

**INTERNATIONAL MANAGEMENT
DISTRICT
CITY OF HOUSTON, TEXAS**

**REQUEST FOR QUALIFICATIONS
(PROFESSIONAL SERVICES)**

GENERAL LEGAL SERVICES

ISSUED BY:

Board of Directors

FOR:

INTERNATIONAL MANAGEMENT DISTRICT

CONTACT INFORMATION:

Linda Clayton
International Management District
c/o Hawes Hill & Associates LLP
9600 Long Point Road, Suite 200
Houston, TX 77055
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Phone: (713) 595-1260

**STATEMENTS OF QUALIFICATIONS ARE DUE AT
THE ADDRESS SHOWN ABOVE or EMAIL ABOVE BY:
Wednesday, January 17, 2024 by 5:00 p.m. (local
time)**

NOTICE TO PROPOSER:

The Board holds its regular meeting on the fourth Thursday of each month at 12:00 p.m. (Noon) at the International District Office located at 11360 Bellaire Blvd, Ste 960, Houston, TX 77072.

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Attachment No. 3	Financial Interests and Potential Conflicts of Interests
Attachment No. 4	Completed 1295 Form.

NOTE: All noted Attachments are to be completed and submitted with the Qualification Statement.

SOLICITATION SCHEDULE

The following is the anticipated solicitation schedule including a brief description for milestone dates:

Solicitation Milestone	Date & Time
RFQ released and posted to District’s websites	Tuesday, December 5, 2023
Proposal Submittal Due Date	Wednesday, January 17, 2024 by 5:00 pm (local time)
Anticipated Board Recommendation and Approval	TBD

NOTE: District reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFQ.

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Section 1 – Project Overview & Scope of Services

1. Project Overview

The District is a municipal management district created by House Bill No. 4004, Acts of the 80th Legislature, Regular Session, 2007 and codified as Chapter 3849, Texas Special District Local Laws Code, and is governed by the Act and by Chapter 375, Texas Local Government Code, Chapter 49, Texas Water Code.

International Management District ("District") is seeking a Statement of Qualifications (SOQ) from interested attorneys and law firms to provide Legal Services on an as needed or case-by-case basis in accordance with the terms, conditions and requirements set forth in the Request for Qualifications (RFQ). District will be selecting an experienced attorney and/or law firm to provide high quality and timely legal options and advice to the International Management District's Board of Directors and administrative staff, especially with respect the following categories of work:

- Special District Formation; Selected Counsel must possess the requisite knowledge and expertise in the formation of a special purpose district including, but not limited to all aspects of the Chapter 375 Local Gov't. Code, State of Texas relating to service and assessment plans, property owners' petition for services, hearing process, and meeting the legal requirements of an assessment order and approval of a final service plan and assessment plan.
- General Legal Services; Selected Counsel will provide legal advice and representation with respect to projects and proposals pertaining to economic and community development that have legal ramifications and/or require legal input, including, but not limited to public-private partnerships and related matters.
- Selected Counsel will represent the District in all legal matters in which the District is a party.
- Selected Counsel will assist the District staff in responding to public information requests and conformance with the Texas Open Government laws.
- Selected Counsel will attend regular board meetings, and occasional special called meetings, and review and draft legal documents as necessary for the benefit of the District and its function.

Attorney submitting statement of qualifications under this RFQ must be able to meet and/or exceed all the categories of work identified above.

2. Conflicts of Interest

Any firm or attorney who is ultimately selected to represent District will be prohibited from engaging in or carrying on any legal activity on behalf of any client which is directly adverse to the District or its interests, without the specific written consent of the Board of Directors. Waivers will be evaluated on a case-by-case basis. Any firm or attorney engaged to represent District shall have a continuing duty to disclose such information.

3. Additional Requirements

District shall have the right to terminate any contract for legal services at any time, with or without cause. The decision to terminate shall be at the sole discretion of the Board of Directors. The contracting firm or attorney will be paid for all services actually rendered and all costs actually incurred prior to the date of termination, and such payment for services already completed shall be the total compensation due to such firm or attorney for termination.

The District will issue a Letter of Engagement on a case by case basis. The Letter will set forth the

scope of retention, confirm the rates applicable to the specific retention, and may designate the specific attorney(s) to provide the services required. District reserves the right to designate specific attorney(s) in a selected law firm to work on specific cases or matter as lead counsel or associate counsel for services rendered pursuant to any resulting contract.

It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be three (3) years with the option to renew for two (2) one-year terms. Further, District reserves the right to extend the contract term on a month to month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term.

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Section 2 – Evaluation of Qualifications

1. Evaluation Criteria

The Board of Directors will review all statement of qualifications to determine which proposers have qualified for consideration according to the criteria stated herein. The Board of Directors' evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Board of Directors may be invited to make an oral presentation of their written statement of qualifications to the Board of Directors.

Statement of Qualifications will be evaluated using the following criteria:

Evaluation Criteria	Available Points
Firm's Qualification and Experience	40
Demonstrated Qualifications of Personnel and Team	35
Past Performance & References	25
Total Points	100

2. Eligibility for Award

In order for a proposer to be eligible to be awarded the contract, the statement of qualifications must be responsive to the solicitation and District must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily. Responsive statement of qualifications are those that comply with all material aspects of the solicitation, conform to the solicitation documents, and meet the requirements set forth in this solicitation. Statement of qualifications, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.

- a. Responsible proposers, at a minimum, must meet the following requirements:
 - i. Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
 - ii. Be able to comply with the required performance schedule, taking into consideration all existing business commitments;
 - iii. Have a satisfactory record of past performance within higher education, governmental, and public entity environments;
 - iv. Have necessary personnel and management capability to perform any resulting contract;
 - v. Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements;

- vi. Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the statement of qualifications is so certifying to such non-delinquency; and
 - vii. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- b. Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described above and as necessary, to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the statement of qualifications being rejected.
 - c. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposer or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other proposers.
 - d. Only individuals, firms or lawfully formed business organizations may apply.

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Section 3 – Instructions to Proposers

1. General Instructions

- a. Proposers should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
- b. Statement of qualifications and any other information submitted by Proposers in response to this Request for Qualifications (RFQ) shall become the property of District.
- c. District will not provide compensation to Proposers for any expenses incurred by the Proposer(s) for statement of qualifications preparation or for any demonstrations that may be made, unless otherwise expressly stated. Proposers submit statement of qualifications at their own risk and expense.
- d. Statement of qualifications, which are qualified with conditional clauses, or alterations, or items, not called for in the RFQ documents, or irregularities of any kind are subject to disqualification by District, at its option.
- e. Each statement of qualifications should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of District's needs.
- f. District makes no guarantee that an award will be made as a result of this RFQ, and reserves the right to accept or reject any or all statement of qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ or resulting Agreement when deemed to be in District's best interest. Representations made within the statement of qualifications will be binding on responding firms. District will not be bound to act by any previous communication or statement of qualifications submitted by the firms other than this RFQ.
- g. Failure to comply with the requirements contained in this Request for Qualifications may result in the rejection of your statement of qualifications.

2. Preparation and Submittal Instructions

All Attachments noted are to be completed and submitted with statement of qualifications, Attachments 1 must be signed and notarized.

3. Document Format and Content

- a. Statement of qualifications must be signed by Proposer's company official(s) authorized to commit such statement of qualifications. Failure to sign and return these forms will subject your statement of qualifications to disqualification.
- b. Responses to this RFQ must include a response to the statement of qualifications' requirements set forth in the solicitation document.
- c. Number of Copies: Submit one (1) original printed or one (1) electronic copy of your statement of qualifications including all required District Forms and documents. An original (manual) signature must appear on the original printed copy and must be reflected in the original electronic copy. The electronic copies should be in non-editable .PDF format and should include the entire submission.
- d. Statement of qualifications must be submitted and received by the individual identified above on or before the time and date specified above.

4. Proposer Response

General: Your statement of qualifications "Technical Proposal" should clearly define (i) your Firm's total capacity and capabilities, (ii) your qualifications to perform the work, (iii) your ability to perform the services outlined in the Scope of Services, (iv) your understanding of the District, and (v) what differentiates you from your competitors.

a. Required Attachments

This section shall include all Attachments noted in Section 5; all forms shall be completed, signed and submitted with statement of qualifications.

b. Tab 1: Firm's Qualification and Experience

This section should describe the qualifications and experience of the responding firm and their ability to provide the services as described in this RFQ specifically for the category being proposed.

- i. Provide a detailed description of your firm, including the total number of supporting personnel related to providing

the services required in this RFQ.

- ii. Demonstrate firm's understanding, knowledge and experience of providing the services of the type and kind required in this RFQ.

c. Tab 2 – Demonstrated Qualifications of Personnel and Team

This section should discuss the proposed designated staff of the responding firm (key personnel) committed to District and providing the services described in this solicitation.

- i. Provide brief resumes (not more than one (1) page) for each key personnel, including attorney. The resumes must clearly specify the number of years the personnel has been providing the type of services as described in this RFQ.

d. Tab 3 - Past Performance and References

This section should establish the ability of the firm and proposed team/respondent to satisfactorily perform the required work.

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Section 5 – Required Attachments

Proposers shall complete all noted Attachments and submit with Statement of Qualifications,

Attachment Number	Attachment Title
Attachment No. 1	Contract Award Form
Attachment No. 2	Conflict of Interest Questionnaire
Attachment No. 3	Financial Interests and Potential Conflicts of Interests
Attachment No. 4	Completed Form 1295.

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**ATTACHMENT NO. 1
CONTRACT AWARD FORM**

PROJECT TITLE: General Legal Services

Name of Firm/Attorney: _____

Address: _____

Telephone: _____

E-mail: _____

In compliance with the requirements of this Request for Qualifications for providing _____, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with the Statement of Qualifications dated _____ and as mutually agreed upon by subsequent negotiations, if any.

The undersigned certifies that he/she has read, understands, and agrees to be bound by the requirements and terms and conditions and any and all amendments issued by District and made a part of this RFQ as set forth or referenced in this RFQ. The undersigned understands and agrees that any award resulting from this offer will be made by an acceptance letter and will have the following order of precedence: 1) District Engagement Letter, 2) District referenced solicitation including all amendments issued by District, 3) the RFQ response as accepted and awarded by District. The undersigned further certifies that he/she is legally authorized to make the statements and representations in its response to this solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned understands and agrees that when evaluating bids and making an award decision, District relies on the truth and accuracy of the statements and representations presented in the bid response. Accordingly, District has the right to suspend or debar the undersigned from this process and/or terminate any contract award that may have resulted from this solicitation if District determines that any statements or representations made were not true and accurate.

Signed By: _____ Name: _____

Title: _____ State of: _____

Sworn to and subscribed before me at _____ (City) _____ (State)

this _____ day of _____, 2024.

Notary Public of the State of: _____

**ATTACHMENT NO. 2
CONFLICT OF INTEREST QUESTIONNAIRE**

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">OFFICE USE ONLY</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Data Received</td> </tr> </tbody> </table>		OFFICE USE ONLY	Data Received
OFFICE USE ONLY				
Data Received				
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>				
<p>2 <input type="checkbox"/> 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.)</p>				
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p align="center">_____</p> <p align="center">Name of Officer</p>				
<p>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.</p> <p>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?</p> <p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>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?</p> <p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>				
<p>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.</p>				
<p>6 <input type="checkbox"/> 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).</p>				
<p>7</p> <p align="center"> _____ Signature of vendor doing business with the governmental entity </p> <p align="center"> _____ Date </p>				
<p>Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 11/30/2015</p>				

NOTE: When completing this Questionnaire, please be certain to answer each and every question; indicate "Not Applicable", if appropriate. Please sign and date.

ATTACHMENT NO. 3
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Attorney/Firm shall disclose the financial interest and potential conflict of interest information identified in Sections one (1) through three (3) below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. **This form must be received by District before the Attorney/Firm's bid, proposal, or offer will be considered received or evaluated.** Completed forms must be **NOTARIZED** and delivered to:

Section 1 - Disclosure of Financial Interest in the Firm/Attorney

a. If any officers or employees of District ("individuals") have one of the following financial interests in the Firm/Attorney (or its principal) or its subsidiaries(s), please show their name and address and check all that apply and (include additional documents if needed):

Name: _____
Address: _____

b. For each individual named above, show the type of ownership/distributable income share:

- | | |
|--|-----------|
| Ownership interest of at least 10% | (_____) |
| Ownership interest of at least \$15,000 or more of the fair market value of vendor | (_____) |
| Distributive Income Share from Vendor exceeding 10% of individual's gross income | (_____) |
| Real property interest with fair market value of at least \$2,500 | (_____) |
| Person related within first degree of affinity to individual has the following ownership or real property interest in Firm/Attorney: | (_____) |
| 1. Ownership interest of at least 10% | |
| 2. Ownership interest of at least \$15,000 or more of the fair market value of Firm | |
| 3. Distributive Income Share from Vendor exceeding 10% of the individual's gross income | |
| 4. Real property interest with fair market value of at least \$2,500 | (_____) |
| No individuals have any of the above financial interests (If none go to Section 4) | (_____) |

c. For each individual named above, show the **dollar value or proportionate share** of the ownership interest in the Firm (or its principal) or its subsidiaries (s) as follows:

If the proportionate share of the named individual(s) in the ownership of the Firm (or its principal) or subsidiary of Firm is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here (_____).

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership _____ %, or
the value of ownership interest \$ _____ .

Section 2 - Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other District individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for Firm.

Yes _____ No _____

b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

Yes _____ No _____

Section 3- Disclosure of Gifts

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other District individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from Firm (or principal), or subsidiary or vendor, of \$250 or more within the preceding 12 months.

Yes _____ No _____

b. Individual's spouse, father, mother, son, or daughter has received a gift from Firm (or principal), or subsidiary or vendor, of \$250 or more within the preceding 12 months.

Yes _____ No _____

Section 4- Other Contract and Procurement Related Information

Firm/Attorney shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with a value exceeding \$50,000. You must submit this information along with your bid, proposal, or offer.

a. Firm/Attorney shall identify whether Firm/Attorney (or its principal), or its subsidiary(s), has current contracts (including leases) with other government agencies of the State of Texas by checking:

Yes _____ No _____

b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

c. Firm/Attorney shall identify whether Firm/Attorney (or its principal) or its subsidiary(s) has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other government agencies of the State of Texas by checking:

Yes _____ No _____

d. If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of:

(Name of Attorney/Firm)

Certification. I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by District as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed or Typed) _____ Title _____

Signature _____ Date _____

"NOTE: BIDDER MUST COMPLETE THE ABOVE "FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER SHALL RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

Signed By: _____ Name: _____

Title: _____ State of: _____

Sworn to and subscribed before me at _____ (City) _____ (State)

this _____ day of _____, 2024.

Notary Public of the State of: _____

ATTACHMENT NO. 4

**NOTICE TO BUSINESS ENTITY PROPOSING TO CONDUCT BUSINESS WITH
INTERNATIONAL MANAGEMENT DISTRICT ("the District")**

RE: Required Form 1295

House Bill 1295 (84th Texas Legislature, 2015) enacted Section 2252.908, Texas Government Code, which applies to contracts of a governmental entity entered into on or after January 1, 2016. These new requirements require business entities to file a disclosure of interested parties form with a governmental entity for any new, amended, extended, or renewed contract between the business entity and the governmental entity. **The Texas Ethics Commission (TEC) has formulated administrative rules and FORM 1295 to be used by business entities to make disclosures to governmental entities for contracts under consideration.** This information is available on the website of the Texas Ethics Commission [1295 Filing Info \(state.tx.us\)](http://state.tx.us)

1. The business entity registers for an online account with the TEC.
2. The business entity accesses the TEC website and completes an online FORM 1295, making all necessary disclosures required by HB 1295. (Some of the information needed for the business entity to complete FORM 1295 will need to be provided by the governmental entity.)
3. The TEC website then generates a PDF version of FORM 1295 with a "certificate number" as a certification of filing.
4. The business entity then prints off, executes a hard copy of FORM 1295 and submits it to the governmental entity on or before the award of the contract.
5. The governmental entity then has 30 days to access the TEC website and confirm receipt of FORM 1295 by entering the certificate number.

If the business entity you represent proposes to enter into a contract with the District for the purpose described below, please ensure that a completed FORM 1295 with a TEC certificate number is submitted to the District in advance of the District's meeting at which such contract may be considered. The District will not enter into the contract until a completed FORM 1295 with a TEC certificate number is received.

PLEASE USE THE FOLLOWING INFORMATION TO FILL OUT FORM 1295:

"Who is the contract with?": **X Other Governmental Entity**

"Agency/Entity Name": **INTERNATIONAL MANAGEMENT DISTRICT**

"Contract ID Number": **2024-ATTORNEY**

"Description of goods and services to be provided": **LEGAL SERVICES**

Should you have any questions regarding the submittal of FORM 1295 to the District, please let me know. *Should you have any questions regarding what information to disclose on FORM 1295, please consult your business entity's attorney.*