



**Purchasing Division  
200 W. Willis Street  
Leander, Texas 78641  
[www.leandertx.gov](http://www.leandertx.gov)**

Solicitation #13-010

**TRANSIT ORIENTED DISTRICT  
MARKETING CONSULTING SERVICES**

Responses Due: September 17, 2013

**CITY OF LEANDER**  
**REQUEST FOR PROPOSAL**  
**TRANSIT ORIENTED DISTRICT MARKETING CONSULTING SERVICES**

**PART I**

**GENERAL**

1. **PURPOSE:** The City of Leander, herein after “City”, seeks an agreement with a qualified Individual, Firm, or Corporation, herein “Respondent”, to provide branding, marketing and promotional services for the City’s Transit Oriented District, herein “TOD”. Services shall include but not be limited to the creation of a community name, logo, marketing material, website design, media and promotional plan and ongoing marketing activities in support of the economic development of the TOD.

Respondents may submit a proposal for all or part of the Scope of Work herein.

2. **BACKGROUND:** Located 28 miles north of Austin, Texas, Leander is situated along Highway 183, the new 183 Tollway and the Capital Metro Red Line Commuter Rail Corridor in the Texas Hill Country, one of the country’s fastest growing regions. The US Census Bureau reported that Leander’s population has grown 249% since 2000 (US Census Bureau, 2010).

Anticipating the development to result from the region’s population growth and transportation improvements, Leander’s leadership partnered with Capital Metro in an economic analysis project to determine the highest and best use for the northeast quadrant of Leander surrounding a commuter rail stop. It was determined that the new urban approach and use of the SmartCode would provide land use plans to allow for a higher property tax base and maximization of the existing infrastructure (Central Texas Regional Mobility Authority, 2011).

With this vision, the City worked with regional stakeholders and area land owners to develop the Leander TOD Master Plan. The resulting 2,300 acre TOD will provide residential space for 30,000 future residents, retail and commercial areas and outdoor space. The TOD includes easy access to transportation routes and is designed to create a walkable environment where residents can live, work, shop and play. The TOD’s Capital Metro Rail Station will serve as the northernmost stop for the MetroRail passenger line that links Leander to Downtown Austin. (City of Leander, Texas, 2013.)

The City is now poised to take the TOD skyward and seeks to communicate the opportunity to the development community at the national level. Additional information on the TOD can be found by visiting <http://www.leandertx.gov/tod>.

3. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City’s standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern but shall be superseded by those terms and conditions specifically provided for otherwise within this solicitation, in a separate agreement or on the face of a purchase order. The City’s Definitions, Terms and Conditions are herein made a part of this solicitation and can be found on the City’s website by visiting <http://www.leandertx.gov/finance/page/purchasing>.
  - 3.1. Any acceptance to or additional terms and conditions attached to the response will not be considered unless Respondent specifically references them on the front of their response. WARNING: Exception to or additional terms and conditions may result in disqualification of the response.

4. **ATTACHMENTS:** Attachments A and B are herein made a part of this solicitation:
- 4.1. Attachment A: Reference Sheet
- 4.2. Attachment B: Conflict of Interest Questionnaire (CIQ)
5. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

**Joy Baggett**  
**Purchasing Agent**  
**City of Leander**  
**Telephone: 512-528-2730**  
**jbaggett@leandertx.gov**

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval from the City through the Purchasing Department.

6. **RESPONDENT REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.
- 6.1. Respondents shall be firms, corporations, individuals or partnerships normally engaged in the sale and distribution of commodity specified herein.
- 6.2. In order to assure the City does not encounter shipping delays, service delays or other unforeseen problems that can occur with out-of-area or foreign vendors Respondent shall be located within:

60 Miles from Leander, Texas 78641

120 Miles from Leander, Texas 78641

United States

7. **BEST VALUE EVALUATION AND CRITERIA:** All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- Purchase price and terms;
- Reputation of Respondent and of Respondent's goods and services;
- Quality of the Respondent's goods and services;
- The extent to which the goods and services meet the City's needs;
- Respondent's past relationship with the City;
- The total long-term cost to the City to acquire the Respondent's goods or services;
- Any relevant criteria specifically listed in the solicitation.

- 7.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

7.2. Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their proposal and ensure a mutual understanding of the services to be provided and the approach to be used.

8. **COMMITTEE REVIEW:** An evaluation committee will review each response for solicitation compliance and technical scoring in each category using the following weighted criteria. A consensus score will be assigned to each response.

- |  |                  |
|--|------------------|
| 8.1. Qualifications, Experience and Work Samples | <b>35 Points</b> |
| 8.2. Methodology and Approach                    | <b>20 Points</b> |
| 8.3. Timeline                                    | <b>10 Points</b> |
| 8.4. Cost Proposal                               | <b>20 Points</b> |
| 8.5. References                                  | <b>15 Points</b> |

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City.

9. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:

9.1. The term "agreement" shall mean the executed contract awarded as a result of this solicitation and all exhibits thereto. At a minimum, the following documents will be incorporated into the agreement:

- 9.1.1. Solicitation document, attachments and exhibits;
- 9.1.2. Solicitation addendums, if applicable;
- 9.1.3. City's Definitions, Terms and Conditions;
- 9.1.4. Successful Respondent's proposal.

9.2. The initial term of the resulting agreement shall reflect the negotiated and agreed upon timeline for the Scope of Work herein and shall begin with the effective date of the executed agreement. The agreement may be extended to accommodate unfinished work, provided both parties agree in writing prior to the expiration of the current term.

9.3. City considers the results and deliverables of the Services provided by the successful respondent to be rendered the "Work" and the Work to be made for hire. Successful respondent shall acknowledge and agree that the Work (and all rights therein, including, without limitation and copyright) belongs to and shall be the sole and exclusive property of the City.

9.4. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the successful Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies with the thirty (30) days, the City may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.

9.5. If the agreement is terminated, for any reason, the Respondent shall turn over all Work, to include but not be limited to the following: design files, photography and copy writing, to the City within fifteen (15) working days after completion of duties contained in the agreement.

10. **PRICE INCREASE OR DECREASE:** A price increase shall not be permitted.

11. **AWARD:** The City reserves the right to enter into an agreement or a purchase order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff

recommendation and executed agreement. Award announcement will appear on the City's website.

12. **ACCEPTANCE:** Acceptance of Work should not take more than fourteen (14) working days from the date of deliverables being provided per the agreement. The vendor will be notified within this time frame if the goods or services provided are not in full compliance with the specifications. If any agreement or purchase order is canceled for non-acceptance, the needed good or service may be purchased elsewhere and the vendor may be charged full increase, if any, in cost and handling.
13. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
  - 13.1. There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
  - 13.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
  - 13.3. There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
  - 13.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.
14. **NON-APPROPRIATION:** The resulting agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Respondent a written notice of termination at the end of its then current fiscal year.

## **PART II**

### **SCHEDULE**

1. **SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:
  - 1.1. Solicitation released **August 15, 2013**
  - 1.2. Pre-Solicitation Meeting (**Mandatory**) **August 27, 2013**  
**August 27, 2013 at 10:00 AM**  
**Council Chambers of the Pat Bryson Municipal Hall**  
**201 N. Brushy Street**  
**Leander, TX 78641**  
**Conference Call Ability: Dial 712-432-1500**  
**Access Code: 632390\***

- |   |                           |
|---|---------------------------|
| 1.3. Deadline for questions                           | <b>August 29, 2013</b>    |
| 1.4. City responses to all questions or addendums     | <b>September 4, 2013</b>  |
| 1.5. Responses for solicitation due by <b>3:00 PM</b> | <b>September 17, 2013</b> |
| 1.6. Oral Presentation (if necessary)                 | <b>TBD</b>                |

Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their proposal and ensure a mutual understanding of the services to be provided and the approach to be used.

**All questions regarding the solicitation shall be submitted in writing by 5:00 PM on the due date noted above.** A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage, <http://www.leandertx.gov/finance/page/solicitations>. Questions shall be submitted to the City contact named herein.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.leandertx.gov/finance/page/solicitations> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

3. **MANDATORY PRE-SOLICITATION MEETING:** A pre-solicitation meeting will be conducted to fully acquaint Respondents with the Scope of Work, project background and goals. The pre-solicitation meeting will be conducted on:

**August 27, 2013 at 10:00 AM**  
**Council Chambers of the Pat Bryson Municipal Hall**  
**201 N. Brushy Street**  
**Leander, TX 78641**  
**Conference Call Ability: Dial 712-432-1500**  
**Access Code: 632390**

- 3.1. The City considers this pre-solicitation meeting **mandatory**. The City reserves the right to determine a response "not available for award" if the Respondent fails to attend this pre-solicitation meeting.
- 3.2. Respondents shall sign-in at the pre-solicitation meeting to document their attendance or their participation via conference call shall be documented.
4. **RESPONSE DUE DATE:** Signed and sealed responses are due no later than **3:00 PM**, on the date noted above to the Purchasing Department. Mail or carry sealed responses to:

**Mailing Address:**  
**City of Leander**  
**Purchasing Department**  
**PO Box 319**  
**Leander, Texas 78646**

**Or**

**Shipping Address:**  
**City of Leander**  
**Purchasing Department**  
**200 W. Willis Street**

**Leander, TX 78641**

- 4.1. Responses received after this time and date shall not be considered.
- 4.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and “**DO NOT OPEN**”.
- 4.3. Facsimile or electronically transmitted responses are **not acceptable**.
- 4.4. Late responses will be returned to Respondent unopened if return address is provided.
- 4.5. Responses cannot be altered or amended after opening.
- 4.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 4.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.
5. **COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.
6. **AGREEMENT NEGOTIATIONS:** In establishing an agreement as a result of the solicitation process, the City may:
  - 6.1. Review all submittals and determine which Respondents are reasonable qualified for award of the agreement.
  - 6.2. Determine the Respondent whose submittal is most advantageous to the City considering the evaluation criteria.
  - 6.3. Attempt to negotiate with the most responsive Respondent an agreement at fair and reasonable terms, conditions and cost.
  - 6.4. If negotiations are successful, enter into an agreement or issue a purchase order.
  - 6.5. If not successful, formally end negotiations with that Respondent. The City may then:
    - 6.5.1. Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Respondent.
    - 6.5.2. The City shall continue this process until an agreement is entered into or all negotiations are terminated.
  - 6.6. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.
7. **POST AWARD MEETING:** The City and Respondent shall have a post award meeting to discuss, but not be limited to the following:
  - 7.1. Provide City contact(s) information for implementation of agreement.
  - 7.2. Identify specific milestones, goals and strategies to meet objectives.

### **PART III**

#### **SPECIFICATIONS**

1. **SCOPE OF WORK**: The City seeks a consultant to develop and execute a comprehensive branding and marketing campaign that shall define the identity and value proposition for the Leander TOD. This campaign shall communicate the project's value to the development community, foster the purchase and development of property and compliment the City's broader goals.

Realizing the many components to this Scope of Work, the City seeks cost proposals on the three-phases of the branding and marketing campaign as outlined herein.

2. **PHASE I - COLLABORATIVE WORKSHOP, TOD NAME AND SALES MATERIAL PRODUCTION**: Successful Respondent shall be responsible for but not limited to carrying out the following tasks:

- 2.1. Review existing Leander TOD information, schematics, site plans and renderings;
- 2.2. Gather and review TOD marketing material from other communities for comparison;
- 2.3. Visit the City of Leander for a period of one to two days in order to tour the City, the TOD and surrounding region and host a collaborative workshop with the City's Council Members, TOD stakeholders and City leadership to develop a name for the TOD and to further discuss the goals of the marketing effort.

At the conclusion of the workshop a community name for the TOD shall be agreed upon.

This charette-style workshop shall provide the successful Respondent with insight to develop the marketing material specified herein.

Workshop topics for discussion shall include but not be limited to:

- Target markets
  - Marketing strategy
  - Value proposition created by the TOD location, infrastructure, amenities, quality of life and sustainability
  - TOD differentiation
  - History of the City and Region
  - Branding and naming concepts
  - Logo design concepts
  - Brochure design concepts
  - Website design concepts
- 2.4. Develop detailed brochure format recommendations and printing cost estimates for the production of TOD sales material as a result of the workshop;
  - 2.5. Upon approval of material format recommendations, successful Respondent, utilizing existing TOD maps, renderings and other imagery, shall produce and deliver, at a minimum:
    - Three (3) logo concepts;
    - Marketing brochure;
    - TOD website accompanied by URL recommendations and Search Engine Optimization (SEO) content maximization.

3. **PHASE II – MARKETING PLAN AND BUDGET:** To enable the directive of creating top-of-mind awareness within the development community, the City seeks a marketing campaign with a clear set of priorities, a step-by-step marketing plan and budget that can be supported through a commitment of City resources. The purpose of the plan is to provide a “roadmap” for the City in pursuing targeted market segments.

City reserves right to review and modify the marketing plan recommendations. Successful respondent shall incorporate City recommendations and edits in order to produce a final and agreed upon plan and budget.

Successful Respondent shall be responsible for but not limited to carrying out the following tasks:

- 3.1. Develop a near-term, 12-month marketing plan and budget;
- 3.2. Develop a long-term, 36-month marketing plan and budget;
- 3.3. Identify professional associations and networking opportunities
- 3.4. Develop a target market database
- 3.5. Develop a public relations and press release distribution database
- 3.6. Identify industry conferences and tradeshows at the national level
- 3.7. Create an advertising and media plan to maximize the TOD exposure by utilizing:
  - Print media
  - Search Engine Optimization (SEO)
  - Pay Per Click campaigns (PPC)
  - Social media campaigns

4. **PHASE III MARKETING CAMPAIGN AND MANAGEMENT:** City seeks the option to engage successful respondent in on-going service agreement to execute the agreed upon marketing plan and to represent the City in the marketplace. Representation shall serve the purpose of project liaison to facilitate the exposure of the TOD to the development community as outlined in the agreed upon marketing plan. In this capacity successful respondent will report to and operate at the direction of a City representative.

Successful respondent shall be responsible for but not limited to carrying out the following tasks associated with the agreed upon marketing plan:

- 4.1. Execution of near-term, 12-month marketing plan;
- 4.2. Execution of long-term, 36-month marketing plan;
- 4.3. Provide presence within professional associations and networking opportunities;
- 4.4. Maintain target market database;
- 4.5. Preparation and distribution of press releases to media outlet database;
- 4.6. Provide presence at industry conferences and tradeshows;
- 4.7. Provide prompt transfer of project inquiries to City’s economic development team;
- 4.8. Provide administrative management of advertising and media plan

5. **TIMELINE:** Respondents shall provide a detailed time line for the execution of all elements contained in each phase of the Scope of Work.

6. **CITY RESPONSIBILITIES:** City responsibilities shall include:

- 6.1. Assistance with scheduling of tour and collaborative workshop;

- 6.2. Providing successful respondent with all existing digital TOD images such as renderings, maps and other visual;
- 6.3. Timely review and feedback on material design and marketing plan;
- 6.4. Supervision of successful respondent in marketing campaign management.

## PART IV

### RESPONSE REQUIREMENTS

1. **SOLICITATION SUBMISSION REQUIREMENTS:** To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses shall not exceed thirty (30) pages in length (excluding title pages(s) and index/table of contents, dividers, samples of work or sample contract). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a double-spaced, printed, 8 1/2" X 11" sheet of paper. It is recommended that responses not be submitted in ringed binders to conserve cost for both the Respondent and the City.

The Respondent shall submit **one (1) original signed paper copy and five (5) copies**, clearly identified as a "COPY" of its Response.

In addition, the Respondent shall submit one (1) CD, each containing a complete copy of Respondent's submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS). A complete copy of the Response includes all documents required by this Solicitation. The CD shall be titled: "SOLICITATION NUMBER - Complete copy of [Name of Respondent]'s submission."

**Failure to provide a CD may result in disqualification for award.**

If supplemental materials are included with the Response, each CD must include such supplemental materials. The Response and accompanying documentation are the property of the City and will not be returned.

- 1.1. Title Page (1 page) – Show the solicitation title and number, the name of your firm, address, telephone number(s) name of contact person and date.
- 1.2. Letter of Transmittal (1 page) – Identify the services for which solicitation has been prepared.
  - 1.2.1. Briefly state your firms understanding for the services to be performed and make a positive commitment to provide the services as specified.
  - 1.2.2. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, telephone numbers and e-mail address.
  - 1.2.3. The letter of each solicitation shall be signed in permanent ink by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individuals(s) signing the solicitation shall be clearly shown immediately below the signature.

**TAB #1**

**TAB #2**

**TAB #3**

- 1.3. Table of Contents (1 page) – Clearly identify the materials by Tab and Page Number.
- 1.4. Previous Performance/Experience – Provide detailed information on firm and team experience with providing consultant services as described in the Scope of Work.
  - 1.4.1. Respondent shall identify key project staff, task leaders and sub-consultants along with their respective field and expected services to the City for the Scope of Work on behalf of the firm. Resumes shall be included for each of the individuals and sub-consultants referenced which demonstrate their qualifications to satisfy all the critical and service requirement areas. The City reserves the right to approve or disapprove all sub-consultants prior to any work being performed.

- 1.4.2. Respondent shall provide a representative list of services of a scale and complexity similar to the services being considered by the City. The list shall include the location, client, services provided by your firm, term of services and an owner contact name. Include a brief overview of each project with, at a minimum, a short description of the services provided, including costs and methodology used for projects.

**ATTACHMENT A shall be provided with response in support of this requirement.**

**TAB #4**

- 1.5. Available Resources and Consultant Location – Provide information on size, resources and business history of the firm.

**TAB #5**

- 1.6. Methodology and Approach – Respondent shall define the method and approach to be used in completing each phase of the Scope of Work detailed herein.

**TAB #6**

- 1.7. Timeline – Respondent shall provide a detailed schedule of completion for each phase of the Scope of Work specified herein.

**TAB #7**

- 1.8. Cost Proposal – Respondent shall include a cost proposal to provide services as described herein. Cost proposal shall be value engineered and the break-down shall include a cost proposal for each phase of the Scope of Work.

**TAB #8**

- 1.9. Samples of Work: The Respondent shall provide samples of work to demonstrate their capacity for delivering the necessary components contained within the Scope of Work. Samples may include but not be limited to logo designs, brochure designs, website designs, published press releases and media plans.

**TAB #9**

- 1.10. Sample Standard Contract – Respondent shall include a copy of the firm's standard contract to include standard terms and conditions.

**TAB #10**

- 1.11. Conflict of Interest Questionnaire (CIQ): Respondent shall complete, sign and return CIQ form with response, herein **ATTACHMENT B**.

## **PART V**

### **CONFIDENTIALITY OF CONTENT**

All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.

If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

**PART VI**

**REFERENCES**

Central Texas Regional Mobility Authority. 2011. Transit Oriented Development Improves Leander Tax Base by \$2 Billion. On The Horizon. 2011-2012 Issue.

<http://www.mobilityauthority.com/news/files/183a-ec-dev-report-2011.pdf>. Accessed, July 26, 2013.

City of Leander, Texas. 2012. History of the TOD. Transit Oriented Development.

<http://www.leandertx.gov/tod/page/history-tod>. Accessed, July 26, 2013.

US Census Bureau. 2010. City of Leander Quick Links.

<http://quickfacts.census.gov/qfd/states/48/4842016lk.html>. Accessed July 27, 2013.



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

**FORM CIQ**

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

**OFFICE USE ONLY**

Date Received

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

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

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

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

\_\_\_\_\_ Name of Officer

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

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

Yes       No

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

Yes       No

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

Yes       No

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

**4**

\_\_\_\_\_ Signature of person doing business with the governmental entity

\_\_\_\_\_ Date