

**City of Aledo: Request for Proposal (RFP): Sale or long-term lease of the historic
Aledo Depot Building**

RFP Number:

Release Date: May 17, 2023

Submission Deadline Date: June 14, 2023



Executive Summary

The City of Aledo (the “City”), is pleased to issue this Request for Proposals (“RFP”) to identify a partner and master development team (“Developer”) to successfully rehabilitate, relocate, and develop the City-owned structure currently located at 200 Old Annetta Rd, Aledo, Texas 76008, commonly known as the Aledo Depot (the “Depot”). The City requests responses detailing a Developer’s experience in similar projects, if any, with a preference given to Developers who have demonstrated successful historic revitalization projects. The Developer will be expected to support the planning, financing, development, construction, and ownership of the building.

The City’s preferred development vision includes the relocation and rehabilitation of the Depot in a manner that will allow the Depot to be a feature of downtown Aledo. The relocation of the Depot must be completed by August, 2023. More details regarding the City’s preferred development scenario (the “Plan”) are outlined in section 1.16.

Proposals should show an emphasis on and adherence to the Plan. More details regarding the Plan and a link to the document are included in section 1.16.

A pre-submittal conference and open house will be held on at 10:00 AM on May 25, 2023, at the temporary Aledo City Hall, located at 104 Maverick St, Aledo, Texas 76008. This meeting will allow for questions and comments and attendance is strongly encouraged for those considering this RFP. Submittals are due prior 3:00 PM on June 14, 2023.

RFP NUMBER:

PROPOSAL FOR: Sale or Long-Term
Lease of the Historic Aledo Depot

PROPOSAL DUE DATE: June 14th, 2023

PROPOSAL DUE TIME: 3:00 pm

CONTACT: Noah A. Simon, City Manager
E-mail: nsimon@aledotx.gov
Telephone: 817-441-7016

Sealed proposals (an **ORIGINAL PLUS SEVEN COPIES, PLUS ONE (1) ELECTRONIC VERSION ON FLASH DRIVE**) subject to the Terms and Conditions of this REQUEST FOR PROPOSALS and other contract provisions ("RFP"), will be received by the **City Manager at 104 Maverick St, Aledo, Texas 76008**, before the closing time and date shown above. **Proposals must be returned in a sealed envelope, addressed to the City Manager, City of Aledo, and have the RFP number, closing date, and company name clearly marked on the outside of the envelope.** The City will retain late proposals; however, they will not be opened nor considered in the evaluation of the proposal. Proposals may be withdrawn at any time prior to the official opening. Proposals may not be altered, amended or withdrawn after the official opening without the recommendation and approval of the City Manager. The undersigned agrees if the proposal is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this proposal shall be 90 calendar days.

THE UNDERSIGNED, BY HIS/HER SIGNATURE, REPRESENTS THAT HE/SHE IS AUTHORIZED TO BIND THE PROPOSING VENDOR FOR THE AMOUNT SHOWN ON THE ACCOMPANYING PROPOSAL SHEETS AND HEREBY CERTIFIES FULL COMPLIANCE WITH THE TERMS AND CONDITIONS, SPECIFICATIONS AND SPECIAL PROVISIONS OF THE RFP. BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ THE ENTIRE DOCUMENT AND AGREE TO THE TERMS AND CONDITIONS THEREIN. BY SIGNING BELOW, YOU ALSO CERTIFY THAT IF A TEXAS ADDRESS IS SHOWN AS THE ADDRESS OF THE PROPOSING VENDOR, THE VENDOR QUALIFIES AS A TEXAS "RESIDENT BIDDER" AS DEFINED IN RULE 1 TAC 111.2.

Company Name and Address	Company's Authorized Agent:
	Signature
	Name and Title (Typed or Printed)
Federal ID Number (TIN) or SSN and Name	
Telephone No.	Date
Fax No.	Email address:

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1.0 Proposal Delivery

- A. Proposals must be received by the City Manager prior to the due date and time. It is the sole responsibility of the proposing firms to ensure timely delivery of the proposal. The City will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the proposing firm. Late proposals will be returned to the Vendor unopened. The time stamp clock at the City Hall Reception desk is the time of record.
- B. Vendors are reminded that the U.S. Postal Service deliveries may be delayed. Vendors are responsible for on-time deliveries of proposal documents to the City of Aledo, and are strongly encouraged to use alternate means, such as overnight/hand delivery carriers, or allow ample time for USPS deliveries to be received in time. Additionally, local courier firms and/or copy shops may accept fax copies, seal them and deliver to the City, for a fee which the Vendor bears responsibility.

1.1 Proposal Documents

- A. **Review of Documents:** Proposing firms are expected to examine all documents that make up the RFP. Proposing firms shall promptly notify the City of any omission, ambiguity, inconsistency, or error that they may discover upon examination of the RFP. Proposing firms must use a complete RFP to prepare their response. The City assumes no responsibility for any errors or misrepresentations that result from the use of incomplete RFPs.
- B. **Location of Documents:** The City Manager issues RFPs. The location and phone number for the City Manager is specified in the advertisement and the RFP.
- C. **Addenda:** Receipt of addenda must be acknowledged by signing and returning the addenda with the proposal, if requested, or under separate cover prior to the due date. Any interpretations, corrections, or changes to specifications will be made by addendum, unless otherwise stated. Issuing authority of the addendum shall be the City Manager. Any addendum will be mailed or faxed to all who are known to have received a copy of the proposal documents. Offers by the City will acknowledge receipt of all addenda.

Failure to return any and all issued addenda may adversely affect the Vendor's opportunity for award.

- D. **Explanations or Clarifications:** Any explanation, clarification, or interpretation desired by a proposing firm regarding any part of the RFP must be requested in writing from the City Manager five (5) business days prior to the deadline established herein. Interpretations, corrections, or changes to the RFP made in any other manner are not binding upon the City, and proposing firms shall not rely upon such interpretations, corrections, or changes. Oral explanations or instructions given before the award of the contract are not binding. Request for explanations or clarifications may be e-mailed to nsimon@aledotx.gov. The document must clearly identify the proposing firm, point of contact and RFP number. Any written information given to one firm concerning the RFP will be furnished as an addendum. All questions are due by May 31, 2023, at 5:00 p.m., CST.

- E. Preparation of RFP:** Each proposing firm must furnish the information required by the RFP on the documents provided, and on clearly referenced attachments as needed. RFPs submitted on forms other than those included in the RFP package may be considered non-responsive. Any attempt to alter the wording in the RFP may result in rejection of the RFP.
- F. Taxes:** Purchase of Goods or Services for City use are usually exempt from City, State, and most Federal Taxes. RFPs may not include exempt taxes. The successful firm should request a Tax Exemption Certificate from the City Manager if needed. Under no circumstances shall the City be liable to pay taxes for which the City has an exemption.
- G. Signature:** The proposing firm must sign each document in the proposal requiring a signature. If addenda are issued, the proposing firm must sign and return all addenda as part of their proposal.
- H. Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Public Information Act upon receipt. If a firm does not desire proprietary information in the RFP to be disclosed, each page must be identified and marked proprietary at the time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- I. RFP Preparation Costs:** All costs associated with preparing an RFP shall be borne by the Vendor.

1.2 Submission of RFP

- A.** Unless otherwise specified, proposing firms are required to submit the following required documents, in addition to their detailed RFP information, labeled "original" and seven (7) copies plus one (1) electronic version on a flash drive (Microsoft Word or PDF format).

1.3 Modifications or Withdrawals

- A. Modification of RFPs:** RFPs may be modified in writing at any time prior to the due date and time. Modifications should be returned in a sealed envelope marked on the outside with the Vendor's name, address, RFP number, and the due date and time. The modification package must include a cover letter clearly stating the page(s) and item(s) being modified and any further relevant information.
- B. Withdrawal of RFPs:** RFPs may be withdrawn in writing or by facsimile (provided that the facsimile is signed by the firm) at any time prior to the due date. An RFP may also be withdrawn in person by a firm, provided the withdrawal is made prior to the due date. The firm must sign a receipt of withdrawal provided by the City Manager.
- C.** No RFPs may be withdrawn after the due date without forfeiture of the proposal security (if required), unless there is a material error in the RFP. Withdrawn RFPs may be resubmitted, with or without modifications, up to the due date. The City may require proof of agency from the person withdrawing the proposal.

1.4 Evaluation Factors and Award

- A. **Evaluation**: The City of Aledo will open, evaluate, and score each responsive technical proposal on the basis of the criteria described in section 1.11 of this RFP and assign points on the basis of the weighted specified in the evaluation matrix listed below.
- B. **Award**: The City will first examine proposals to determine their conformance with the RFP. Any proposals that are deemed to be non-conforming to the stated requirements may be rejected. Therefore, Vendors should exercise particular care in reviewing the required Proposal Format as set forth in this RFP.
- C. **Acceptance of RFP**: Acceptance of this RFP will be in the form of a contract. The contents of the RFP shall become a part of the contract. Under no circumstances will the City be responsible for Goods or Services provided without an acceptance signed by the City Manager.
- D. **Reservations**: The City expressly reserves the right to:
 - 1) Extend the RFP opening date and time;
 - 2) Consider and accept alternate proposals, if specified in the RFP documents, when most advantageous to the City;
 - 3) Waive any minor informality in any RFP or RFP procedure (a minor informality is one that does not affect the competitiveness of proposing firms);
 - 4) Add additional terms or modify existing terms in the RFP;
 - 5) Reject or cancel any or all RFPs;
 - 6) Reissue an RFP; and/or
 - 7) Procure any item by other means.

1.5 Post-RFP Documents with Successful Firm

- A. **Certificates of Insurance**: When insurance is required, the successful firm must provide certificates of insurance in the amounts and for the coverage required to the City Manager within fifteen (15) business days after notification of award, or as otherwise required by the specifications, when applicable.
- B. **Proposal, Payment, Performance, and Maintenance Bonds**: When payment, performance, and/or maintenance bonds are required, the successful firm must provide the bonds, in the amounts and on the conditions required, within fifteen (15) working days after notification of award, or as otherwise required by the specifications, when applicable.

1.6 Contractor Selection

- A. If awarded, the contract shall be based on the City's evaluation criteria and compliance with RFP requirements. A **responsive** proposing firm is defined to be one who submits a completed sealed RFP packet within the stated time deadline and in accordance with the specifications. A **responsible** proposing firm is defined to be one who demonstrates specific selection criteria responses indicating that the Vendor can successfully finance all aspects of the project and deliver the supplies, equipment, or services being procured.

1.7 Compliance with Laws

- A.** The Developer shall give all notices and comply with all federal, state, and local laws, ordinances, rules, and regulations, and lawful orders of any public authority bearing on the performances of the services. This agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. The Developer warrants and covenants to the City that all services will be performed in compliance with all applicable federal, state, county, and city health and safety codes, rules and ordinances including, but not limited to, the Texas Industrial Safety and Health Act, and the Workers Right to Know Law.

1.8 Public Disclosure

- A.** Information, documentation, and other material in connection with this RFP or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (The "Public Information Act").

1.9 Contact with City Council, Staff, and Advisors

- A.** All questions concerning this RFP must be directed to the City Manager unless otherwise instructed.
- B.** The following provisions are intended to ensure a fair and equitable review process so that there is no actual or potential situation where one RFP Vendor secures or attempts to secure an unfair advantage over another RFP Vendor or creates a situation where there is an appearance of impropriety in contacts between the RFP Vendor or RFP agent or RFP contractor or RFP consultant and City officials.
- C.** After release of the RFP, no officer, employee, agent, or representative of the Vendor shall have any contact or discussion, verbal or written, with any members of the City Council, City staff, or City's consultants, or directly or indirectly through others, seek to influence any City Council member, City staff, or City's consultants regarding any matters pertaining to RFP, except as herein provided.
- D.** If a representative of the Vendor has a question about any potential contact as described above, the City Manager will be notified in order to determine whether contact is allowed in accordance with the RFP.
- E.** **If a representative of any company or party submitting a proposal violates the foregoing prohibition by contacting any of these parties, such contact may result in a Vendor being disqualified from the procurement process.**

1.10 Evaluation of Offers Submitted

- A. All proposals received by the City of Aledo in response to this RFP will be reviewed by a staff evaluation team. The staff evaluation team will rank all complete proposals based on the evaluation criteria listed in Section 1.11 of this RFP and will recommend the highest-scoring qualified proposal. The staff evaluation team will forward all proposals to City Council, and will make a brief presentation to City Council on the top three proposals. The City Council will make the final selection and select the proposal that is determined to be the most advantageous to the City of Aledo considering the relative importance of price and the other evaluation factors listed Section 1.11 of this RFP.

1.11 Evaluation Criteria

- A. An evaluation committee of City staff will assess the information provided by vendors in response to the criteria established below. The scores of all evaluators will be used to determine the ranking of each proposal. **Proposals will be evaluated on a matrix of the following criteria/weights:**

Maximum Possible Points	Evaluation Criteria
25	<p>Project Vision/Development Scenario</p> <ul style="list-style-type: none">This category will score the project's vision and its alignment to the Depot Plan referenced in and the preferred development scenario referenced in sec. 1.16. A project sketch with proposed uses is a required form for all proposals.
5	<p>Experience</p> <ul style="list-style-type: none">This category will score the experience of the project team. Information should be included that identifies the project's key team members, as well as any sub-consultants.
25	<p>Access to Capital</p> <ul style="list-style-type: none">This category will evaluate the financial arrangements and capabilities of the firm to plan, relocate, rehabilitate, construct, and operate the project. Please include a list of developed projects of similar scale and cost.
15	<p>Project Cost/Benefit</p> <ul style="list-style-type: none">This category will score the project's direct and indirect revenues, as well as examine the costs proposed by the project team. For this evaluation, please include the amount of space proposed by use, as well as the construction cost assumed for the project by use.
30	<p>Anticipated Project Timeline</p> <ul style="list-style-type: none">This category will be scored based on the proposer's ability to show a plan to meet the Project Schedule outlined in sec. 1.17. A proposed timeline should be submitted by the project team.
100	TOTAL POINTS

1.12 Proposal Submittal

A. Before submitting a Proposal:

1. Examine and carefully study the RFP, including any Addenda and the related supplemental information identified in the RFP.
2. Become familiar and satisfied with all federal, state, and local laws and regulations that may affect cost, progress, or the provisions of the Services.
3. Carefully study and correlate the information known to Vendor with the RFP, Addenda, and the related supplemental information identified in the RFP.
4. Promptly give Point of Contact written notice of all conflicts, errors, ambiguities, or discrepancies that Vendor discovers in the RFP, Addenda, and the related supplemental information. Determine that the RFP, Addenda, and the related supplemental information are generally sufficient to indicate and convey understanding of all terms and conditions for completion of the Services.

1.13 Interviews

- A. An internal team of City staff will conduct interviews with the top two (2) Vendors.
- B. If invited to an interview, Vendors are required to be present unless they wish to be disqualified.
- C. An internal team of City staff evaluate and score each Vendor interview.

1.14 Opening of Proposals

- A. Proposals will be publicly opened at the time and place indicated in this RFP. The City will publicly acknowledge receipt of proposals received in time to be considered. The names of Vendors submitting a proposal will be read aloud at this time and place. There will be no further discussion of the proposals or the procurement process, and no questions or comments will be received at this time and place.
- B. Within 90 days after the date of opening the proposals, the City will evaluate and rank the proposals. In evaluating proposals, the City will also consider whether or not the proposals fully comply with the RFP submittal requirements.
- C. In considering proposals, the City will evaluate, score and rank the proposals in accordance with the evaluation criteria and weighting set forth in this RFP to determine the proposal that offers the best value to the City.

1.15 Project Overview

The Depot is a historic train depot that is depicted in many historical photographs that document early life in Aledo, Texas. Aledo has its roots and cultural beginnings tied to the rail system and the Depot is an embodiment of those beginnings. The community has voiced their intent to retain this structure and incorporate it into the redevelopment of downtown.

1.16 Preferred Development Scenario

The preferred development scenario is for the relocation of the Depot within the downtown area of the City of Aledo to remain within its historical context and the rehabilitation of the Depot for retail or commercial use that is consistent with community guidelines and the intent of the Aledo community vision. The intended use shall have a community-focused plan that will add to the overall vibrancy of the City of Aledo.

The rehabilitation of the Depot should be in accordance with the Secretary of the Interior Standards for Rehabilitation of Historic Buildings.

1.17 Project Schedule

The following dates are set forth for informational and planning purposes; however, the City reserves the right to change the dates.

RFP	
RFP Release Date	May 17, 2023
Pre-Proposal Conference and Open House	May 25, 2023
Last day for Questions Due	May 31, 2023
Proposals Due	June 14, 2023
City Staff Interviews	TBD
Mayor and Council Consideration	TBD
The Depot Relocation	August, 2023
Rehabilitation Begins	September, 2023

1.18 Pre-Proposal Conference and Open House

- A. **All Vendors are strongly encouraged to attend the pre-proposal conference and open house** prior to submitting their proposal. The conference will begin **at 10:00 a.m. CST**, on, May 25, 2023 at Aledo City Hall, 200 Old Annetta Rd., Aledo, Texas. Attendance is strongly encouraged, as potential Vendors will have an opportunity to tour and evaluate the Depot and to ask questions and/or seek clarification regarding any and all aspects of this solicitation. The City of Aledo will provide written responses in the form of an Addendum for all questions received at the pre-proposal conference or submitted in writing following the conference.

Verbal discussions at the conference and open house shall not be considered part of the RFP unless confirmed in writing by the City and incorporated into this RFP.

Questions asked at the conference and open house that cannot be adequately answered during the conference and open house may be deferred. A copy of the questions and **official** answers will be posted as an addendum through the City vendor site, aledotx.gov.

1.19 Questions, Requests for Clarification, and Suggested Changes

- A. Vendors are invited to submit written questions and requests for clarifications regarding the RFP. Vendors may also submit suggestions for changes to the requirements of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received on or before 5:00 p.m., May 31, 2023. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, the page and section number(s) must be referenced. If a Vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Vendor should immediately notify the City Manager in writing of such error and request modification or clarification of the RFP document.

The City assumes no responsibility for verbal representations made by its officials or employees unless such representations are confirmed in writing and incorporated into the RFP. Vendors must inform themselves fully of the conditions relating to the proposal. Failure to do so will not relieve a successful respondent of his or her obligation to furnish all services required to carry out the provisions of this contract. The Vendor, in carrying out the work, must employ such methods or means as will not cause any interruption of, or interference with, the work of any other contractor.

1.20 Rejection of Offers

- A. The City reserves the right to reject any or all offers, in whole or in part, received in response to this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the City to award a contract. This RFP is designed to provide Vendors with the information necessary to prepare a competitive proposal.

The City reserves the right to negotiate the terms of the contract with the selected Vendor prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Vendor, the City may negotiate a contract with the next highest scoring Vendor.

1.21 Criminal History and Background Investigation

- A. The City reserves the right to conduct criminal history and other background investigations of the Vendor, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Vendor for the performance of the contract.

1.22 Texas Boycott Prohibitions.

- A. To the extent required by Texas law, Vendor verifies that: (1) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, as defined in Texas Government Code § 2274.001, and that it will not during the term of this Agreement discriminate against a firearm entity or firearm trade

association; (2) it does not “boycott Israel” as that term is defined in Texas Government Code §§ 808.001 and 2271.001 and it will not boycott Israel during the term of this Agreement; and (3) it does not “boycott energy companies,” as those terms are defined in Texas Government Code §§ 809.001 and 2274.001, and it will not boycott energy companies during the term of this Agreement. Failure to meet or maintain the requirements under this provision will be considered a material breach.

1.23 Release of Claims

- A. By submitting an offer, the Vendor agrees that it will not bring any claim or cause of action against the City based on any misunderstanding concerning the information provided herein or concerning the City's failure, negligent or otherwise, to provide the Vendor with pertinent information as intended by this RFP.

1.24 Presentations and Demonstrations

- A. Vendor's key personnel may be required to participate in a panel interview. Only representatives of the evaluation team and the presenting Vendor will be permitted to attend the oral interviews. All Vendors submitting proposals may not have an opportunity to interview. Any cost(s) incidental for the interviews and/or demonstrations shall be the sole responsibility of the Vendor.

1.25 Format and Content of Offer

- A. These instructions prescribe the format and content of the proposal. They are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in disqualification of the proposal. It is the request of the City that the following section headings be used in the responses to this RFP and that they be arranged in the order as listed in the proposal. The Vendor should provide a table of contents and should label divider tabs. Responses must be in sufficient detail to permit an understanding and comprehensive evaluation of the offer/qualifications.

A minimum of one (1) original with original signatures, seven (7) copies, and an electronic version of the offer must be submitted.

1.26 Letter of Transmittal

- A. The RFP proposal will clearly state the identity and address of the Vendor. Additionally, the letter must contain a statement that the Vendor understands the requirements of this RFP and is committed to provide all services and features contained in its proposal. If the Vendor is a partnership, corporation, or other entity other than an individual, the letter must be signed by an officer authorized to obligate the entity.

1.27 Required Forms and Documents

- A. Include in this section the completed and properly executed standard forms required by this procurement. These include:

- **Exhibit A - Certification of Independence and No Conflict of Interest**
- **Exhibit B - Vendor References**

- **Exhibit C - Minority or Woman Owned Business**
- **Exhibit D - House Bill 89 verification form**
- **Exhibit E - House Bill 1295 verification form**
- **Project Investment and Costs**
- **Proposed Transaction Details**
- **Project Team Description (Development Team, Design Team, Finance Team, etc.)**
- **Preliminary Project Schedule (Contract, Relocation, Design, Construction, Opening)**
- **References of Project Team and Demonstration Projects of Note**
- **Preliminary Project Sketch**

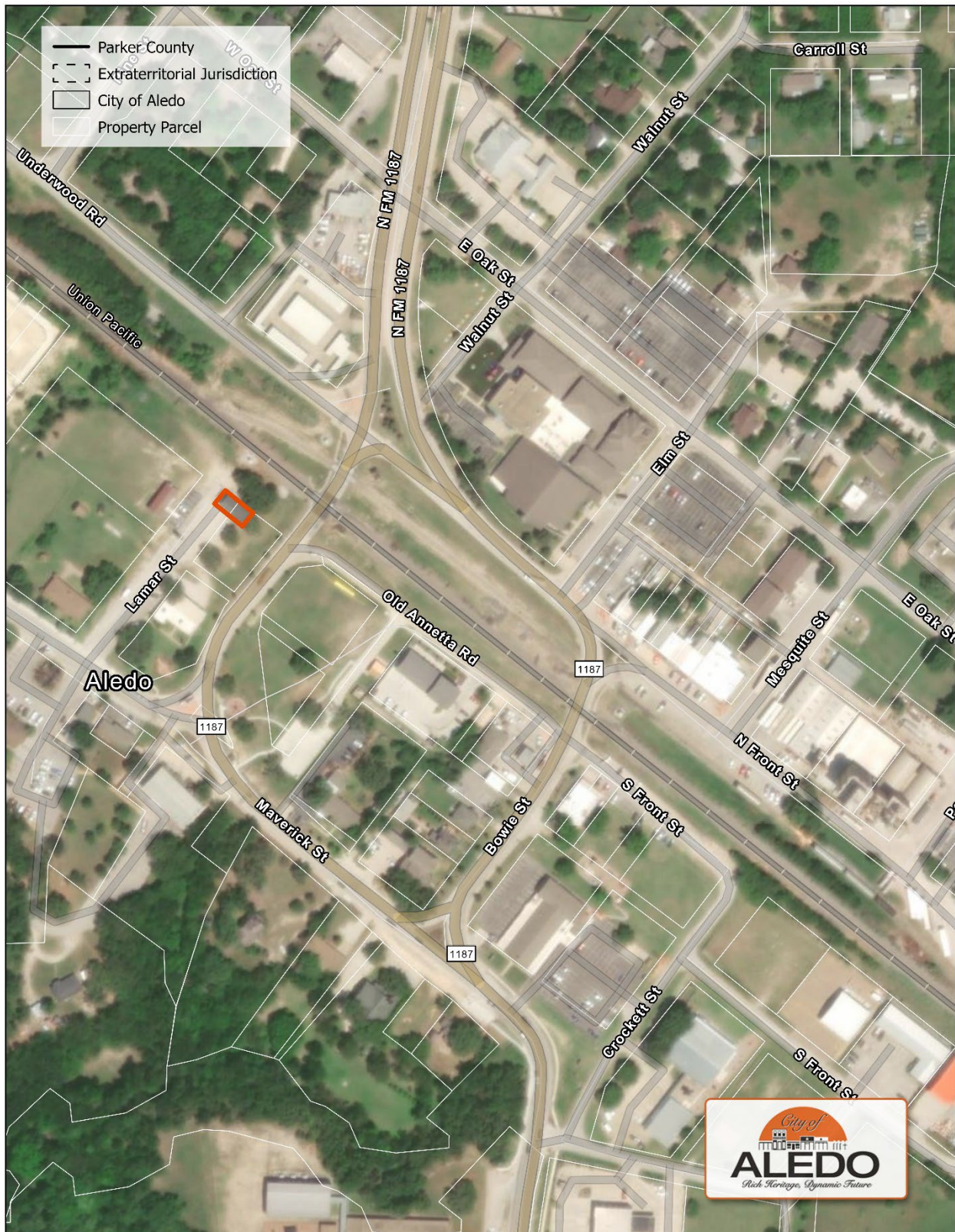
Submittals reviewed and evaluated based on the provided criteria. The categories are weighted and will be scored by an internal committee of City staff. Staff members include the City Manager's Office, Public Works, and Planning Department

1.28 Location and Parcel Maps

A. Site Map



B. Map of Downtown Aledo



C. Vicinity Map

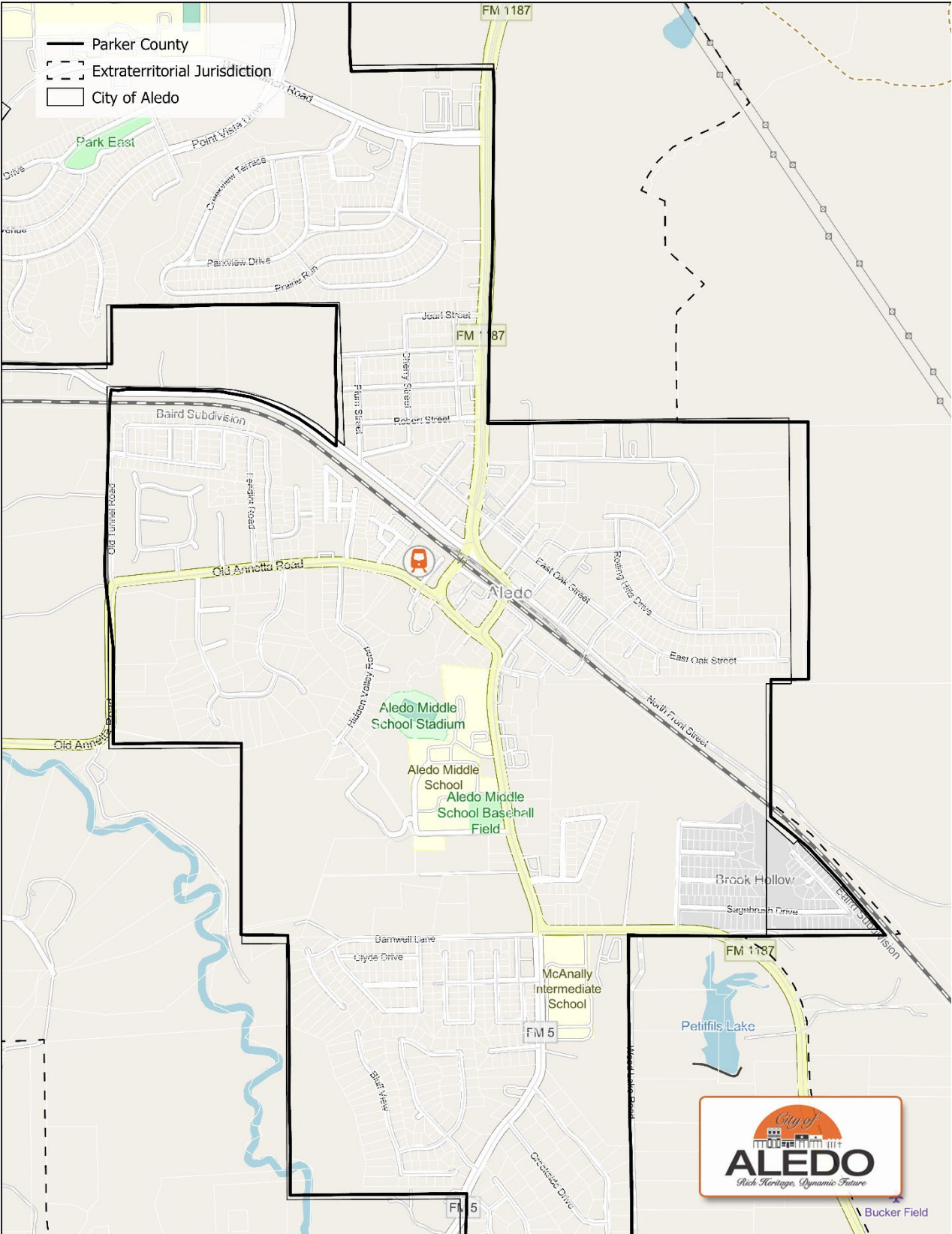


Exhibit A

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the City of Aledo's RFP The Depot Building, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication, or agreement with any employee or consultant to the City who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication, or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by the undersigned to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between the undersigned and the City that interferes with fair competition or as a conflict of interest.
6. The Vendor's proposal is based solely on its own understanding of the requirements of the RFP based on the written contents of the RFP, and any written addenda and written clarifications provided to vendors during the procurement process by the purchasing agent.
7. The Vendor acknowledges and agrees that the City is not bound by any oral or written representations, statements, promises, agreements (formal or informal), or understandings (collectively Statements) that were made at any time prior to or during the procurement process by an elected official, officer, appointed official, employee, agent, representative, or consultant that are NOT expressly incorporated into the RFP or included by written addenda or written clarifications during the procurement process and issued by the purchasing agent.
8. **The Vendor** shall guarantee in writing the availability of the services offered and that all proposal terms, including cost, will remain firm a minimum of **120** days following the deadline for submitting proposals.

Signature

Name and Title

Company Name

Date

Exhibit B

VENDOR REFERENCES

Please list three (3) government customers, **other than City of Aledo**, who can verify the quality of service your company provides. The City prefers customers of similar size and scope of work to this proposal.

REFERENCE ONE

REFERENCE NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

DEVELOPMENT NAME: _____

PROJECT WEBSITE (if available): _____

REFERENCE TWO

REFERENCE NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

DEVELOPMENT NAME: _____

PROJECT WEBSITE (if available): _____

REFERENCE THREE

REFERENCE NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

DEVELOPMENT NAME: _____

PROJECT WEBSITE (if available): _____

Exhibit C

**FOR MINORITY
AND/OR
WOMAN OWNED BUSINESS ENTERPRISES**

(To be completed only if applicable)

Minority and/or Woman-Owned Business Enterprises are encouraged to participate in City of Aledo's procurement process. In order to be identified as a Qualified Minority and/or Woman-Owned Business Enterprise in the City of Aledo, this form, along with a copy of your certification, must be returned to the City of Aledo Finance Division. You should return these documents with this response, or if you have already submitted this form and a copy of your certification to the Finance Division, it is not necessary to re-send certification.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

TELEPHONE NO.: _____ FAX NO.: _____

INDICATE ALL THAT APPLY

_____ Minority-Owned Business Enterprise

_____ Woman-Owned Business Enterprise

Exhibit D

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY <div style="font-size: 2em; transform: rotate(-30deg); opacity: 0.5;">Must file online at www.ethics.state.tx.us/File</div>	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.			
4			
Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
5 Check only if there is NO Interested Party. <input type="checkbox"/>			
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address is _____, _____, _____, _____, _____. (street) (city) (state) (zip code) (country) I declare under penalty of perjury that the foregoing is true and correct. Executed In _____ County, State of _____, on the _____ day of _____, 20____. (month) (year) <div style="text-align: right; margin-top: 20px;"> _____ Signature of authorized agent of contracting business entity (Declarant) </div>			
ADD ADDITIONAL PAGES AS NECESSARY			