



**RFQ Documents for**

**HISTORIC PROPERTIES INVENTORY,  
ASSESSMENT, AND LAND USE PLANNING  
SERVICES**

**Burnet County, Texas**

**RFQ # 26-6640-02**

**DEADLINE FOR QUESTIONS: APRIL 13, 2026,  
12:00 PM**

**DUE DATE/TIME: APRIL 21, 2026, 10:00 AM**

# REQUEST FOR QUALIFICATIONS (RFQ) FOR HISTORIC PROPERTIES INVENTORY, ASSESSMENT, AND LAND USE PLANNING SERVICES

## RFQ NO. 26-6640-02: Historic Properties Planning Services

**ISSUANCE DATE:** April 01, 2026

**SUBMISSION DEADLINE:** April 21, 2026, at 10:00 AM (CST)

**SUBMISSION LOCATION:** Burnet County Auditor's Office 133 E. Jackson, Burnet, TX 78611

**\*\*WAYS TO SUBMIT:** [bids@burnetcountytexas.org](mailto:bids@burnetcountytexas.org) or dropped off/mailed to Burnet County Auditor's Office 133 E. Jackson, Burnet, TX 78611.

**POINT OF CONTACT:** Megan Schumann

Purchasing Agent Email: [bids@burnetcountytexas.org](mailto:bids@burnetcountytexas.org) Phone: (512) 756-5412

## INTRODUCTION AND GENERAL INFORMATION

Burnet County (the "County") is soliciting Statements of Qualifications (SOQ) from qualified landscape architects, architects, real estate appraisers, or land surveyors to provide comprehensive inventory, condition assessment, public engagement, and land use planning services.

The focus of this project is the County's portfolio of historical buildings, historical sites, and undeveloped land holdings. The goal is to preserve the historical integrity of these assets while identifying viable land use strategies that promote tourism and historic preservation, consistent with the use of Hotel Occupancy Tax (HOT) funds.

**Legal Authority:** This RFQ is issued in accordance with **Texas Local Government Code § 2254.003**, which governs the procurement of professional services. Selection will be based on demonstrated competence and qualifications rather than competitive bidding.

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## 2. DEFINITIONS

- **County:** Burnet County, Texas, the governmental entity issuing this RFQ.
  - **Respondent:** Any individual, firm, partnership, corporation, or team submitting a Statement of Qualifications in response to this RFQ.
  - **RFQ:** This Request for Qualifications document.
  - **SOQ:** Statement of Qualifications; the response submitted by a Respondent.
  - **Professional Services:** Services within the scope of the practice of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, or professional nursing as defined by Texas law.
  - **HOT Funds:** Hotel Occupancy Tax revenue restricted for specific uses under the Texas Tax Code, including historical preservation and the promotion of tourism.
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### **3. SCOPE OF WORK**

The selected Respondent will perform the following services under a contract not to exceed **\$50,000**. The project consists of four primary components and excludes properties currently being used for office space, county maintenance, precinct warehouses, and recycle and reuse facility:

#### **A. Inventory and Identification**

- Conduct a comprehensive audit of Burnet County's current holdings to identify all historical buildings, historical sites, parks, and undeveloped land parcels. Find any and all properties that the county owns, a title history run for each property, and identifying if there are any obligations that must be followed for each property.
- Verify legal descriptions, current usage, and historical designations (if any) for each property.
  - Provide in site/clarification on the Counties responsibilities for the sites as well as the responsibilities of the leasee or persons occupying the sites. Example: One of the County properties, The Hattie and Laymond Parks Family Ranch, has stipulations in the deed regarding a property occupant. The occupant is to uphold certain standards. The County would like those to be observed and noted. As well as any other sites that might fall under these similar findings while the holdings audit is conducted.
- Identify any property within a City or its ETJ and to be notified of the zoning restrictions on the property.

#### **B. Condition Assessment and Documentation**

- Perform on-site inspections of all identified structures. We do not need specifics for the structures such as MEP services. The Hattie and Laymond Parks Family Ranch is the only property we are seeking more detailed review to ensure the occupant is upholding their part.
- Create visible Condition Assessment Reports for each structure, documenting:
  - Structural integrity (foundation, roof, walls).
  - Exterior and interior conditions.
  - Immediate maintenance needs vs. long-term preservation requirements.
  - ADA compliance and safety hazards.
- Provide high-quality photographic documentation of current conditions.

#### **C. Public Input and Engagement**

- Design and facilitate a public engagement process to gather community feedback on the future use of these sites. Include input from local cities and counties, historical preservation groups, and community groups currently using these facilities.
- Methodology may include meetings, stakeholder interviews, or digital surveys.
- Synthesize public sentiment regarding preservation priorities and potential tourism/community uses.

#### **D. Land Use Planning Recommendations**

- Develop a strategic report outlining recommendations for each site based on the assessment and public input.

- Propose viable land use options that align with **Texas Tax Code Chapter 352** regarding the use of HOT funds (e.g., historical restoration and preservation that encourages tourism).
  - Provide a prioritized implementation schedule and rough order-of-magnitude cost estimates for recommended preservation or development actions.
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#### 4. STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS

Respondents must submit their SOQ in a sealed package. The SOQ shall not exceed 20 pages (excluding resumes and cover letter) and must include the following sections:

##### 4.1 Cover Letter

- Signed by an authorized representative of the firm.
- Acknowledge receipt of the RFQ and any addenda.
- Explicitly state that the firm understands the project budget is capped at \$50,000.

##### 4.2 Firm Profile and Qualifications

- Description of the firm, including size, location, and years in business.
- Specific experience with Texas county governments, historical preservation, and master planning.

##### 4.3 Project Team

- Organizational chart identifying the Project Manager and key personnel.
- Resumes of key personnel detailing relevant professional licenses (e.g., Registered Architect, Professional Engineer, AICP Planner).

##### 4.4 Relevant Experience

- Provide at least three (3) examples of similar projects (historic assessments or land use plans) completed within the last five years.
- Include project scope, location, and client contact information for references.

##### 4.5 Technical Approach and Methodology

- Describe the methodology for conducting the condition assessments and engaging the public.
  - Explain how the firm will manage the scope to ensure high-quality deliverables within the \$50,000 budget constraint.
  - **Note:** In accordance with LGC 2254, **DO NOT** include a fee proposal or cost breakdown in the SOQ. Cost will be negotiated with the highest-ranked firm.
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#### 5. SELECTION PROCESS

The County will follow the procedure outlined in Texas Local Government Code § 2254.003:

1. **Review:** A Selection Committee appointed by the County Commissioners Court will review all SOQs.
2. **Ranking:** The Committee will submit a score for the commissioners court to rank Respondents based on the Evaluation Factors listed below.
3. **Interview (Optional):** The County reserves the right to interview high scoring firms to clarify qualifications.
4. **Negotiation:** The County will attempt to negotiate a contract with the highest-ranked Respondent at a fair and reasonable price.
  - o If a satisfactory contract cannot be negotiated with the most highly qualified provider, the County will formally end negotiations with that provider.
  - o The County will then select the next most highly qualified provider and attempt to negotiate a contract at a fair and reasonable price.

## 6. EVALUATION FACTORS AND AWARD

SOQs will be evaluated based on the following criteria (Total: 100 Points):

Criteria	Weight
<b>Experience &amp; Competence:</b> Demonstrated experience with historic preservation, condition assessments, and HOT-funded projects.	<b>35 Points</b>
<b>Project Team:</b> Qualifications and professional licensure of specific staff assigned to this project.	<b>25 Points</b>
<b>Methodology:</b> Clarity and quality of the proposed approach to inspection, public input, and planning.	<b>25 Points</b>
<b>Past Performance:</b> References and history of delivering projects on time and within budget.	<b>15 Points</b>

## 7. RESTRICTIONS ON LOBBYING

From the date this RFQ is issued until the final award is made, Respondents are prohibited from communicating with any County Commissioner, County staff member, or Selection Committee member regarding this RFQ, except through the designated Point of Contact listed in this document. Violation of this provision may result in disqualification.

## 8. PUBLIC INFORMATION NOTIFICATION

Respondents are advised that all submissions are subject to the **Texas Public Information Act (Texas Government Code Chapter 552)**.

- If a Respondent believes any part of their SOQ contains proprietary or confidential information, they must clearly mark those specific pages as "CONFIDENTIAL."
- In the event of a public information request, the County will notify the Respondent and request an Attorney General's opinion, but the County assumes no obligation to protect information not clearly marked or legally protected.

## 9. INSURANCE AND INDEMNIFICATION

The selected firm will be required to provide proof of insurance (Professional Liability, General Liability, and Workers' Compensation) prior to contract execution. The firm shall indemnify and hold harmless Burnet County from any claims arising out of the firm's negligent acts, errors, or omissions.

**Format:** Submit one (1) original, four (4) hard copies, and one (1) digital copy (USB drive).

**Questions:** All inquiries regarding this RFQ must be submitted in writing to [bids@burnetcountytexas.org](mailto:bids@burnetcountytexas.org) by April 07, 2026.

Documents are to be submitted as outlined in this RFQ. The remaining documents are for the information of the RESPONDENT and will form the Contract Documents between the successful RESPONDENT and the OWNER.

LEGAL NAME OF CONTRACTING COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT SIGNATURE \_\_\_\_\_

The undersigned acknowledges receipt of the following addenda:

Addendum No. 1 dated _____	Received _____
Addendum No. 2 dated _____	Received _____
Addendum No. 3 dated _____	Received _____

**THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR RFQ**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor or other person doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</b></p> <p>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).</p> <p>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.</p> <p>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.</p>	<b>OFFICE USE ONLY</b>	
<p><b>1</b> Name of person who has a business relationship with local governmental entity.</p>	<p>Date Received</p>	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(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.)</p>		
<p><b>3</b> Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p>This section (Item 3 including subparts A, B, C &amp; 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.</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p><b>4</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>		

Adopted 06/29/2007

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

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

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

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

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

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

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

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

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## **BURNET COUNTY RESPONDENT AFFIRMATION**

***This sheet must be completed, signed, and returned by RESPONDENT***

***NOTE: FAILURE TO SIGN AND RETURN THIS FORM WITH THE RFQ DOCUMENT  
MAY RESULT IN THE RFQ BEING REJECTED OR THE TERMINATION OF  
ANY RESULTING CONTRACT OR PURCHASE ORDER.***

1. The undersigned agrees this RFQ becomes the property of Burnet County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a RFQ.

The undersigned agrees, if this RFQ is accepted, to furnish any and all items/services 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 RFQ Proposal will be sixty (60) calendar days unless a different period is noted by the RESPONDENT.

2. RESPONDENT affirms that they are duly authorized to execute this Contract, that this company, corporation, firm, partnership or individual has not prepared this RFQ in collusion with any other RESPONDENT, and that the contents of this RFQ as to prices, terms or conditions of said RFQ have not been communicated by the undersigned nor by any employee or director to any other person engaged in this type of business prior to the official opening of this RFQ.

3. RESPONDENT hereby assigns to purchaser any and all claims for overcharges associated with this Contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

4. Pursuant to §262.076 (a) of the Texas Local Government Code, RESPONDENT, hereby affirms that RESPONDENT:

***(Please check all that are applicable)***

\_\_\_\_\_ Does not own taxable property in Burnet County.

\_\_\_\_\_ Does not owe any ad valorem taxes to Burnet County or is not otherwise indebted to Burnet County.

**RESPONDENT Affirmation Page 1 of 2**

### BURNET COUNTY RESPONDENT AFFIRMATION

The undersigned affirms that they have read and do understand the specifications, addendum, RFQ forms and any attachments contained in this RFQ package. **Failure to sign and return this form will result in the rejection of the entire RFQ.**

\_\_\_\_\_  
RESPONDENT COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
RESPONDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONDENT PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE OF COMPANY OFFICIAL  
AUTHORIZING THE RFQ (If Applicable)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY OFFICIAL PRINTED NAME

\_\_\_\_\_  
TITLE

**Corporate Vendors Shall Furnish the Following Information:**

\_\_\_\_\_  
WHERE INCORPORATED

\_\_\_\_\_  
CHARTER NUMBER

BUSINESS INCLUDED IN A CORPORATE INCOME TAX RETURN? \_\_\_\_\_ YES \_\_\_\_\_ NO

CORPORATION ORGANIZED & EXISTING UNDER THE LAWS OF THE STATE OF \_\_\_\_\_

PARTNERSHIP CONSISTING OF \_\_\_\_\_

INDIVIDUAL TRADING AS \_\_\_\_\_

PRINCIPLE OFFICES ARE IN THE CITY OF \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## NON-COLLUSION/ANTI-TRUST AFFIDAVIT

The Company has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response. Failure to sign this document or signing it with a false statement shall void the submitted offer or any resulting contracts.

Neither the Company or the firm, corporation, partnership, or institution represented by the Company or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. The Company's signature herein assigns to the County any and all claims for overcharges associated with his contract for this project, which arise under the Antitrust Laws of the United States, 15 USCA, Section 1, Et. Seq. (1973). By signing this proposal, Company certifies that if a Texas address is shown as its address, Company qualifies as a Texas Resident RESPONDENT as defined in Rule 1 TAC 111.2.

### RESPECTFULLY SUBMITTED:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY'S CORPORATE CHARTER NO.

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## TAX RECORD AND FAMILY CODE REQUIREMENTS

The Company's signature herein certifies that the firm is not currently delinquent in the payment of any debt owed to the State of Texas; including but not limited to franchise taxes and child support, property tax, and that any payments due the firm under this contract will be applied to that debt.

### **Texas Family Code Compliance Requirement:**

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, RFQ, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate. The response includes the names and Social Security Numbers of each person with a minimum of twenty-five percent (25%) ownership of the business entity submitting the response.

Firm Owner(s), Partners, Sole Proprietors, or Share Holder(s) of twenty-five percent (25%) interest:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SSN

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SSN

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SSN

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SSN

### **RESPECTFULLY SUBMITTED:**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY'S CORPORATE CHARTER NO.

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## VENDOR REFERENCE INFORMATION SHEET

Please list three (3) references, other than Burnet County, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Burnet County to determine your firm's ability to provide the intended goods or services of this RFQ. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this RFQ. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your RFQ. County reserves the right to reject RFQs from RESPONDENTS without experience similar to that provided in this RFQ document.

1. \_\_\_\_\_  
 GOVERNMENT ENTITY/COMPANY NAME

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 PHONE

\_\_\_\_\_  
 CONTACT PERSON

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 EMAIL ADDRESS (PRIMARY)

\_\_\_\_\_  
 EMAIL ADDRESS (SECONDARY)

\_\_\_\_\_  
 SCOPE OF WORK

\_\_\_\_\_  
 CONTRACT PERIOD

2. \_\_\_\_\_  
 GOVERNMENT ENTITY/COMPANY NAME

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 PHONE

\_\_\_\_\_  
 CONTACT PERSON

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 EMAIL ADDRESS (PRIMARY)

\_\_\_\_\_  
 EMAIL ADDRESS (SECONDARY)

\_\_\_\_\_  
 SCOPE OF WORK

\_\_\_\_\_  
 CONTRACT PERIOD

3. \_\_\_\_\_  
 GOVERNMENT ENTITY/COMPANY NAME

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 PHONE

\_\_\_\_\_  
 CONTACT PERSON

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 EMAIL ADDRESS (PRIMARY)

\_\_\_\_\_  
 EMAIL ADDRESS (SECONDARY)

\_\_\_\_\_  
 SCOPE OF WORK

\_\_\_\_\_  
 CONTRACT PERIOD

**This Form must be SIGNED and the Original Returned with RFQ response**

## CERTIFICATE OF ELIGIBILITY

By submitting a RFQ or proposal I response to this solicitation, the RESPONDENT/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of RFQ/proposal submission and time of award, the RESPONDENT/ proposer will notify the Burnet County Purchasing Agent. Failure to do may result in terminating this contract for default.

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## **VENDOR COMPLIANCE WITH RECIPROCITY ON NON-RESIDENT RESPONDENTS**

Government Code 2252.002 provides that, in order to be awarded a contract as low RESPONDENT, a non-resident RESPONDENT must submit projects for construction, improvements, supplies or services in Texas at an amount lower than the lowest Texas resident RESPONDENT by the same amount that a Texas resident RESPONDENT would be required to under RFQ a non-resident RESPONDENT in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. A non-resident RESPONDENT is a contractor whose corporate offices or principal place of business is outside of the state of Texas. This requirement does not apply to a contract involving Federal funds. The appropriate blanks in Section A must be filled out by all out-of-state or non-resident RESPONDENTS in order for your RFQ to meet specifications. The failure of out-of-state or non-resident contractors to do so will automatically disqualify that RESPONDENT. Resident RESPONDENTS must check the blank in Section B.

- A. Non-resident vendors in \_\_\_\_\_ (give state), our principal place of business, are required to be \_\_\_\_\_ percent lower than resident RESPONDENTS by state law. A copy of the statute is attached.
- Non-resident vendors in \_\_\_\_\_ (give state), our principal place of business, are not required to under RFQ resident RESPONDENTS.
- B. Our principal place of business or corporate offices are in the State of Texas: \_\_\_\_\_.

**RESPONDENT:**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**



## **BURNET COUNTY HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY**

### **I. POLICY STATEMENT**

The Burnet County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Burnet County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

### **II. DEFINITIONS**

Historically Underutilized Businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned, and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Burnet County.

Businesses include firms, corporations, sole proprietorships, vendors, supplier's contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory RFQ limit refers to the Texas Local Government Code provisions that require competitive proposals for many items/services valued at greater than \$100,000.

### III. POLICY GUIDELINES

- A. Burnet County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the County.
- B. Burnet County will use and recognize the State of Texas Historically Underutilized Business certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Burnet County reserves the right to review the certification status of any vendor applying to do business with the County. The review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, RFQs and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
  1. Target goals should consider:
    - a. The availability of HUB firms within the specific category of goods or services to be procured; and
    - b. The diversity of the County's population.
  2. The goals should be reviewed and amended periodically.
  3. The program may apply to all County procurements including construction and professional services.
  4. Particular attention will be given to HUB participation on purchases in excess of the statutory RFQ limit.
  5. Commissioners Court will use good faith efforts to meet the goals of this policy.

- D. Burnet County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
  - 1. Utilizing the State of Texas Historically Underutilized Business vendor database.
  - 2. Advertising RFQs on the County's website and in the local newspaper.
  - 3. Providing RFQ notice to minority Chambers of Commerce within Burnet County, if applicable.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory RFQ limit must comply with the competitive RFQ process. Where possible, those RFQs will be structured to include and encourage the participation of HUB firms in the procurement process.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the RESPONDENT's responsiveness to the HUB Policy in the evaluation of RFQs and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a RFQ or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively search the State Comptroller's HUB vendor list in the quotation process for purchases under the statutory RFQ limit.
- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive RESPONDENT as required by law. This policy is narrowly tailored in accordance with applicable law.

#### IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Office shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Director shall serve as the County HUB Officer.
  - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
  - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.

3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
4. Any complaints and/or recommendations regarding the implementation of this policy will be received and reviewed by the HUB Officer. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioner's Court regarding any irregularities or misrepresentations of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.

## BURNET COUNTY FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Burnet County's RFQ process. The Purchasing Office will provide additional clarification of specifications, assistance with RFQ Proposal Forms, and further explanation of responding/submittal procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of the Texas Comptroller of Public Accounts Historically Underutilized Business Program. All companies seeking information concerning DBE certification are urged to contact The Texas Comptroller of Public Accounts at 800-531-5441, extension 3-6958 or 512-463-6958.

If your company is already certified, attach a copy of your certification to this form and return with RFQ.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
REPRESENTATIVE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
EMAIL ADDRESS (PRIMARY)

\_\_\_\_\_  
EMAIL ADDRESS (SECONDARY)

Indicate all that apply:

\_\_\_\_\_ Minority-Owned Business Enterprise

\_\_\_\_\_ Women-Owned Business Enterprise

\_\_\_\_\_ Disadvantaged Business Enterprise



## BURNET COUNTY HOUSE BILL 89 VERIFICATION

**NOTE: FAILURE TO SIGN AND RETURN THIS FORM WITH RFQ RESPONSE MAY RESULT IN YOUR RFQ BEING REJECTED**

***This verification must be completed, signed, and returned by RESPONDENT unless the business is a sole proprietorship or has less than 10 full time employees. Please sign and date below if you are exempt from this requirement.***

**1. I certify my business is a sole proprietorship or has less than 10 full-time employees.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

If #1 is not applicable to your company, please move to #2 below.

**2. I, \_\_\_\_\_ (Name), the undersigned representative of  
(Company Name and Address)**

**(hereafter referred to as Company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with Burnet County, Texas.**

*Pursuant to Section 2270.001, Texas Government Code:*

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

\_\_\_\_\_  
NOTARY SIGNATURE

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**



**GC 2252.152 CERTIFICATION FORM**

**CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN,  
SUDAN, OR FOREIGN TERRORIST ORGANIZATIONS PROHIBITED -  
CERTIFICATION**

I, \_\_\_\_\_, the undersigned representative of

\_\_\_\_\_  
(Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the Burnet County Purchasing Office.

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
NAME OF COMPANY REPRESENTATIVE (PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## GC 2274 CERTIFICATION FORM

### FIREARM ENTITIES AND TRADE ASSOCIATIONS DISCRIMINATION CERTIFICATION

I, \_\_\_\_\_ the undersigned representative of

\_\_\_\_\_  
(Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2274 verify that this company or business (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Respondent does not make that verification, Respondent must indicate in its Response and state why the verification is not required.

APPLICABILITY: This clause applies only to a contract that:

- (1) is between a governmental entity and a company with at least 10 full-time employees; and
- (2) has a value of at least \$100,000 that is paid wholly or partly from public funds of the governmental entity.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
NAME OF COMPANY REPRESENTATIVE (PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
2. Have not within a three-year period preceding this proposal been convicted of or had 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;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
NAME OF COMPANY REPRESENTATIVE (PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_ I am unable to certify the above statements. My explanation is attached.

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## RESERVATION OF RIGHTS

The County is issuing this RFQ in accordance with applicable laws that allow an agreement with a private entity that displays demonstrated competence and qualifications to perform the requested task.

The County reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the County or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the RFQ submittals. The RFQ submittals will become the property of the County.

All submissions shall be subject to the Texas Public Information Act unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the Act as determined by the Attorney General.

In connection with the RFQ, the County reserves all rights (which rights may be exercised by the County in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part, at any time before the execution of contract by the County, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the County will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the County declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside experts and consultants in RFQ submittal evaluation.

11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in a RFQ submittal to the public as required under the Texas Public Information Act.
14. Authorize firms to substitute key personnel until the County declares, in writing, that a particular stage or phase of its review has been completed and closed.
15. Waive deficiencies in a RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to a RFQ submittal.
16. Disqualify any firm that changes its RFQ submittal without the County's authorization.
17. Exercise any other right reserved or afforded to the County under this RFQ. The County reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the County.

The County shall not, under any circumstances, be bound by or be liable for any obligations with respect to any services until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the County have been executed and authorized by the County, and then only to the extent of such agreements.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
NAME OF COMPANY REPRESENTATIVE (PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of RESPONDENT, agrees this RFQ becomes the property of Burnet County after the official opening.

The undersigned affirms that the RESPONDENT has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a RFQ.

The undersigned agrees, on behalf of RESPONDENT, that if the RFQ is accepted, RESPONDENT will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this RFQ will be sixty (60) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this RFQ has not been prepared in collusion with any other RESPONDENT, nor any employee of Burnet County, and that the contents of this RFQ have not been communicated to any other RESPONDENT or to any employee of Burnet County prior to the official opening of this RFQ.

Vendor hereby assigns to Burnet County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire RFQ.***

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
NAME OF COMPANY REPRESENTATIVE (PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**THIS FORM MUST BE SIGNED AND THE ORIGINAL RETURNED WITH RFQ RESPONSE**

## BURNET COUNTY STATEMENT OF NO RFQ

If the RESPONDENT is not responding on the goods and/or services as stated in this RFQ, please complete, and return this form to: Burnet County, Purchasing Office, 133 E. Jackson, Burnet, TX 78611.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMAIL

The above has declined to submit a RFQ response for the following reason(s) [please check all that apply]:

- Specifications too "restrictive," i.e., goods offered by our company do not meet stated specifications.
- Specifications unclear (please explain below).
- We do not offer this commodity and/or service or an equivalent.
- Insufficient time to respond to the ITB.
- Our schedule would not permit us to perform.
- Cannot meet insurance requirements.

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CERTIFICATE OF INSURANCE

The insurance evidenced by this Certificate shall conform to the Supplemental General Conditions, Section 5.3 Insurance:

Name and Address of Agency:

\_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ / \_\_\_\_\_

**County of Burnet Reference:**

Project Name \_\_\_\_\_  
 \_\_\_\_\_  
 Project No.: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 \_\_\_\_\_

Name and Address of Insured:

\_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ / \_\_\_\_\_

Prime or Sub-Contractor?: \_\_\_\_\_

Name of Prime Contractor, if different from Insured:  
 \_\_\_\_\_

**Companies Affording Coverages:**

Company A  
 Letter \_\_\_\_\_  
 Company B  
 Letter \_\_\_\_\_  
 Company C  
 Letter \_\_\_\_\_  
 Company D  
 Letter \_\_\_\_\_

COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (M/D/Y)	POLICY EXPIRATION DATE (M/D/Y)	LIMITS OF LIABILITY IN THOUSANDS (000) EACH
	<b>Commercial General Liability Policy</b> <input type="checkbox"/> Blanket Contractual Liability <input type="checkbox"/> Completed Operations/ Products <input type="checkbox"/> Explosion, Collapse, Underground <input type="checkbox"/> Independent Contractor's Coverage <input type="checkbox"/> Aggregate Limits Per Project Form – CG 2503 <input type="checkbox"/> Additional Insured Form –CG 2010 <input type="checkbox"/> 30 Day Notice of Cancellation Form – CG 0205 <input type="checkbox"/> Waiver of Subrogation Form – CG 2404 <input type="checkbox"/> Transportation of Asbestos or Lead <input type="checkbox"/> Asbestos Abatement <input type="checkbox"/> Lead Abatement				General Aggregate \$ _____  Completed Operations/ Products – Aggregate \$ _____  Personal & Advertising Injury \$ _____  Each Occurrence \$ _____         Deductible or Self Insured Retention \$ _____

### Certificate of Insurance

COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (M/D/Y)	POLICY EXPIRATION DATE (M/D/Y)	LIMITS OF LIABILITY IN THOUSANDS (000) EACH
	<b>Auto Liability Policy</b> <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos  <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Hired Autos  <input type="checkbox"/> Waiver of Subrogation-TE2046A <input type="checkbox"/> 30 Day Notice of Cancellation – TE0202A  <input type="checkbox"/> Additional Insured-TE9901B <input type="checkbox"/> MCS 90				CSL Bodily Injury (Per Person)      \$ _____  Bodily Injury (Per Accident)      \$ _____  Property Damage (Per Accident)      \$ _____  Deductible or Self Insured Retention      \$ _____
	<b>Excess Liability</b> <input type="checkbox"/> Umbrella Form  <input type="checkbox"/> Excess Liability Follow Form				Each Aggregate Occurrence      \$ _____
	<b>Worker's Compensation and Employers' Liability</b>  <input type="checkbox"/> Waiver of Subrogation – WC420304  <input type="checkbox"/> 30 Day Notice of Cancellation – WC420601				Statutory (Each Accident)      \$ _____ (Disease - Policy Limit)      \$ _____ (Disease - Each Employee)      \$ _____
	<b>Builders Risk or Installation Insurance</b>				\$ _____
	<b>Professional Liability</b> <input type="checkbox"/> 30 Day Notice of Cancellation  Retro-Active Date: _____				Each Claim Deductible or Self Insured Retention      \$ _____

This is to certify that policies of insurance listed above have been issued to insured named above and are in force at this time. Notwithstanding any requirements, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, insurance afforded by policies described herein is subject to all terms, exclusions and conditions of such policies.

**ADDITIONAL INSURED:**

Burnet County  
133 E. Jackson  
Burnet, Texas 78611

DATE ISSUED: \_\_\_\_\_ AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

**Did you sign and submit all  
required forms?  
If not, your RFQ may be  
Rejected!**

## AFFIRMATIONS/FORMS/DOCUMENTS

✓ Indicates Compliance	<p>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your RFQ package. The original of all forms/documents must be submitted. Failure to check all items could result in rejection of the entire RFQ. <b><u>All deviations from specifications must be documented separately and included with RFQ package.</u></b></p>
	<p>1. <b><u>Vendor References.</u></b> RESPONDENT has provided three (3) references, <b>other than Burnet County.</b> References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this RFQ.</p>
	<p>2. <b><u>Signatures.</u></b> All forms, including certifications, affirmations and informational forms requiring a signature must be signed. RFQs not signed may not be considered for award.</p>
	<p>3. <b><u>RFQ FORMS.</u></b> All sections of RFQ FORMS have been completed.</p>
	<p>4. <b><u>Insurance Certificates (If required).</u></b> RESPONDENTS must submit all Insurance Certificates with RFQ. If no insurance requirements specified, mark N/A.</p>
	<p>5. <b><u>Addenda.</u></b> When applicable, RESPONDENT acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised RFQ Forms in their RFQ package.</p>
	<p>6. <b>It is the RESPONDENTS' sole responsibility to print and review all pages of the RFQ document, attachments, questions and their responses, addenda, and special notices.</b></p>
	<p>7. <b>Accuracy for all mathematical and number entries is the sole responsibility of the RESPONDENT.</b> Burnet County will not be responsible for errors made by the RESPONDENT.</p>
	<p>8. Failure to comply with the requirements set forth in this Invitation to RFQ may result in rejection of RFQ and/or cancellation of contract after award.</p>

**All Required Forms Must Be Returned With RFQ!**

## RFQ SUBMITTAL INSTRUCTIONS

RETURN SEALED RFQ TO THE FOLLOWING ADDRESS:

BURNET COUNTY PURCHASING OFFICE  
KELLEY GLAESER, PURCHASING AGENT  
133 E. JACKSON  
BURNET, TEXAS 78611

OR SUBMITTED ELECTRONICALLY TO:

[bids@burnetcountytexas.org](mailto:bids@burnetcountytexas.org)

**LATE RFQ'S WILL NOT BE ACCEPTED**

**BURNET COUNTY RETURN LABEL**

<b><u>SEALED INVITATION TO RFQ</u></b>	
<b>INVITATION TO RFQ NO.:</b>	<b>26-6640-02</b>
<b>DUE DATE &amp; TIME:</b>	<b>APRIL 21, 2026, 10:00 AM CST</b>
<b>OPENING DATE &amp; TIME:</b>	<b>APRIL 21, 2026, 10:00 AM CST</b>
<b>DESCRIPTION:</b>	<b>HISTORIC PROPERTIES INVENTORY, ASSESSMENT, AND LAND USE PLANNING SERVICES</b>
<b><i>DATED MATERIAL – DELIVER IMMEDIATELY</i></b>	

**PLEASE CUT OUT AND AFFIX THE ITB LABEL ABOVE TO  
THE OUTER MOST ENVELOPE OF YOUR RESPONSE**