



COUNTY OF EL PASO
500 East San Antonio, Suite PU500
El Paso, Texas 79901
(915) 546-2048 (915) 546-8180 Fax

Notice to Interested Parties

Sealed Request for Qualifications will be received at the County Purchasing Department, 500 E. San Antonio, Suite PU500, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, June 4, 2008**. Responses will be opened at the County Purchasing Office the same date for **(RFQ) Architectural Services for the Youth Services Center**.

Qualifications must be in a sealed envelope and marked:
"Qualifications to be opened June 4, 2008
(RFQ) Architectural Services for the Youth Services Center
RFQ Number 08-067"

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, May 27, 2008, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

Said contract shall be let to the best qualified, and the **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL RESPONSES AND WAIVE TECHNICALITIES**. Only responses that conform to specifications will be considered. Faxed responses will not be accepted.

In order to remain active on the El Paso County Vendor list, each vendor receiving this request for qualifications must respond in some form. Vendors submitting qualifications must meet or exceed all requirements herein. Vendors not responding to the request must submit their reason in writing to the El Paso County Purchasing Department.

PITI VASQUEZ
County Purchasing Agent

SIGNATURE PAGE

Description – RFQ # 08-067
(RFQ) Architectural Services for the Youth Services Center
Vendor must meet or exceed specifications

Please submit one (1) original copy and seven (7) duplicate copies of your statements of qualifications.

Company

Address

Federal Tax Identification No.

City, State, Zip Code

CIQ Document Number

CIQ Sent Date

Representative Name & Title

Telephone

Fax Number

E-mail

Signature

Date

**** THIS MUST BE THE FIRST PAGE ON RFQ RESPONSE ****

(RFQ) Architectural Services for the Youth Services Center

RFQ #08-067



**Opening Date
Wednesday, June 4, 2008**

Architectural Services for the Youth Services Center
RFQ# 08-067
Scope of work

The Youth Services Facility will enhance collaboration with other agencies, judges and family members in providing services for children and families.

- Mission & Vision
 - MISSION
Bring the El Paso Community together to promote healthy minds and healthy children
 - VISION
One unified system providing mental health services for youth and families of El Paso County

- The Border Children’s Mental Health Collaborative (BCMHC) is a community-based system of care development effort for youth with serious emotional disturbances (SED) in El Paso County, Texas. The BCMHC represents an effort among all the community’s state and local child serving agencies to stop the tragic and wasteful removal of our children and adolescents, who have SED, to residential treatment centers that are often 500 – 600 miles from their homes and community.
Funded by SAMSHA (Department of Health and Human Services Substance Abuse and Mental Health Services Administration), through a six – year grant, the BCMHC is a County supported organization created to operate an integrated system of care for all El Paso County youth with SED; to promote the system integration through a governance team who provides policy leadership and includes family and professional representatives of all the community’s major child-serving systems as well as courts that oversee the child welfare, juvenile justice, and mental health systems. The BCMHC also promotes the use of the wraparound process with individual youth and family teams to provide case management services for all youth who are served by the BCMHC, regardless of referral or payment source

- Priority population which will be served are children from the ages of birth to 17 years, and their families.

- Current list of agencies; to include but not limited to (refer to - Addendum A)

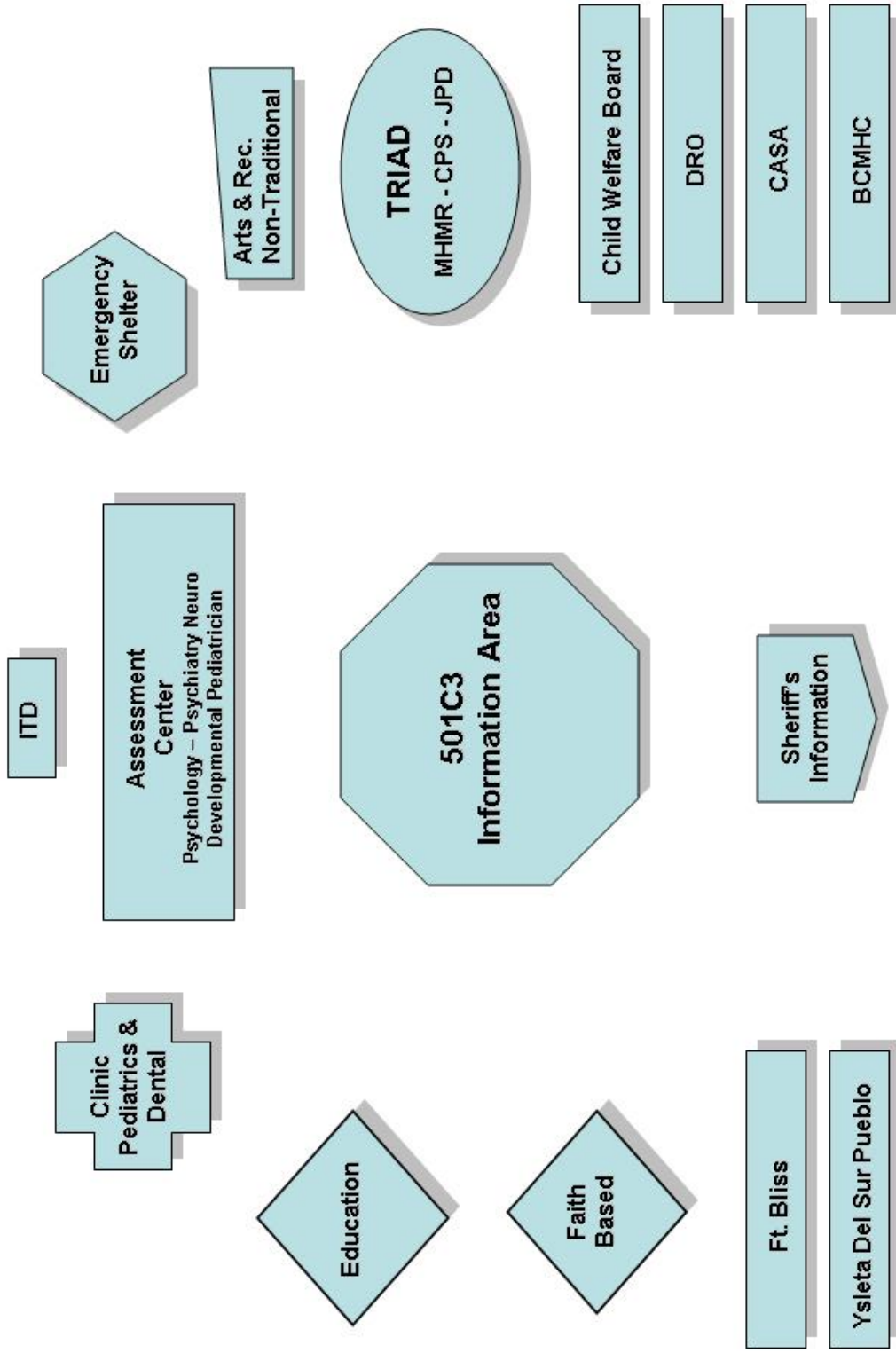
- Codes that must be met for construction (refer to Addendum B)

- Agencies' function and role in the Youth Services Center

<u>MHMR</u>	Mental health intake assessment Crisis intake assessment BCMHC Care Management Program
<u>CPS</u>	<p>2 investigative units – night unit and a day unit</p> <ul style="list-style-type: none"> • Assess the risk to the child • Immediate provision of protective services to ensure the child's safety during the course of the investigation, which may include removal; • Interviews with children, parents, alleged perpetrators and collateral contacts; • Examinations of child(ren) to include medical, psychological and psychiatric examinations; • Home visits • Completion of appropriate documentation to close the case or to provide continuing services, and; • Ends with a disposition of each allegation <p>Assessment of risk of mistreatment; and The decision to provide further protective services or close the case</p>
<u>JPD</u>	<p>The primary function of the Juvenile Justice Center at the Youth Services Center is to screen and assess juveniles for the purpose of identifying the appropriate level of intervention.</p> <p>Juveniles may be diverted from formal probation or recommended to be placed on formal probation.</p> <p>Juveniles under the jurisdiction of the court will be assessed to determine the appropriate services to avoid further delinquent conduct and to avoid removal from the community.</p>
<u>Child Welfare Board</u>	<p>Provide emergency vouchers for clothing for children removed from their homes.</p> <p>Provide funds for clothing to the foster parents that take these children in.</p> <p>The Rainbow Room will be relocated to the facility for easy access.</p>

<u>Domestic Relations Office</u>	<p>The goal of the DRO is to establish itself in the new Assessment Center to enhance collaboration with other agencies, judges and family members in providing wraparound services for the children under the jurisdiction of the courts of El Paso County.</p> <p>The DRO will be able to broaden current services provided and increase the services available through collaboration.</p> <p>Visitation services, to improve and maintain contact of children with parents under exceptional circumstances, which is currently contracted out, would be available for direct service by the DRO.</p>
<u>C.A.S.A.</u>	<p>They will maintain a satellite office in the new facility to capture some of the children that will come through the CPS system that need a court advocate.</p>
<u>BCMHC</u>	<p>The Collaborative will continue the ongoing philosophy of wraparound. Serve as the training hub along with the educational component with youth and parents and the cultural aspect as it moves through the whole system.</p> <p>The Collaborative will be the driving force to maintain the consistency of evidence based practices, evaluation and ongoing services through the building itself.</p> <p>Expand the parent group to include all parents, not just program parents</p> <p>Expand the scope of the youth group to include any and all youth interested in participating.</p>
<u>Ysleta del Sur Pueblo</u>	<p>They will have an office to conduct assessments and intakes for families not living on the Pueblo.</p> <p>They will also provide confidential services to families not living on the Pueblo.</p> <p>Office will also provide easy access to the MHMR which is very important and needed.</p>
<u>Faith Based</u>	<p>The availability of an Inter-faith sanctuary for meditation or prayer when needed.</p>
<u>Educational</u>	<p>Help the youth maintain the enrollment they have in school.</p> <p>To act as a liaison between the facility process and the school process.</p> <p>Work with local school district to provide educational services in the emergency shelter when needed.</p>
<u>Clinic, Pediatrics, &</u>	<p>To provide basic health and dental services.</p>

<u>Dental</u>	To access and make referrals if more in depth services are needed.
<u>Emergency Shelter</u>	Will be mirrored closely to the plan for the Houston area but made more feasible for better supervision of the youth. More open areas for private visitation for families and youth. More open counter spaces for patient observation by staff
<u>Arts and Recreation</u>	Galleries for art expression Outside and indoor recreational activities
<u>Ft Bliss</u>	To assist clients with enrollment in the EFMP to ensure that the assignment coordination concerns of military families who have an individual with special needs are taken into consideration.
<u>Assessment Center</u>	The first phase for FY 2008 would consist of a Countywide mental health assessment center. The center would house Doctors and Clinicians to include but not limited to, Psychiatrists, Neurologists, Psychologists, Licensed Social Workers, Licensed Chemical Dependency Counselors and other clinicians as needed to conduct a multidisciplinary approach in assessing children and families. A Multi-social services component will be housed in this facility in order for families to access programs as a ‘One Stop Shop” Modality.
<u>Sheriff’s Department</u>	Will monitor and provide security throughout the building. They will provide security with a metal detector at the entry of the building and monitor the remaining areas through computer security systems.
<u>ITD</u>	The Information Technology Department (ITD) provides processing and programming support for administrative applications. It will also coordinate services for the County, State, and Federal computer systems that will be accessed by the providers in the facility. They will serve as a liaison between the county and other agencies housed in the facility and will collaborate with other ITDs in troubleshooting problems which may arise within the facility.



YOUTH SERVICE CENTER AGENCY SCHEMATIC

INTRODUCTION

In fiscal year 2002, the County of El Paso was awarded 9.5 million dollars from the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMSHA) to prevent children that are Seriously Emotionally Disturbed from being removed from our community to receive intensive mental health services in Residential Treatment Centers outside of El Paso County. An average of 120 children leaves the community on a yearly basis since fiscal year 2000. These children have been Court ordered to out of town facilities as recommended by the Texas Department of Family and Protective Services (TDFPS) and the El Paso County Juvenile Probation Department (JPD) due to lack of these services in our community. The approximate cost for these services from fiscal year 2000 – 2006 is at \$26 million dollars. The SAMHSA grant has afforded our community the opportunity to engage in the evidenced based practice of a “Wrap Around” approach in working with children and their families. Since the inception of the grant, 89 children and their families have been provided services in the community, thus keeping families together with a cost savings to the taxpayers. The Community Child Service agencies are coming together in order to provide quality and non-replication of services. These Agencies/Programs are located in various areas of El Paso County, making it difficult for families to access all services, thus the reason for the following:

PROJECT DESCRIPTION / SCOPE OF WORK

The proposed “El Paso County Youth Services Facility” is a new building with approximately 50,000 square feet to be built in a site located near Ascarate Park. This project is scheduled to be completed by 12/2009.

The facility would consist of a countywide mental health assessment center. The center would house Doctors and Clinicians to include but not limited to, Psychiatrists, Neurologists, Psychologists, Licensed Social Workers, Licensed Chemical Dependency Counselors and other clinicians as needed to conduct a multidisciplinary approach in assessing children and families. A Multi-social services component will be housed in this facility in order for families to access programs as a ‘One Stop Shop’ Modality.

A 24 bed Emergency Shelter and Respite Care center will also be a component to this facility. This facility would be utilized by JPD, TDFPS, El Paso Mental Health and Mental Retardation (MH/MR), Local Law enforcement, military and families residing in El Paso County. The premise of the facility would receive children in crisis and provide a family like nurturing environment to assist in calming and stabilization of these individuals.

SUBMMITTALS:

DESIGN PROJECT BUDGET/ SCHEDULE CONSTRUCTION

Please provide the following information about your company

1. Provide the following information about your company:

- a. Name of Firm
- b. Address of Firm
- c. Telephone & Fax Numbers
- d. Primary Telephone and Correspondence

2. Brief History of the Firm

- a. Size of Firm/Staff
- b. Years in Business
- c. Organization chart of Firm

3. Design Team Background

a. Architectural Team

- i. Principal in Charge
- ii. Director of Correctional Design
- iii. Project Manager
- iv. Project Architect
- v. Interior Design
- vi. Functional programming and space programming

b. Resumes of Team Members

- i. Name
- ii. Office Location
- iii. Phone Number
- iv. Years of Service with Firm
- v. Education
- vi. Professional Experience
- vii. Pertinent Experience

c. Consultants

- i. Structural Engineer
- ii. Mechanical/Electrical Engineer
- iii. Security Consultant
- iv. Kitchen Consultant
- v. Interior Design
- vi. Civil Engineer
- vii. Technology

4. Representative Projects – List a minimum of five (5) projects completed by your firm that best represents a similar scope, budget, program and complexity. For each project, please include:
 - a. Completion Date
 - b. Name and Location
 - c. Budget
 - d. Graphic Description
 - e. Photographs
 - f. Total Square Footage
 - i. Additions
 - ii. Renovations
 - g. Cost per Square Foot – Exclude Site Costs and Architectural Fees
 - h. Change Order Percentage
 - i. Owner Representative
5. Project Experience – List the last five new construction projects for which bids have been received or recently completed. Please include:
 - a. Completion Date
 - b. Name and Location
 - c. Budget
 - d. Graphic Description
 - e. Photographs
 - f. Total Square Footage
 - i. Additions
 - ii. Renovations
 - g. Cost per Square Foot – Exclude Site Costs and Architectural Fees
 - h. Change Order Percentage
 - i. Owner Representative services (if applicable)
6. Cost Effective Design
 - a. Please list the cost per square foot for your new construction projects in the past five years. Please exclude all Site Costs and Professional Fees.
 - b. For projects completed in the last five years please list the Cost Estimate, Bid Amount, and Difference. Please list any changes in scope if appropriate and if this change in scope resulted in an increase in your fee.
7. Licensure
 - a. Is the principal licensed to practice architecture in your State?
 - b. Has the Principal or Project Architect have or had their license suspended to practice architecture your State
8. Legal Proceedings
 - a. Identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or contractor against your firm for any project in the past five years.

9. Project Approach

- a. Describe your firm's management approach for these projects. Please include your approach and the benefit each step has for the owner.
- b. Please describe any unique aspects your firm may employ in the design of the project.

10. References

- a. Please provide a minimum of five references to contact.

11. Unique Qualifications – Please state why your firm should be selected by the owner

Addendum A

Current list of agencies; to include but not limited to:

Arts and Recreation (Non Traditional Services
Assessment Center
Border Children's Mental Health Collaborative
(BCMHC)
Child Protective Services (CPS)
Child Welfare Board
Clinic, Pediatrics & Dental
Court Appointed Special Advocates (C.A.S.A.)
Domestic Relations Office
Educational
Emergency Shelter
Exceptional Families Program (Ft. Bliss)
Faith Based (Interfaith Sanctuary)
Information Technology Department
Juvenile Probation Department (JPD)
Mental Health Mental Retardation (MHMR)
Sheriff's Department
Ysleta del Sur Pueblo

Addendum B

- **Codes that must be met for construction**

Documents can be viewed on our website at www.epcounty.com click on bid & more, click on the attachments 1, 2 and 3 or hard copies will be available at the Purchasing Department - 500 E. San Antonio, El Paso, Texas, room # 500. Please call Linda Gonzalez at (915) 546-2195 in advanced for hard copies.

Document

- Texas family code title 4, chapter 261 & title 3
- Texas Administrative Code: (TAC) Title 37, part 11
Texas Juvenile Probation Commission chapter 341
- Texas Administrative Code: Title 40 Social Services and Assistance, part 19 Department of Family Services, chapter 748 “General Residence Operations and Residence Treatment Centers”

COUNTY OF EL PASO, TEXAS

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS*

Instructions for the certifications:

General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statues and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.)

which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

*All four (4) pages of this document must be included in all responses.

COUNTY OF EL PASO PURCHASING DEPARTMENT

COUNTY COURTHOUSE, 500 EAST SAN ANTONIO,
ROOM PU500, EL PASO, TEXAS 79901
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LINDA GONZALEZ, INVENTORY BID TECHNICIAN

BIDDING CONDITIONS

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A REQUEST FOR QUALIFICATIONS, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY RFQ; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE RFQ DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. Request for Qualifications must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed bids will not be accepted.
3. Late RFQ's properly identified will be returned to the submitter unopened. Late RFQ's will not be considered under any circumstances.
4. RFQ's must give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing should show title or authority to bind his firm in a contract.
5. No substitutions or cancellations permitted without written approval of County Purchasing Agent.
6. This Request for Qualifications inquiry only and implies no obligation of the part of the County of El Paso.
7. The County of El Paso is an Equal Opportunity Employer.
8. RFQ sent via express mail or overnight delivery service must have the proposal number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your RFQ may be cause for disqualification.
9. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
 - 1) A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
 - 2) A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.

10. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.

11. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

NOTICE:

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

Health Insurance Benefits Provided By Bidder

Consideration of Health Insurance Benefits*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination. Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

* This page must be included in all responses.



COUNTY OF EL PASO
County Purchasing Department
500 East San Antonio, Suite PU500
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFQ #08-067, (RFQ) Architectural Services for the Youth Services Center

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Anthony Cobos
Commissioner Luis C. Sariñana
Commissioner Veronica Escobar
Commissioner Miguel Teran
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Peter Gutierrez, Buyer II
Linda Gonzalez, Inventory Bid Technician
Lucy Balderama, Inventory Bid Technician
Robert Rivera, Director of Road & Bridge
Wallace Hardgrove, Budget and Finance Manger
Rene Sanchez, Supervisory Civil Engineer, US Army Corps
Florence Fowler, BCMHC parent partner
Roger Martinez, BCMHC Project Director

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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

Tex. Local Gov't Code § 176.006 (2005)

§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

(2) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

(1) September 1 of each year in which an activity described by Subsection (a) is pending; and

(2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.

(f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

Tex. Local Gov't Code § 176.001 (2005)

§ 176.001. Definitions

In this chapter:

(1) "Commission" means the Texas Ethics Commission.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity; or

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

COUNTY OF EL PASO, TEXAS

Solicitation Check List

(RFQ) Architectural Services for the Youth Services Center RFQ #08-067

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, June 4, 2008. Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Signature Page?

_____ Did you sign the "Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations" document?

_____ Did you sign the "Consideration of Insurance Benefits" form?

_____ **Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not?**

_____ Did you provide one original and seven (7) copies of your response?
