



PORTCORPUSCHRISTI

Project No. 16-RE001

January 29, 2016

TO ALL POTENTIAL PROPOSERS

Subject: Addendum No. 1 Request for Proposals for Real Property Acquisition and Relocation Assistance Services

Ladies/Gentlemen:

This addendum is considered part of the Request for Proposals and is issued to change, amplify, add to, delete from, or otherwise explain the Document. Where provisions of this addendum differ from those of the original Request for Proposal, this addendum will take precedence and govern.

Proposers are hereby notified that they must incorporate this addendum into their proposal, and it will be construed that the Proposer's proposal reflects full knowledge of all items, changes, and modifications to the Request for Proposal. Proposer must acknowledge receipt of this addendum in the Letter of Transmittal.

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The following will be added to the LIST OF ATTACHMENTS:

ATTACHMENT F CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

SECTION 7 REQUIRED PROPOSAL SUBMITTAL & CONTENT

1. Add the following section:

Section 7.07 Conflict of Interest.

If Proposer contracts with or seeks to contract with Port Authority for the sale or purchase of property, goods or services, or if you are an agent for a Proposer, you must file a completed FORM CIQ with Port Authority's Record Administer in accordance with Chapter 176 of the Texas Local Government Code. Chapter 176 requires a Proposer or agent under the circumstances described above to disclose affiliation or business relations that might cause conflict of interest. A copy of the Conflict of Interest form can be obtained at the following web address <http://www.portofcc.com/index.php/business-development-212/business-with-us/engg-forms>



SECTION 8 **PROGRAM SCOPE OF WORK**

1. Paragraph B. Replace paragraph with the following:

B. The charges for the Title Company for the preliminary title commitments will be paid by the Proposer and should be included in the Proposer's negotiated fee schedule.
2. Paragraph C. Replace paragraph with the following:

C. Secure title commitment updates in accordance with insurance rules and requirements for parcel payment submissions. The charges from the Title Company for the update of the title commitment will be paid by the Proposer and should be included in the Proposer's negotiated fee schedule.
3. Paragraph D. Replace paragraph with the following:

D. Secure title insurance for all parcels acquired, ensuring acceptable title to the Port Authority. Written approval by the Port Authority is required for any exception. The charges from the Title Company for the title insurance will be paid by the Proposer and should be included in Proposer's negotiated fee schedule.

ATTACHMENT B **PROPOSED FEE STRUCTURE (Optional Form)**

1. Delete first page of ATTACHMENT B and replace with the ATTACHMENT B PROPOSED FEE STRUCTURE (Optional Form/Revised)

ATTACHMENT F **CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)**

1. See attached.

Sincerely,



Sean Strawbridge
Chief Operating Officer

SS/sge

Enclosures

ATTACHMENT B PROPOSED FEE STRUCTURE (Optional Form/Revised)

ATTACHMENT F CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

cc: John LaRue

ATTACHMENT B
PROPOSED FEE STRUCTURE
(Optional Form/Revised)

PROGRAM FIXED FEE CATEGORIES

PROPOSED FEE

Monthly Administrative Services Fee with Project Field Office	\$ _____
Monthly Community Outreach Fee	\$ _____
Acquisition Parcel ¹ – Fee Simple (May include Life Estate)	\$ _____ Per Case
Restrictive Covenant	\$ _____ Per Case
Relocation Case	
Residential	\$ _____ Per Case
Business	\$ _____ Per Case
Appraisal Fee	
Residential	\$ _____ Per Case
Business	\$ _____ Per Case
Review Appraisal Fee	
Residential	\$ _____ Per Case
Business	\$ _____ Per Case
Survey Fee	\$ _____ Per Case
Property Management Fee	\$ _____ Per Case
Title and Closing Fee	
Residential	\$ _____ Per Case
Business	\$ _____ Per Case

¹ A parcel or case includes everything necessary to affect acquisition and relocation assistance in compliance with all applicable regulations.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

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

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

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

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

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

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

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

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

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

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

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.