

**PROPOSAL FORM  
CONSTRUCTION MANAGER AT RISK**

**LEDCO Corporate Offices  
Longview Economic Development Corporation**

**COMPANY NAME:**

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**TO:** Wayne Mansfield, CEO  
Longview Economic Development Corporation  
410 North Center Street  
Longview, Texas 75601

Having examined Proposal Documents prepared by LEDCO, the undersigned proposes to perform all work as Construction Manager at Risk for the above-named project. With an agreed upon GMP the undersigned proposes to furnish all labor, equipment and materials to complete the above-named project.

**PROPOSED FEES**

Based on the above listed company's plan to complete this Project, indicate your proposed fees and prices for the Scope of Work for this Project. LEDCO does not intend to share any construction cost savings with the Construction Manager at Risk; therefore, the cost savings methodology should not be submitted with the Request for Proposal. Base the computed fees below on the estimated construction budgets as stated in this proposal.

For New Corporate Offices Project:

Pre-construction Services (Lump Sum Amount)      Fee: \$ \_\_\_\_\_

Construction Services Fee      Fee: \_\_\_\_\_ %  
Percent of Construction Cost

Acknowledge the following addenda (if any) have been received, if applicable:

Addendum No. \_\_\_\_\_.

Addendum No. \_\_\_\_\_.

**ATTACHMENTS**

Acknowledge the following items are attached to this Proposal:

- 1. Acknowledgement of Proposal \_\_\_\_\_ (check)
- 2. Felony Conviction Notice \_\_\_\_\_
- 3. Non-Collusion Affidavit \_\_\_\_\_
- 4. Statement of Qualifications (AIA-305) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**ACKNOWLEDGEMENT OF PROPOSAL  
CONSTRUCTION MANAGER AT RISK**

Corporate Offices for LEDCO

Longview Economic Development Corporation

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

email: \_\_\_\_\_

**ACKNOWLEDGEMENT:** Proposer acknowledges that they accept the terms of the AIA contracts and amendments or must provide a list of any exceptions, additions, or modifications to proposed draft contracts.

It is understood that the right is reserved by the Owner to reject any or all proposals, or waive any informalities in the proposal process.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title (seal, if corporate)

\_\_\_\_\_  
Name of Contracting Firm

\_\_\_\_\_  
State charter: (Corp, Partnership, or Indiv)

**FELONY CONVICTION NOTICE**

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a LEDCO must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a LEDCO may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR’S NAME: \_\_\_\_\_

AUTHORIZED COMPANY OFFICIAL’S NAME (PRINTED):  
\_\_\_\_\_

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: \_\_\_\_\_

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

## NON-COLLUSION AFFIDAVIT

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business priory to the official opening of this bid.

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S PRINTED NAME: \_\_\_\_\_

POSITION WITH COMPANY: \_\_\_\_\_

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

OFFICIAL AUTHORIZING  
THIS PROPOSAL: \_\_\_\_\_

OFFICIAL'S PRINTED NAME: \_\_\_\_\_

OFFICIAL'S POSITION: \_\_\_\_\_

## CONFLICT OF INTEREST

Effective January 1, 2006, any person or entity who contracts or seeks to contract with LEDCO for the sale or purchase of property, goods, or services (as well as agents of such persons) (hereafter referred to as Vendors) are required to file a Conflict of Interest Questionnaire. Each covered person or entity who contracts with LEDCO is responsible for complying with any applicable disclosure requirements. LEDCO will post the completed questionnaires on its website.

The Conflict of Questionnaire must be filed:

No later than the seventh business day after the date that the Vendor begins contract discussions or negotiations with the government entity, or submits to the entity an application, response to a request for proposal or bid, correspondence, or other writing related to a potential agreement with the entity.

The vendor also shall file an updated questionnaire not later than September 1 of each year in which a covered transaction is pending, and the seventh day after the date of an event that would make a statement in the questionnaire incomplete and inaccurate.

Note: A vendor is not required to file an updated questionnaire if the person had filed an updated statement on or after June 1, but before September 1 of the year.

The Conflict of Interest Questionnaire may be downloaded from the Texas Ethics Commission's website at [http://www.ethics.state.tx.us/whatsnew/conflict\\_forms.htm](http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm).

Completed forms should be sent to:

Wayne Mansfield, CEO  
Longview Economic Development Corporation  
410 North Center Street  
Longview, Texas 75601

The Directors of LEDCO are:

Natalie Lynch  
Peggy Vaughan  
David Cowley  
Ranjit Kodali  
Julie Woods  
Gerald Rincher  
Sam Neale  
Bret Read  
Erin Ann Oakes

## EXPLANATION OF THE CONFLICT OF INTEREST QUESTIONNAIRE

1. Name of company and person doing business with LEDCO.
2. Check the box if you are filing an update to a previously filed questionnaire.
3. Name each employee of LEDCO who makes recommendations to a LEDCO officer with respect to expenditures of money AND describe the affiliation or business relationship. If no affiliation or business relationship exists, state "NONE."

### Examples:

- If your spouse, parent, or child is LEDCO Director of Purchasing and a bid is being submitted to the Purchasing Department, this relationship must be reported.
- If you or your spouse, parent, or child is in business with a LEDCO employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.
- If you employ or do business with a spouse, parent, or child of a LEDCO employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.
- If you are a LEDCO employee and would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.
- If your neighbor or friend is a LEDCO employee that would be making a recommendation concerning a purchase or sales transaction involving you and you feel that your relationship with this employee could affect their recommendation, this relationship must be reported. If any other situation exists that would result in a conflict of interest, the relationship must be reported. If your spouse, parent, or child is an employee that does not make recommendations concerning purchasing or sales transactions, this relationship should not be reported.
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4. Sign and date this form.

*Note: 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.*