office shall be the official time of receipt.

MANAGEMENT: Should there be a change in ownership or management of the successful respondent, any and all contracts that result from this RFQ shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions, requirements, terms, conditions, schedule, and fees. This contract is nontransferable by either party.

PRICING: Prices for all goods and/or services shall be firm for the duration of this contract. **Prices shall be all-inclusive**. Additional charges not shown in the response will not be honored unless the LHEDC Board makes an exception.

RESPONSES MUST COMPLY with all federal, state, county and local laws concerning this type of goods or service.

REIMBURSEMENT: There is no express or implied obligation for the LHEDC to reimburse responding Consultants for any expenses incurred in preparing responses in response to this RFQ and LHEDC will not reimburse responding firms for these expenses, nor will LHEDC pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

RESERVATIONS: The LHEDC reserves the right to accept or reject any or all responses as a result of this request, to negotiate with all qualified sources, or to cancel, add or subtract, in part or in its entirety, this RFQ if found in the best interests of the LHEDC and CITY. All responses become the property of the LHEDC.

RESPONSIBLE FIRMS: The LHEDC shall only consider responsible consultants who have the financial ability, experience, resources, skills, capability, reliability and business integrity necessary to perform the requirements of the contract. The LHEDC will consider references and other information available, whether specifically provided by the respondent or otherwise. Consultants with an owner or principal convicted within the past 10 years of a crime that impugns honesty or integrity, or with unsatisfied tax or judgment liens, are ineligible to participate and shall not submit.

SALES TAX: The LHEDC and CITY are exempt by law from payment of Texas Sales Tax and Federal Excise Tax. **Do not include tax in response.**

WITHDRAWAL OF RESPONSES: Any response may be withdrawn prior to the scheduling time for opening. Notice to withdraw the response must be in writing and submitted to the LHEDC prior to the scheduled time for opening responses. Any response withdrawal notice, which is received after the deadline for receiving responses, shall not be considered.

CERTIFICATION FORM

The undersigned affirms that they are duly authorized and qualified to submit this response.

Respondent must initial next to each addendum received in order to verify receipt:

Addendum #1_____ Addendum #2_____ Addendum #3_____

Respondent Must Fill in and Sign:

NAME OF CONSULTANT/FIRM: _____

AGENTS NAME: _____

AGENTS TITLE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE & FAX NUMBERS: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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).

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.

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

OFFICE USE ONLY

Date Received

1 **Name of vendor 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____
Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member 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.**

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?

☐ Yes ☐ No

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?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a 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.**

6 ☐ 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).

7

_____ _____ _____
Name of signatory Signature Date

A complete copy of the Conflict Questionnaire may be found HERE.