



CITY OF ANGLETON

NOTICE OF REQUEST FOR QUALIFICATIONS

The City of Angleton is requesting a Statement of Qualifications from professionally qualified Landscape Architect (PLA) consultants and/or similar professionally qualified consultants to provide comprehensive design and planning services to update the master plan for Freedom Park located at 3105 N. Downing, Angleton, TX 77515. This request invites qualified consultants to submit qualifications for accomplishments of the items of work described in the full RFQ packet that can be found at www.angleton.tx.us. The City of Angleton will accept a Statement of Qualifications until 5:00 p.m. on Monday, November 9, 2020, at the following address:

**Attn: Angleton Service Center
City of Angleton - City Hall
121 S Velasco
Angleton, TX 77515**

Freedom Park Master Plan PROPOSAL

Request for Qualifications
RFQ No. 2020-11P
Freedom Park Master Plan
for the
City of Angleton

**Statement of Qualification Submission Deadline:
Monday, November 9, 2020 @ 5:00 p.m. (CDT)**



REQUEST FOR QUALIFICATIONS

The City of Angleton is requesting proposals from professionally qualified Landscape Architect (PLA) consultants and/or similar professionally qualified consultants to provide comprehensive design and planning services to update the master plan for Freedom Park located at 3105 N. Downing, Angleton, TX 77515. This request invites qualified consultants to submit qualifications for accomplishments of the items of work described below under Scope of Services.

1. INSTRUCTIONS TO RESPONDENTS

1.1 DEFINITIONS

- (a) *Respondent* means the person or entity that submits a Statement of Qualifications (SOQ) in response to this RFQ.

1.2 SUBMITTAL

Documents must be submitted as follows:

- (a) At least ten (10) bound copies and one (1) flash drive in pdf format
- (b) The STATEMENT OF QUALIFICATIONS must be completed in ink or be typed.
- (c) The STATEMENT OF QUALIFICATIONS must be submitted in a sealed envelope or container that is marked on the outside of the envelope or container with respondent's name and mailing address as well:

RFQ: 2020-11P
FREEDOM PARK MASTER PLAN CONSULTANT
"DO NOT OPEN IN MAILROOM"

- (d) The STATEMENT OF QUALIFICATIONS may be mailed or hand delivered to:

**City of Angleton
City Hall
Attn: Angleton Service Center
Freedom Park Master Plan Proposal
121 S Velasco
Angleton, TX 77515**

FASCIMILE TRANSMITTALS WILL NOT BE ACCEPTED

- (e) STATEMENT OF QUALIFICATIONS must be received on or before 5:00 p.m. (CST), Monday, November 9, 2020. STATEMENTS OF QUALIFICATIONS received after the specified date and time will not be considered.

1.3 ADDITIONAL INSTRUCTIONS AND INFORMATION

- (a) Respondent should carefully examine all terms, conditions, specifications, and related documents. If a Respondent finds a discrepancy in or omission from or has a question about the of this RFQ or other related documents, the Respondent should immediately notify the Director of Parks and Recreation at the email address listed below. Questions must be received by the Parks and Recreation Director on or before 5:00 p.m. Monday, October 26, 2020. After the Parks and Recreation Director has been notified of a discrepancy or omission, or has been asked a question, the Parks and Recreation Director will post an amendment or addendum on www.angleton.tx.us for all Respondents to view. In the event of any conflict between the terms and conditions of these requirements and the specifications, the specifications shall govern. In the event of any conflict interpretation of any part of this overall document, the City of Angleton's interpretation shall govern.

If you have any questions regarding the Request for Qualifications contact:

Mrs. Megan Mainer
Parks and Recreation Director
979-849-4364 ext.4101
mmainer@angleton.tx.us

1.4 NOTICE TO PROSPECTIVE BIDDERS

The City of Angleton reserves the right to reject any or all proposals, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional Proposals and to reject the Proposal of any Proposer if the City believes that it would not be in the best interest of the Project to make an award to that Proposer, whether because the Proposal is not responsive or the Proposer is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City.

The City also reserves the right to waive all informalities and defects in the proposals and the proposal process not involving price, time of submittal or changes in the Work and to negotiate contract terms with the Successful Proposer. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the proposal, the City reserves the right to consider the most advantageous proposal thereof or to reject the proposal.

Please be advised that in compliance with State of Texas Government Code, Section 2252.908, the successful business entity awarded a contract by Angleton City Council must complete Form 1295 – “Certificate of Interested Parties” – and must provide a signed and notarized printed copy of the form and a separate certification of filing. The form can be found at www.ethics.state.tx.us.

The selected Respondent is required to registered with the City of Angleton as a vendor and will supply the City with appropriate tax identification information.

2. PROJECT BACKGROUND AND OBJECTIVES

2.1 Background Information

Angleton is the county seat of Brazoria County and prides itself on community spirit and a small-town atmosphere within the Houston metropolitan area. Angleton is strategically located at the intersection of State Highway 288, State Highway 35, and the Union Pacific Railroad 44 miles south of Houston and 18 miles from the Gulf of Mexico.

Angleton is a dynamic community with proposed new residential developments that create a highly desirable place to call home for families as well as retirees. Angleton is approximately 11.3 square miles in size and has a very diverse population around 20,000 residents. Angleton’s impending residential boom is now being complemented with a flurry of commercial growth and infrastructure improvements. Great parks, schools, and housing help make Angleton a remarkable place to call home, and first-rate attractions and events keep visitors coming back for more.

The Angleton Parks and Recreation Department has a system that consists of eleven parks comprising about 200 acres. Within the 200 acres, the City has a soccer, softball, and youth baseball sports complex all of which are under formal agreements for use and maintenance. One of these complexes includes Freedom Park.

During the initial development of Freedom Park in 2003, various park amenities were proposed including:

- Six (6) youth baseball fields with lights, irrigation and stands
- One (1) large and one (1) small concession, restroom, and storage building
- Two (2) detention ponds sized at 4 and 1.6 acres
- Earthen hill
- Exercise stations
- Five (5) historical exhibits
- Six (6) horseshoe pits
- Jogging trail
- Parking spaces with security lighting
- One (1) large pavilion and four (4) 15 X 15 pavilion
- Four (4) picnic tables with grill and waste containers
- One (1) pier at four-acre detention

- pond
- One (1) large playground structure
- Two (2) small playground structures
- Three (3) volleyball courts
- Water Well

Not all amenities were constructed and were supposed to be included in Phase II of development. Currently Freedom Park features four youth baseball fields, a ¼ mile decomposed granite walking path, restroom and concessions, standalone restroom facility, parking lot, field and parking lot lights, large covered playground structure, four covered picnic tables (two with grills), and batting cages.

2.2 Project Objectives and Goals

The objective of this project is to perform comprehensive design and planning services to develop a master plan for Freedom Park that will consider current and potential future uses as well as connectivity to adjacent neighborhoods and schools.

- The Angleton Parks & Recreation Department shall have a comprehensive plan to guide the future development and/or renovation of Freedom Park, inclusive of capital and operational costs.
- The Freedom Master Plan shall be coordinated with the overall parks and recreation system, i.e. amenities, design standards and specifications, or as designated by the Parks & Recreation Director.
- The Master Plan shall identify proposed/new infrastructure at the park.

3. SCOPE OF WORK

Responding consultants are requested to provide a statement of qualifications that addresses the items identified in the scope of services. This project will include inventory/review of existing facilities and amenities in the park, a review of the parks and recreation system to understand the relation of this park to the overall park system, community needs and preferences, the development of a prioritized plan, and funding/financial options for the development of the plan. The plan will consider current and potential future uses, as well as connectivity to adjacent neighborhoods and schools.

- A. INITIAL SITE EVALUATION AND CONSULTATION – This task consists of all services necessary to related to the initial concept and includes:
 - a. Kick-off Conference. The consultant shall meet with Angleton Parks & Recreation staff to detail the project’s concept, program and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes.
 - b. Review the following documents/plans, as provided by the City.
 - c. The landscape architect will provide current site and topographical survey of the park.
- B. SITE REVIEW AND ANALYSIS – The landscape architect will review the existing park including:
 - a. Coordinate an onsite review with City staff representatives.
 - b. Document, site plan, along with narrative and site photos, the opportunities and

- constraints of the site.
- c. Document the adjacent land uses and ownership of parcels along with potential connectivity.
 - d. Document current park use areas, access points and parking.
 - e. The current inventory of the Angleton Parks and Recreation system and, specifically, the Freedom Park amenities.
 - i. Angleton demographics, economics impact, market and socio-economic data.
 - ii. The Comprehensive Parks and Recreation Master and Strategic Plan
 - iii. 10-Year Strategic Action Plan
 - iv. Angleton Parks and Recreation Systems Standards, or standards designated by the Parks & Recreation Director.
 - v. Identify existing utilities (water, electricity, gas, sewer) and their capacity
 - vi. Review ingress/egress to the park and parking configuration ensure it these meet the demands of the park and applicable standards.
 - vii. Existing Park Plans (PDFs) and previously proposed park amenities.
 - f. Analyze the existing condition of the facilities, such as infrastructure and infrastructure capacity (water, sewage, gas and electric). This assessment shall include, but is not limited to; a structural and ADA analysis of the park.
 - g. Analyze the location of park elements (bathrooms, playground, pavilions, fields, concession facility, etc.) to identify if this is the most efficient use of space.

C. PLAN DEVELOPMENT

- a. The *Plan* should address the following elements in addition to any other pertinent topics:
 - i. Address the communities needs of outdoor recreation programming.
 - ii. Assess park amenities proposed in 2003 and determine if needs still exist.
 - iii. Development of a site plan(s) for the park with new, renovations and remaining areas where parks and other types of recreational facilities should be preserved and/or newly developed, inclusive of parking.
 - iv. Design Freedom Park pond on the most northern tract based on stakeholder feedback.
 - v. Identify existing utilities and any future installation of utilities in order to serve park site(s) with cost estimates.
 - vi. Cost estimates for new or renovated amenities, including operational cost and revenue projections. Funding sources (Angleton CIP, bonds, grant funding, 3rd party naming/sponsorships) should be reviewed as part of a funding plans.

D. PROJECT TEAM, MEETING, AND SUBMITTAL SUMMARY

- a. Project team members will include:
 - i. The Consultant
 - ii. The Angleton Parks and Recreation Department
- b. Meetings requiring the Consultant's participation will likely include, but may not be limited to, the following:
 - i. Kick-off meeting

- ii. Angleton Staff Meetings (6-8)
- iii. Parks and Recreation Board and ABLC Meetings (generally Second and Third Monday of the month accordingly)
- iv. Public Meeting(s). Plan for at least one public meeting. Plan for three meetings for Angleton City Council presentation of the draft and final plan.
 - The first meeting will be held once the site review and analysis has been prepared to engage the public, create awareness of the master plan and obtain initial feedback regarding the Park.
 - The second meeting will be held after the Preliminary Master Plan concepts are prepared. The public and City Council will be able to review the preliminary concepts and provide feedback.
 - The third meeting will be held after the preliminary concepts are refined into one draft Master Plan. The Design Team will also identify project phasing opportunities as needed. The public and City Council will be able to review Draft Master Plan and provide feedback.
 - The fourth meeting will be held after final revisions are made to the Final Master Plan and presented to City Council for adoption.

E. PRELIMINARY MASTER PLAN CONCEPTS - After the first public meeting the Landscape Architect will prepare up to three concept plans for the site representing options to include elements identified in Client and public input. Plans, renderings, precedent imagery and preliminary cost estimates will be provided. These preliminary concepts will be reviewed with the Project Team and modified per the discussion.

F. REFINE MASTER PLAN CONCEPT - Based upon all of the gathered input, site analysis, charettes, community engagement, agency interviews, etc., the Project Team will refine the options into one conceptual plan.

G. DRAFT MASTER PLAN - The Landscape Architect will develop one draft master plan for the Park. This concept will be presented to the Project Team for review and then to the public during the 3rd public meeting. The Draft Plan will include:

- a. An existing conditions and analysis plan.
- b. An overall master site plan of the Park indicating proposed programming and circulation.
- c. Renderings, sketches and/or precedent imagery.
- d. A preliminary cost estimate and proposed phasing plan, if appropriate.

H. FINAL MASTER PLAN - The Landscape Architect will prepare the Final Master Plan. This concept will be presented to the Project Team for review and then to the public during the 4th and final public meeting. The Final Plan will consist of the following:

- a. A single, bound, full-color, hard copy of the Master Plan document.

- b. A high-resolution, print-ready, fully bookmarked digital version of the final product, including any appendices, maps or other attachments in PDF format.
- c. A lower resolution version of the same document suitable for placement on the City's website.

I. SUBMITTALS:

- a. Kick-off meeting – meeting minutes
- b. Site Plan(s)
- c. Freedom Park pond design and grading
- d. Elevation Plan(s)
 - i. Freedom Park Master Plan-Draft
 - ii. Freedom Park Master Plan-Final
 - iii. Provide twelve (12) copies of the completed Freedom Park Master Plan
 - iv. Provide digital copies of all bid documents on CD/Jump drive (example - .doc, .pdf, .dwg, .xls file types) to Angleton.

The Consultant shall allow 7 working days for Angleton to review submittals

4. PROGRESS REPORTING

The consultant and the Parks & Recreation Director shall hold progress meetings as often as necessary, but in no case less than once per month until the final plan is approved by the City Council for the purpose of progress reporting. The consultant shall supply the Parks & Recreation Director with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Parks & Recreation Director at least three (3) working days before each progress meeting. The Parks & Recreation Director shall schedule the meetings, as necessary, at key times during the development of the Freedom Park Master Plan.

5. ITEMS TO BE PROVIDED BY THE CITY OF ANGLETON

- A City assigned Project Manager;
- Copies of all existing studies, plans, programs, and other data;
- City of Angleton Comprehensive Parks & Recreation Master and Strategic Plan;
- Assistance with on-going community meetings.

6. PRELIMINARY PROJECT SCHEDULE

The following tentative schedule is anticipated for selection, contract negotiations and contract award.

Task	Start
RFP/Q Issue Date	October 12, 2020
Qualifications Submittal Deadline	November 9, 2020
Consultant Interviews (if necessary), Contract Negotiations, & Preparation	December 2020
Board & Council Approval	December 2020

Notice of Proceed	January 2021
Draft Plan Presentation to Angleton Parks & Recreation Board and ABLC	April 2021
Final Plan Presentation to Angleton Parks & Recreation Board, ABLC and City Council	May 2021

7. PROJECT BUDGET

\$70,000 has been allocated for this project by Concourse Development.

8. SUBMITTAL REQUIREMENTS

Submittals shall be firm for a period of 90 days following Submittal Date. Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in the RFQ document and Selection Criteria. Any cost or expense incurred by the Respondent that is associated in/with the preparation of the Proposal, the interview (if needed) or the selection process shall be borne solely by the Respondent. All proposals become property of The City of Angleton upon receipt and will not be returned. Submittals shall contain the following information which is further outlined below:

Items A through E:

- One-page cover letter of interest that includes the firm's understanding of the requirements related to the RFQ, a synopsis of the prime firm and sub-consultants, the team's qualifications, the project manager and primary contact. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of this RFQ.
- A project organization chart. Identify team composition, if a team is proposed. Define key staff member who will be working on the project and explain their roles.
- Profile(s) of firm or team members including the number of employees, location and number of years in business under its current name and relevant experience.
- A description of the proposed approach to the project including a response to the preliminary scope and engagement of the community.
- Resume of the project manager, principle, staff, and sub-consultants identified as having a major role in the project with contact information including phone numbers and email addresses.

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project. Elements that will be considered by the panel when reviewing your submittal:

- a. Qualifications and relevant individual experience.
- b. Unique knowledge of key team members relating to the project.
- c. Experience on projects as a team.
- d. Key staff involvement in project management and on-site presence.

- e. Time commitment of key staff.
- f. Qualifications and relevant sub consultant experience

B. FIRM CAPABILITIES

Elements that will be considered:

- a. Are the lines of authority and coordination clearly identified?
- b. Are essential management functions identified?
- c. Are the functions effectively integrated? e.g., sub consultants' role delineated?
- d. Current and projected workload
- e. Ability to meet Angleton's schedule

C. PRIOR EXPERIENCE

Use the portion of your submittal to describe relevant experience with the project type described in the RFP document and various services to be provided. Elements that will be considered by the panel when reviewing your submittal:

- a. Experience of the key staff and firm with projects of similar scope and complexity (park renovations, aquatics, etc.)
- b. Demonstrated success on past projects of similar scope and complexity.
- c. Development of conceptual designs.
- d. Prior experience with the City of Angleton (or its predecessors).

D. PROJECT APPROACH

For the project and services outlines in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- a. Cost control-Establish and controls costs through the master plan process.
- b. Schedule
- c. Manage the required work to meet the established schedule as identified in Project Timeline.
- d. Communication
- e. Dedicated person to communicate with the City of Angleton's project lead.

E. WORK LOCATION

Describe where the prime and sub consultants will do the key work elements of this project. Elements that will be considered by the panel when reviewing your submittal:

- a. Proximity of firms' office as it may affect coordination with the City's project manager and the potential project location. The prime consultant does not have to be local. However, if the firm is outside of the Greater Houston area it will be important that provisions are made to facilitate frequent with the City including site visits. Advise how this will be facilitated.
- b. Firm's familiarity with the project area and parks and recreation system.
- c. Knowledge of the City of Angleton.

9. QUESTIONS/ADDENDUM

Respondents may provide responses to questions asked of them by City of Angleton staff

contact person after the responses are received and opened. If significant questions are posed, an addendum will be issued and be available at www.angleton.tx.us. Candidates should not rely on any oral communication concerning this RFQ and oral responses will have no binding effect.

10. INTERVIEWS

After the written proposals are received and initially evaluated, the City of Angleton may require one or more of the Candidates to provide an oral presentation as a supplement to their statements. Any Candidates required to interview should be prepared to discuss and substantiate any area of their proposal. The City is under no obligation to grant interviews to any Candidate receiving a copy of this RFQ and/or submitting a written statement in response to the RFQ. During interviews, if any, verbal questions and explanations will be permitted. The City of Angleton reserves the right to exclude any persons from interviews as it deems in its best interest.

11. SELECTION

Staff of the City of Angleton will review the proposals based the selection criteria noted above. For the highest scoring firms, staff will then negotiate a not-to-exceed fee for the items identified in the scope of work. Once a fee is agreed to a professional services agreement will be entered into between the selected firm and the City of Angleton. If a satisfactory fee cannot be agreed to, then negotiations will commence with the second highest scoring firm, and so on.

12. SUBMITTAL DEADLINE

Specific requirements for submittals are outlined in the Request for Qualifications. In order to facilitate review, submittals must be provided including one electronic copy (.pdf). Electronic can be emailed to the City of Angleton at the email address below. Submittals must be delivered to:

Megan Mainer, CPRP
Director of Parks and Recreation
121 S Velasco
Angleton, Texas 77515
mmainer@angleton.tx.us

Deadline for receipt at the City of Angleton (mailed or hand delivered) is Monday, November 9, 2020 5:00 pm. Late submittals will be rejected without consideration. The City assumes no responsibility for costs related to the preparation of submittals. The City of Angleton reserves the right to reject any and all proposals received in response to this Request for Proposals and Qualifications. The City reserves the right to contract with and / or secure other consulting or design services from other consultants or firms as deemed necessary by the City.

13. EVALUATION CRITERIA

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

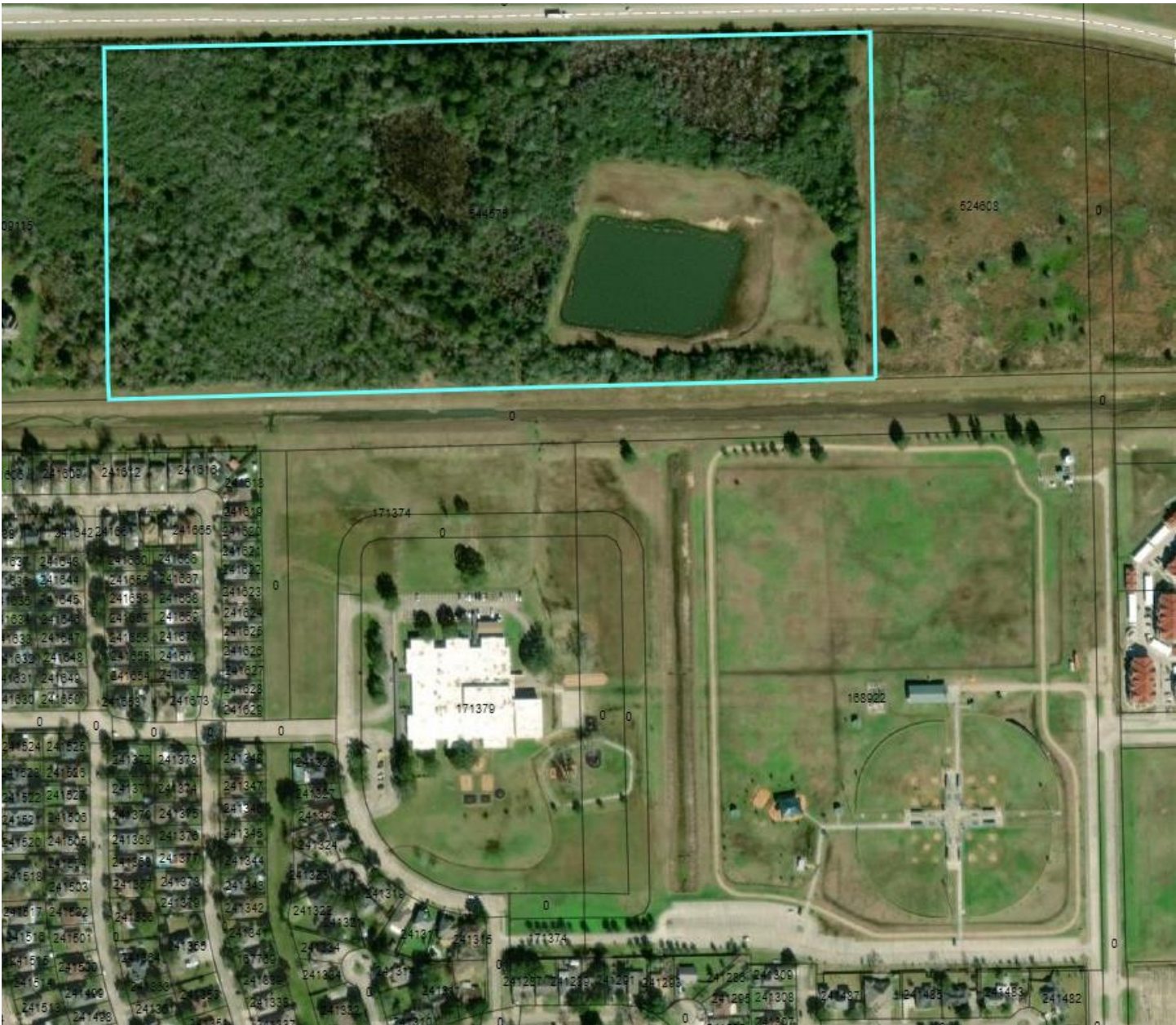
<u>Percent</u>	<u>Component</u>
30	Project Overview: Project Overview and Quality and Thoroughness of a Proposal. Convey your understanding of the project objectives. Identify major problems which you perceive at this time. Describe the overall approach you will use to overcome the problems and efficiently complete this project. Project Overview and Quality and Thoroughness of a Proposal.
25	Experience, Qualifications and Expertise: Firm's experience with similar projects, qualifications and expertise of key personnel and subconsultants
20	Project Team
	Management, team organization and skill of experience of key team members.
20	Capabilities and Resources: Projects currently under contract involving equipment and key personnel that would also handle this project along with estimated time of completion. Availability and responsiveness of staff in local area.
5	References

Attachment A Maps

Aerial Images of Freedom Park







References:

Please PRINT or TYPE here, the names, addresses and other contact information of persons in a management capacity where other similar work has been provided within the last five (5) years, or is currently being provided that may be willing to provide a reference and recommendation for your company. Failure to complete and submit this form may be cause to disqualify your proposal. References provided must be for similar rehabilitation projects.

At least 3 references should be current and of a similar size and scope. Contractor shall also indicate the date services were performed and a brief description of the master planning project, and details involved for each reference provided.

CompanyName	Contact	Address	Telephone	E-mail

CompanyName	Contact	Address	Telephone	E-mail

CompanyName	Contact	Address	Telephone	E-mail

CompanyName	Contact	Address	Telephone	E-mail

CompanyName	Contact	Address	Telephone	E-mail

CompanyName	Contact	Address	Telephone	E-mail

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 of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

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 corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

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

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

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

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

(2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed;
 - or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.