



# **Webb County**

Architectural Services for a Webb County Fairgrounds  
& Agricultural Exposition Center

RFQ #2019-003

ORIGINAL

**April 12, 2019**

# **SECTION 1**

Letter of Transmittal



April 12, 2019

P36057

Webb County Purchasing Department  
Mr. Juan Guerrero – Contract Administrator  
1110 Washington St., Suite 101  
Laredo, Texas 78040

RE: RFQ 2019-003 Architectural Services for a Webb County Fair Grounds &  
Agricultural Exposition Center

Dear Mr. Guerrero:

Halff Associates, in association with GH2 Equine Architects and Sepulveda Associates Architects appreciates the opportunity to present our qualifications as indication of our sincere interest in providing professional architectural & engineering services for the Webb County Fairgrounds & Agricultural Exposition Center.

We are excited to share our knowledge and experience with Webb County to ensure the project's success. The Halff Team and its teaming Partners offer you comprehensive professional services to enable you to realize your goals. Our team of architects, engineers, cost estimators, food service technology, and acoustics specialists have many years of experience working with both public and private clients. We understand the importance of working within budgets and schedules, thus providing you with a project that will serve the needs and dreams of all.

We trust that our approach, our relevant experience, the qualifications of our team, and most importantly, our understanding will demonstrate our interest and commitment to serving Webb County. Halff Associates, Inc. fully understands and acknowledges all terms and conditions stated in this RFQ.

Should you have any questions about Halff Associates or any project team member, please do not hesitate to contact me at (956)445-5210 or Allen Terrell at (214)346-6200 or via email at TMurray@Halff.com or ATerrell@Halff.com

We have the authority to bind Halff Associates, Inc., a Texas corporation, in a contract.

Respectfully,

HALFF ASSOCIATES, INC.

A blue ink signature of Menton J. Murray III, consisting of a stylized first name and a more formal last name.

Menton J. "Trey" Murray III, PE, LEED AP  
Principal-In-Charge

A blue ink signature of Allen Terrell, featuring a stylized first name and a more formal last name.

Allen Terrell, AIA, PE, PMP, LEED AP  
Project Manager

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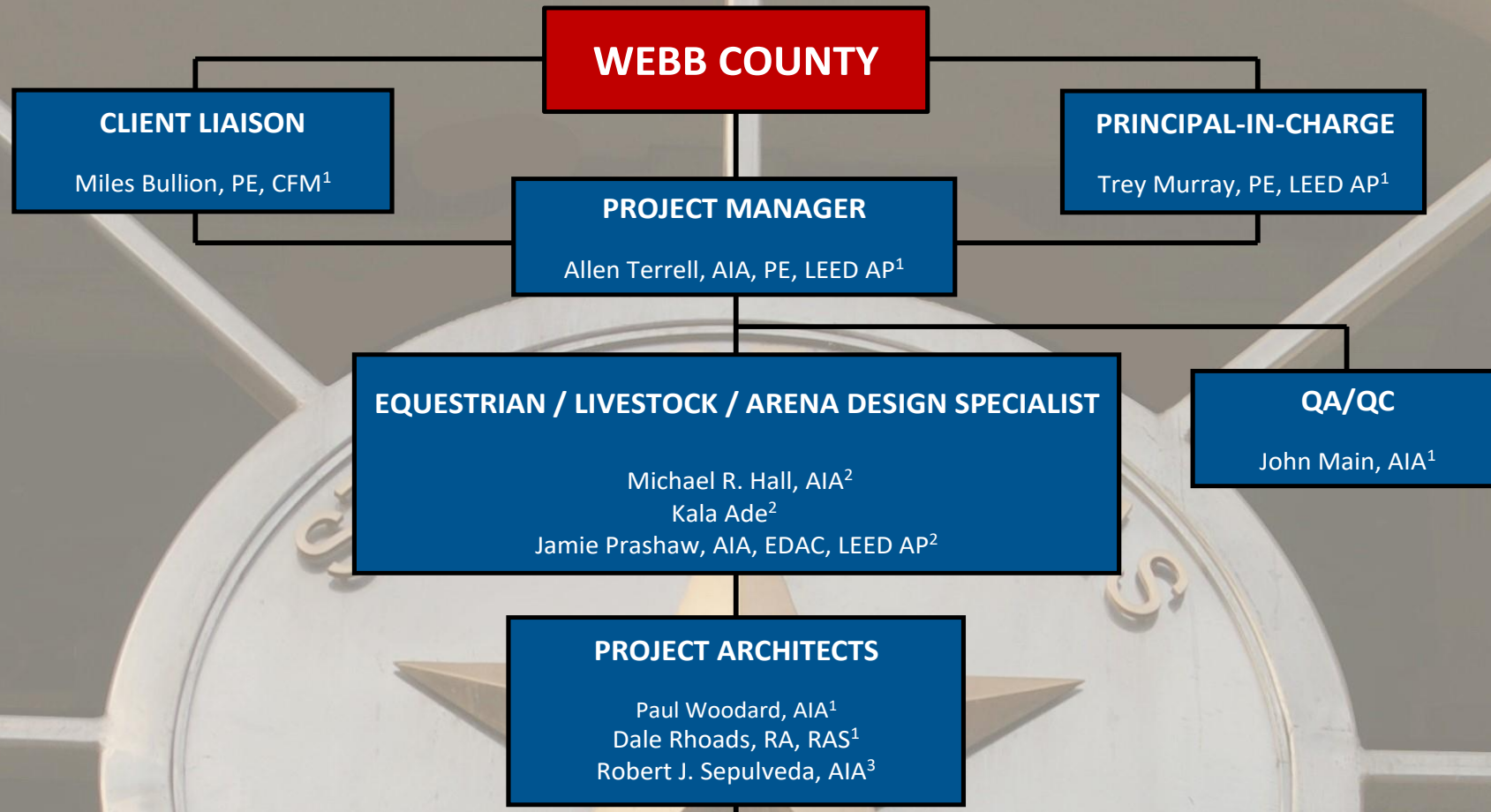
## **SECTION 2**

### **Project Management Team: Organizational Chart**

**SECTION 2  
ORGANIZATIONAL CHART**

**HALFF TEAM MEMBERS**

- 1= Halff Associates, Inc
- 2= GH2 Equine Architects
- 3= Sepulveda Associates Architects
- 4= Foodservice Design Specialists
- 5= Terracon
- 6= Eudacorp
- 7= WJHW
- 8= Kiser Arena Specialists



**SUPPORT SERVICES TEAM MEMBERS**



## **SECTION 2**

### **Project Management Team: Team and Location Charts**

Prime Firm Team & Location



NAME	ROLE	LOCATION
Menton J. "Trey" Murray, III, PE, LEED AP	Principal-In-Charge	McAllen, TX
Miles Bullion, PE, CFM	Client Liaison	McAllen, TX
Allen Terrell, AIA, PE, LEED AP	Project Manager	Richardson, TX
Paul Woodard, RA, CSI, CCS, LEED AP	Project Architect	Richardson, TX
Dale Rhoads, RA, RAS	Project Architect	Richardson, TX
John Main, AIA	QA/QC	Richardson, TX
Paul Rielly, PE, SE, SECB	Structural Engineering	Fort Worth, TX
James Vester, PE	Structural Engineering	Fort Worth, TX
Hugo Avila, PE	MEP	McAllen, TX
John Ferencak, PE, LEED AP	MEP	San Antonio, TX
Gabriel Benavides, Jr., PE	MEP	McAllen, TX
Robert Saenz, PE, CFM, PMP	Civil Engineering	McAllen, TX
Raul Garcia, PE, CFM	Civil Engineering	McAllen, TX
Jose Delgado, PE, RCDD, LEED AP	IT & Security / Surveillance	McAllen, TX
Rudy Juarez	IT & Security / Surveillance	McAllen, TX
Ryan Lewis, PE	Subsurface Utility Engineering	Austin, TX
Jason Diamond	Environmental Compliance	Richardson, TX
Keith Dewey	Environmental Compliance	Austin, TX
Jim Carrillo, FAICP, PLA	Landscape / Planning	Austin, TX

**McAllen**

5000 W. Military Highway, Suite 100  
 McAllen, Texas 78503  
 (956) 664-0286

**San Antonio**

100 NE Loop 410, Suite 200  
 San Antonio, Texas 78216  
 (210) 798-1895

**Richardson**

1201 North Bowser Road  
 Richardson, Texas 75081  
 (214) 346-6200

**Austin**

4030 West Braker Lane, Suite 450  
 Austin, Texas 78759  
 (512) 777-4600

**Fort Worth**

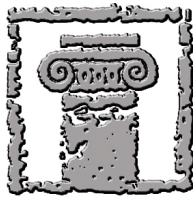
4000 Fossil Creek Blvd  
 Fort Worth, Texas 76137  
 (817) 847-1422

Sub-Consultant Firm Team & Location



NAME	ROLE	LOCATION
Michael R. Hall, AIA, CCS	Principal-In-Charge / Project Manager	Tulsa, OK
Kala Ade	Equine Project Director	Tulsa, OK
Jamie Prashaw, AIA, EDAC, LEED AP	Equine Architect	Tulsa, OK
Oliva Hupy	Equine Intern Architect	Tulsa, OK
Jeremy Carlisle, ASLA, PLA	Associate Principal	Tulsa, OK

320 South Boston, Suite 1600  
 Tulsa, Oklahoma 74103  
 (918) 587-6158



SEPULVEDA  
 ASSOCIATES  
 ARCHITECTS  
 INC.



NAME	ROLE	LOCATION
Roberto J. Sepulveda, AIA	Principal-In-Charge / Project Architect	Laredo, TX
Alfonso Pena	Construction Administration	Laredo, TX
Roberto S. Sepulveda	Construction Administration	Laredo, TX
Marcos A. Sepulveda	Construction Administration	Laredo, TX

1820 Houston St.  
 Laredo, Texas 78040  
 (956) 725-2396



Sub-Consultant Firm Team & Location



NAME	ROLE	LOCATION
Lance Brooks	Principal-In-Charge	San Antonio, TX
Duane Mikkelson	Project Manager	San Antonio, TX

110 Broadway St., Suite 140  
San Antonio, Texas 78205  
(210) 704-1250



NAME	ROLE	LOCATION
Mike Ghazawi	Principal-In-Charge	Laredo, TX

615 Gale St., Building B, Suite B  
Laredo, Texas 78041  
(956) 729-1100



NAME	ROLE	LOCATION
Jerome Stock	Principal-In-Charge	Fort Worth, TX

307 W. 7th Street, Suite 1105  
Fort Worth, Texas 76102  
(469) 718-5562



Sub-Consultant Firm Team & Location



NAME	ROLE	LOCATION
Rene Garza	Principal-In-Charge	San Antonio, TX

12175 Network Blvd., Suite 150  
San Antonio, Texas 78249  
(972) 934-3700

# **SECTION 3**

## **Executive Summary**

## CONTRACT OPPORTUNITY

**Halff Associates** has been providing professional services since its inception in Dallas in 1950. Over time, we've grown both in staff and in locations. This expansion is consistent with our culture of providing exceptional client service and growth opportunity for our employees. As such, we locate our people and thus our offices near to those we serve. Halff opened its fourth office in McAllen in 1993 and has been providing outstanding engineering and support services in South Texas for over 25 years. We are not a "Johnny come lately" to South Texas or the border region and have been blessed to provide multi-disciplinary design services to large public and private entities in this area. Over the last few decades, some of this work has been in Webb County.

Accordingly, Halff views this project as an opportunity to enhance our relationships in Webb County. We see it as a mutually beneficial contract under which Webb County can avail itself of the multi-disciplinary expertise of one of the region's largest A/E firms while Halff can use the resources provided by a large project to establish a long-term presence in the Laredo market. This is consistent with Halff's tradition of expanded geographic presence near our clients. Halff benefits from the stability brought by a significant project and the City and County benefit by adding a multi-disciplinary A/E service provider to the area. In summary, we view the contractual opportunity as a win-win situation for both parties.

## APPROACH

**The Halff Team** approach capitalizes on the strengths of three firms. Halff Associates, Inc. (Halff) as the Prime Consultant providing project management, architecture and all engineering services, GH2 Equine Architects serving as architectural programmer and design leader in equestrian, livestock and agricultural multipurpose centers. Sepulveda Associates, a Laredo based architectural firm, contributes design expertise and serves as the County's representative and providing local administration of the Contract for Construction along with Halff Associates engineers and architects.



Halff serving as the Prime Consultant will assume overall responsibility of the project and will be the primary point of contact with the County. We will manage our team and provide architectural, civil, structural, MEP and specialty services with the support of other team members including food service, structured cabling, security and surveillance, audiovisual and acoustics, cost estimating, and animal footing consultants. GH2 Equine Architects will be engaged at the inception of the project performing architectural programming and schematic design of the facilities. They will be involved throughout the project duration to confirm that the early design decisions made with the County Stakeholders are realized at the later stages of the design and through construction. Halff Associates, Inc. architects and engineers will provide the bulk of the design development and construction documents including consultation with County representative(s) and collaboration with the Construction Manager at Risk (CMAR) when preparing the design and the final construction documents. Sepulveda Associates as a part of our team will be take on a meaningful role with the architectural work either on standalone buildings, interiors, and/or renovation. Halff Associates, Inc. as prime will provide final sign-off of the project, confirming that the final project represents what was originally conceptualized and captured in the contract documents approved by Commissioners Court.



### Programming and Conceptual Design:

During the architectural programming and design phases Webb County stakeholders will be active participants in the process. We have developed a system of programming and design work-session methodologies that allow direct and valuable input from the County and the users of the facility. These sessions are inherently a team process and comprise a series of exercises to receive user input and project “buy-in”. We will have a multi-day work session(s) or “Charrette” on site both during the programming and design phases to gather and discuss this information. The results are saved and documented as a part of the project record. This information, when combined with the technical resources and design expertise of our design team, provides the County with powerful design solutions that meet your expectations. GH2 Equine Architects has programmed and designed over 200 facilities with similar elements to those required for Webb County. This specialty project type has specific needs and functional requirements which include:

- Spaces should work in harmony and minimize potential conflicts.
- Maximize efficiencies and multi-use potentials.
- Maintain a safe environment for spectators, participants, and livestock.
- Address needs of local/regional/national events and groups.
- Planning for growth and future expansion of new events and amenities.
- The selection of durable and low maintenance materials.
- Operational efficiency and safety are important in these types of facilities.



### Operation and Maintenance:

The greatest financial burdens faced by facilities are labor, operation and maintenance costs. Our very thorough understanding of these requirements provides our team with the ability to identify opportunities to reduce costs, while improving day-to-day operational efficiency and safety. It is routine to transport large numbers of horses/livestock and volumes of supplies and equipment in and out of event facilities. Because of this, we design with a “total project” approach, integrating and insuring the optimum functionality and economy of the interior and exterior functions. Our goal is to minimize cost while maximizing opportunity to create an innovative design that will be recognized as one of the finest facilities of its type in Texas. For this facility to be truly a success long-term, it must be conducive to hosting not only rodeo and livestock exhibitions but a wide range of events. Each of these events requires distinct features from the architectural and engineering design. The infrastructure/building needs from a rodeo are distinctly different from that of a concert, which are different from the needs of a car show or a trade show. And all of these are very different from the needs of stage show like Princess Pocahontas or the Colonial Pageant. A few key design considerations include:

- Ensure that the arena floors are sized appropriately for all event types.
- Provide facility layouts that will accommodate future expansion.
- Provide proper placement of service and storage facilities for ready access.
- Provide critical user amenities, such as safe loading and unloading areas, exhibitor parking areas, and restroom facilities with showers and changing areas.
- Provide adequate exhibit and display space for vendors and exhibitors.
- Interconnect individual facility components to allow exhibitor circulation inside or under cover during inclement weather for an all-season facility.
- Provide appropriate offices and support spaces for show/event staff and judges.
- Provide design details that eliminate protruding elements, hazardous surfaces, and other hazards to horses, livestock, and people.
- Appropriate type of concessions, location and number for each of the facilities.
- Provide safe and efficient circulation of vehicle traffic and horse trailer parking areas.
- Provide safe circulation paths for staff, visitors, horses/livestock, vendors, and spectators.



- Provide service and emergency vehicle access throughout and within all areas of the facility.
- Provide animal waste removal facilities that are efficient for users and maintenance staff.
- Provide the proper number of wash stalls based upon function and size of barn facilities.
- Provide amenities such as covered cattle loading and unloading area, proper number of livestock holding pens and efficient livestock circulation.
- Integration of feed/hay/bedding services.
- Coordinate with a footing specialist to develop the optimum footing material for the arenas.
- Provide storage and mixing area for any specialized arena footings.
- Design and specify structural, mechanical, and electrical systems and components that are proven to withstand heavy use in a harsh environment, and which require minimal maintenance.
- Provide flexibility in Mechanical and Electrical systems to accommodate dramatically varying uses.
- Provide natural ventilation and natural light, which are health-critical design considerations for every equine stabling facility, regardless of whether the facility is equipped with an HVAC system. Both mechanical and natural ventilation systems must provide appropriate fresh air as mandated by the stable function and size.

#### Value Added:

We add value for our clients by designing more efficient, easier to maintain facilities and building systems that last. Life Cycle costs are factored into sustainability efforts and building systems may reduce operating costs and may exceed LEED Standards. We're able to do this by involving our in-house engineers early in each project's design process. We regularly design and implement energy reduction/recovery systems such as photovoltaics, solar hot water, daylight harvesting, lighting control systems, heat recovery systems, enhanced building envelopes, building automation systems, plumbing controls and grey water recovery systems. We will work with the County, the CMAR, and the rest of the design team members to deliver the most efficient, sustainable facilities allowed within the budget.

#### BIM (Building Information Modeling):

Our team has fully adopted Building Information Modeling (BIM) as a process and technology that integrates within the fabric of our design and construction projects. This BIM philosophy has transformed our design and construction approach to deliver greater benefits to our customers. BIM allows our customers to engage in the



design of their sites and spaces by visualizing the process much earlier in design stages as well as yield significant dollar savings in spotting construction issues prior to taking place on-site. The BIM processes empowered by our team utilize various advanced software technologies and procedural workflows to virtually design, study, and build smarter, more efficient buildings containing intelligent three-dimensional (3-D) dynamic components. Our use of BIM spans throughout our portfolio of expertise encompassing all disciplines.

#### Schedule and Cost Control:

Halff is a full-service A/E firm and has proven procedures and systems in place for project scheduling, coordination of engineers and consultants and QA/QC. Allen Terrell, Project Manager will be responsible for these activities and will coordinate or assign team members for each procedure. We routinely work with CMARs and have extensive experience participating in cost and schedule development and control. We will work with the CMAR to balance the design scope of projects within your budget. As the project progresses, an overall project cost estimate and schedule, and individual project cost estimates and schedules should be created based on detailed quantities of materials and project scopes of work and compared to the conceptual estimates and schedules. These estimates and schedules should be updated at each milestone submittal to see that the execution of the design concept remains in line with the original project budget. Leading up to, and following these published estimates, our design team members will be in regular dialogue with the CMAR to avoid surprises after a major submittal. This cannot be overlooked in its importance, and it is why this proposed team also includes a cost estimator. While ultimately the CMAR is responsible for the final cost proposal, the design team's cost estimator serves a critical role, especially early in the project, to corroborate CMAR pricing and ensure that it is aligned with the scope of the project. Our experience in this delivery method tells us that CMAR's often leave gaps in early pricing packages leading to misalignment of scope and price. The cost estimator

helps to mitigate this early on. Our team has extensive experience in value engineering workshops. As a standard practice, our design team works closely with the CMAR throughout the entire design process thus cost decisions are being made during regularly scheduled project meetings as the design is being developed. The result is Value Added to the project and caution taken to stay on budget and avoid future value engineering.

**Construction Phase:**

During the construction phase the Halff Team with Sepulveda Associates will serve as the construction administrator and observe construction for conformity to construction drawings and specifications. These documents are part of the legal contract between the Owner and the CMAR. During construction the Halff Team will act as the County’s representative to support the continuity, quality, and intent of the design. In addition, we will facilitate project communications, maintain clear project records and assist the Owner in managing construction issues that may arise to eliminate or minimize negative impact on construction and project costs. The Halff Team is structured to be responsive during construction. Sepulveda Associates’ role will become more pronounced during the CA phase. They will

attend regularly scheduled construction meetings with the Owner and the CMAR and will be available to be on the site within hours if any job site issues need immediate attention. Allen Terrell, Halff’s Project Manager, will attend monthly job site meetings, monitor shop drawing review and approval for all disciplines and will work with Sepulveda to coordinate communications with engineers and consultants who may provide information and decisions concerning job site issues. Engineers, including Civil, Structural and MEP engineers will make regularly scheduled job site visits to review the progress of the work appropriate to the stage of construction and will be available answer any questions or issues that may occur during construction. Our core team of architects and engineers will be responsive to job site issues. Halff Associates, Inc. and GH2 Equine Architects have a past and present working association on public and private projects that extends over many years. Halff rekindling a two-decade relationship with Sepulveda Associates brings the local presence and knowledge to the County and community. Together, we bring a highly qualified team with experience working together with County Stakeholders and the CMAR to deliver an exceptional facility for Webb County.





## **SECTION 3**

### **Executive Summary: Team Experience & Past Performance**

## Isla Blanca Park

**Client:** Cameron County  
**Contact:** David Garcia  
dagarcia@co.cameron.tx.us  
(956) 982-5414



**Location:** South Padre Island  
**Project Duration:** Start July 2016  
Phase I Construcion Sept. 2018  
Phase II Construction May 2019  
Phase III Construction Ongoing

**Project Size:** Phase I - 4.2 acres  
Phase II - 26.5 acres  
Phase III - 119 acres

**Project Budget:** Phase I - \$7M  
Phase II - \$17M  
Phase III - \$14M-\$18M

### General:

Scope included building and site improvements to an existing 150-acre County coastal park facility. Proposed building improvements included 86,418 sf of new structures and renovations. Site paving improvements included 44,000 sy of pervious paver parking lots and 68,000 sy of asphalt roadways. Site utility improvements included 17,000 lf of water pipe and 15,000 lf of sanitary sewer pipe. Large quantities of dune removal, dune mitigation, and boardwalk/dune walkover improvements were also included as part of this project. Services provided by Halff included surveying, civil engineering, structural engineering, M/E/P engineering, and landscape architecture. The procurement method for this project was Construction Manager at Risk (CMAR). Halff coordinated with the Owner (Cameron County) and CMAR throughout the pre-construction phase to establish guaranteed maximum prices (GMP's) that were within the project budgets. During this phase Halff coordinated with several jurisdictional entities including the General Land Office (GLO), Army Corps of Engineers (USACE), TxDOT, Laguna Madre Water District, and City of South Padre Island.

**Phase 1 - Venue:** Building improvements included a new 8,100 sf multi-purpose building with a 300-person capacity for multiple types of events. Site improvements included a new 41,000 sf, 4,000-person amphitheater overlooking the Brazos Santiago Pass, and new parking lot.

**Phase 2 - Gulfside:** Building improvements included 2 new pavilions with a total of 27,900 sf. Site improvements included 3,500 lf of new roadway, 1,600 lf of new boardwalk, and five (5) new parking lots with a total of 1,200 parking stalls.

**Phase 3 – RV and Support Facilities:** The final phase of the project is currently designed but not yet under construction as the County's revenue stream for this work is dependent upon RV rental income and miscellaneous usage fees. These are in transition currently and, as such, the construction award is on hold. Facility improvements designed to date include Park Admin, Maintenance, Lifeguard, Registration, RV Infrastructure, and multiple Restroom buildings.

### Schedule and Budget Management

*Halff worked closely with the Owner to address his improvement preferences and then designed improvements for pricing by the CMAR in multiple stages and in multiple packages. Each package was awarded within budgeted amounts. The final package is outstanding as the construction budget is not finalized do to occupancy and usage unknowns. The schedule was met for the first two phases. Phase 3 will be delayed because the Owner has delayed award on this work for over a year.*



## Hidalgo County Courthouse

**Client:** Hidalgo County

**Contact:** Valde Guerra  
County Executive  
valde.guerra@co.hidalgo.tx.us  
(956) 292-7000



**Location:** Hidalgo County, Texas

**Project Duration:** Start February 2018  
Guaranteed Maximum Price - Oct 2018  
Construction - Estimated July 2021

*Schedule and Budget Management*  
*The base project was delivered within budget although the Owner chose to add additional scope thus exceeding the initial budget. Schedule was met and exceeded producing a \$140M project's design in less than one year.*

**Project Size:** 354,000 sf

**Project Budget:** \$140M

### General:

Halff provided MEP and ITS engineering services under HDR's prime contract for the design and construction of a new, large courthouse. The project consisted of 7 stories, 30 courtrooms, 1 court of appeals, District Clerk, County Clerk, Public Defender, and other supporting functions. The project was delivered using a Construction Manager at Risk (CMAR) method. Construction scope designed by Halff totaled approximately \$28M. The project was delivered in two packages and 2 GMP's to enable a quick start of construction. Construction started only 8 months after start of design and all packages were issued within 11 months.





## San Antonio Federal Courthouse

<b>Client:</b>	United States of America
<b>Contact:</b>	Chris Hodges Project Manager chodges@BrasfieldGorrie.com (205) 714-1327
<b>Location:</b>	San Antonio, Texas
<b>Project Duration:</b>	Start November 2018 Construction - Estimated Sept 2020
<b>Project Size:</b>	220,000 sf of building 6.4 ac site
<b>Project Budget:</b>	\$120M



### *Schedule and Budget Management*

*Working as part of a design-build team, the project has started construction ahead of schedule and is under budget.*

### **General:**

This project is located at the southeast corner of Santa Rosa Ave and Nueva Street in San Antonio, Texas. Project consisted of the preparation of construction documents for the design of a 6.4-acre site for a U.S. Courthouse on the Design-Build project. The Services included Civil, MEP, ITS, Landscaping and Irrigation, Surveying and construction phase services. The Civil design consisted of design of mass grading, site parking, water distribution system, wastewater collection system, pavement, storm drainage, LID, and the suggested erosion control plan. The 220,000 sf building was served by a water-cooled chilled water system, energy efficient lighting, emergency back-up power distribution, general purpose plumbing, structured cabling, access control, surveillance systems, telecommunications. This project involved coordination with local regulatory agencies including the City of San Antonio, San Antonio River Authority (SARA), San Antonio Water Systems (SAWS), CPS and other franchise utility companies and was overseen by the GSA with input from the US Courts and Marshals. The project is sustainable and designed to a LEED Gold Standard.



## South Texas College New Thermal Plant and Distribution Center

**Client:** South Texas College

**Contact:** Ricardo De la Garza,  
Director of Facilities Planning  
rickdlg@southtexascollege.edu  
(956) 872-3737



**Location:** McAllen, Texas

**Project Duration:** Phase I Start Sept 2002  
Phase I Construction Dec 2003  
Phase II Start Feb 2004  
Phase II Construction - Dec 2004  
Phase III Start April 2015  
Phase III Construction Sept 2016

*Schedule and Budget Management*  
*This project was completed on-time and within budget.*

**Project Size:** Phase I - 2000 tons HVAC + site CHW Piping  
Phase II - 1000 tons HVAC  
Phase III - 2000 tons HVAC + site CHW Piping  
6.4 ac site

**Project Budget:** Phase I - \$4.5M  
Phase II - \$1M  
Phase III - \$7M

### General:

Halff provided Mechanical, Electrical, Architectural, Civil, and Landscape services for a multi-phase project that was ultimately constructed over a 13-year period. All three projects were delivered using CMAR procurement.

**In Phase 1-** Halff master-planned the ultimate chilled water plant size that the College would require for ultimate build-out at this campus and designed a new central utility plant and associated distribution system to serve the requirements of existing buildings at the college as well as new proposed construction. The existing buildings were retrofitted from DX equipment to chilled water equipment under a separate work order. The scope of this project included the central plant, distribution piping throughout the campus and terminated at the existing and proposed building locations. The design of the central plant was developed in an existing building that was modified under this contract. Initially, 2000 tons were installed.



**Under Phase 2-** Additional cooling towers and a chiller were added to provide plant redundancy.

**Under Phase 3-** The building was expanded to match the original master plan from 13 years earlier and 2000 additional tons were added as well as site distribution piping.



## Los Ebanos Land Port of Entry

**Client:** Williams Building Company

**Contact:** Robert Prescott  
Project Manager  
rprescott@williamsbuildingco.com  
(630) 521-1448



**Location:** Hidalgo County, Texas

**Project Duration:** Start August 2009  
Completed October 2012

**Project Size:** Main Building - 6,761 sf  
Secondary Inspection - 1,885 sf

**Project Budget:** \$8.66M

*Schedule and Budget Management*  
*The design schedule and budget were increased due to unknown surface conditions.*

### General:

The Los Ebanos Land Port of Entry (LPOE) is located in western Hidalgo County along the Rio Grande River at the international boundary with Mexico on Farm Road 886 near Los Ebanos, Texas. The LPOE includes two primary vehicle inspection lanes with an inspection canopy; a pre-engineered secondary vehicle inspection building; a main administrative building and Government garage; two tire shredder devices; a covered pedestrian walkway; and supporting site work, including parking, roadways, and utilities. Halff provided architectural, MEP, Civil, and Landscape services for the project.

The main building incorporates the regional character of South Texas with energy efficient construction to meet LEED Silver requirements. The walls are constructed of stucco on rigid insulation over grout filled CMU. The roof over the occupied spaces is constructed of standing seam metal roof over Structural Insulated Panels (SIP's) at 3/12 slope with 3-foot overhangs to shade and cool the building. A combination of porches, canopies, and awnings shade the building, protect from the elements, and blend with the regional character. The porch roofs, canopies, and awnings are constructed of standing seam metal roof over dimensional lumber or wood trusses. Exterior soffits constructed of cementitious fiber board protect and conceal the wood structure.





## Bell County Equestrian Arena

**Client:** Bell County

**Contact:** Joe Latteo  
Contract Manager  
joseph.latteo@co.bell.tx.us  
(630) 521-1448

**Location:** Belton, Texas

**Project Duration:** January 2014 -May 2014

**Project Size:** 100,000 sf  
1,000 seat equestrian arena

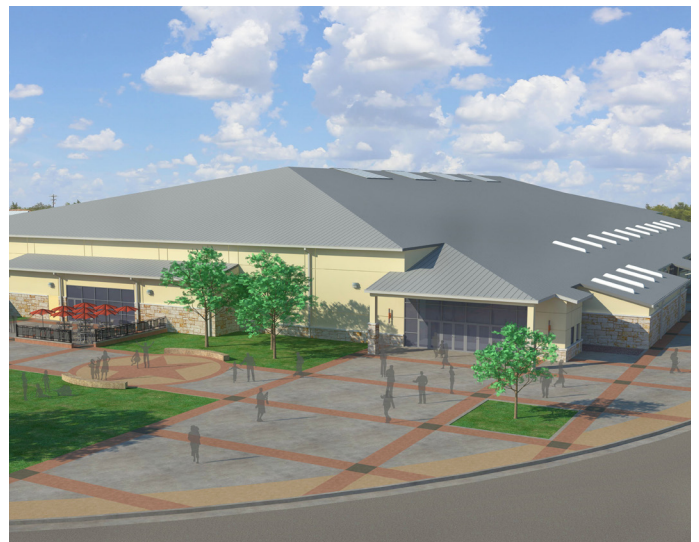
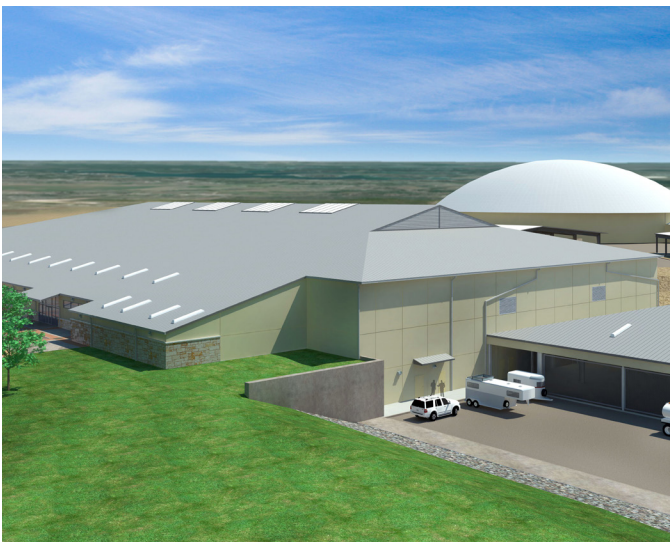
**Project Budget:** \$32M



*Schedule and Budget Management*  
*Design schedule and budget was met with bid options.*

### General:

Halff led the design team, providing project management, architecture, structural, MEP, and civil engineering for the new 100,000 sf, 1,000 seat equestrian arena for equestrian competitions, livestock shows and rodeo events. Our arena and equine consultant was GH2 Equine. The concourse of the arena is designed for exhibitors' booths as well local specialty exhibits and shows that will support the activities on the arena floor. Food service is provided with concessions and a club grille that includes restaurant and bar seating for 200. New 75,000 sf, supporting facilities include a new Warm-up Arena, Stall Barns and a Central Plant. Existing exhibit facilities were renovated and air conditioned to provide quality exhibit space year around. The new buildings, renovations and site enhancements provide purposefully-designed facilities for equestrian events which include delivery and stabling of livestock, areas for exercise and warm-up, an arena for competitions, livestock shows, rodeo and performances. New parking areas, truck and RV spaces, and outdoor public spaces provide full amenities for all types of livestock and equestrian events. The site's topography is carefully considered for its effect upon building placement, vehicular and pedestrian circulation, and stormwater control and detention. The site's physical constraints and opportunities are considered in the development of the project to provide a complex that works well for multiple events including the annual county fair, youth fair, rodeo and a variety of events throughout the year.



## Brown Field Border Patrol Station - Dulzura, California

**Client:** Customs Border Protection

**Contact:** Ann Erin Mercer  
Project Manager  
Ann.E.Mercer@cbp.dhs.gov  
(619) 690-7733



**Location:** Dulzura, California

**Project Duration:** September 2017  
Construction has not commenced

*Schedule and Budget Management*  
*The design schedule was met and budget was achieved thru bid options. Construction has not commenced.*

**Project Size:** Multiple Buildings and site work on 125 acres

**Project Budget:** \$33.5M

### General:

Halff led the design team, providing project management, architecture, structural, MEP, and civil engineering for the 125-acre site and the multiple buildings on the site. These included the main Border Patrol Station (BPS) building (50,000 sf), for 400 agents, with offices and other administrative spaces, a detention area with capacity for 130 detainees, and a two-lane sally port capable of holding two buses. The BPS also includes the following ancillary support facilities and structures:

**Vehicle Maintenance Facility /All-Terrain Vehicle (ATV) Storage (17,640 sf).** The vehicle maintenance/ATV storage facility includes four standard-sized automotive bays and one ATV bay. The ATV storage/parking area accommodates 64 ATVs and four trailers with lockers and storage. The building also includes a facility maintenance work area/shop and warehouse space.

**Vehicle Wash Facility / Vehicle Fueling Facility (VWF/VFF) (12,000 sf).** A five-bay vehicle wash rack, including four covered bays and one uncovered bay all supported by water recycling equipment capable of handling a vehicle up to bus size. The covered fuel island consists of three above ground tanks, including two 12,000-gallon gasoline tanks and one 8,000-gallon diesel tank. Each 12,000-gallon tank will have four fuel dispensers and the 8,000-gallon tank will have two fuel dispensers.

**Canine Kennel (888 sf).** A covered four-stall kennel is provided short-term housing for canines.

**Pump Building (888 sf).** A separate building housing a fire pump, and distribution pumps for domestic water supply. The facility contains one water well, a potable water treatment system (sized to treat 6,000 to 12,000 GPD), and three water storage tanks (one 20,000-gallon tank for potable water and two 67,775-gallon tanks for fire protection water).

**Misc Components.** An appropriately sized septic system and an approximately 1-acre leach field provide treatment for wastewater. The septic system is sized to treat an average flow of 4,800 GPD with capacity to handle a peak daily flow of 6,000 GPD. One communications tower, +/- 100 feet in height; a helicopter landing pad (helipad) with radio-controlled



lighting, windsock, and space for a fuel point. Two 650-kilowatt emergency generators; and one 15,000-gallon aboveground propane tank to provide heating for the main BPS building and ancillary buildings. Fire protection and alarm systems, information technology systems, access roads, sidewalks, and curbs, is included. Appropriate site security to meet current requirements, including fencing, gates, lighting, surveillance, and access control, is installed at the BPS. Perimeter security fence surrounds the BPS footprint. Site Access and road improvements. The team designed based on state and local requirements. These improvements include a primary access point to the BPS from HWY 94, an acceleration lane and a deceleration lane on westbound HWY 94, a dedicated two way turn lane on Highway 94 at the BPS driveway and any other improvements identified by Caltrans. Most of the work along HWY 94 occurs within the Caltrans ROW. The final design of all roadway improvements was coordinated with and reviewed by Caltrans.

## Texas A&M University – Equine Initiative Master Plan

<b>Client:</b>	Texas A & M University
<b>Contact:</b>	Dr. Jim Heird Executive Professor Coordinator of the Equine Initiative
<b>Location:</b>	College Station, Texas
<b>Project Duration:</b>	January 2012
<b>Project Size:</b>	450 acres 826,790 sf total build-out
<b>Project Budget:</b>	\$120M

**GH2** ARCHITECTS

### *Schedule and Budget Management*

*All services provided for the Texas A&M University were completed on time and within the allotted budget.*

### General:

The Texas A&M Equine Initiative project consolidates all of the equestrian teams, rodeo team, polo team and Parsons Calvary into one overall facility. The goal for the project was to accommodate facilities for all equine related programs on one site. It is anticipated that the Equine Initiative facilities will include the following:

- Two covered competition arenas for the Equestrian Teams;
- Equestrian Team facilities, including barns with approximately 70 stalls and team locker rooms;
- Polo Team facilities, including 40 stalls, team lockers, and a covered competition polo arena;
- Two covered warm-up arenas;
- Facilities for the Parsons Mounted Calvary
- Renovations of the existing Rodeo Team facilities
- Academic facilities for Equine Nutrition, Theriogenology, and other equine related academic programs;
- Equine Initiative administration and outreach facilities;
- Ancillary support facilities related to equine activity;
- Parking and other general support facilities; and
- Turn-out paddocks and pastures

GH2 Equine Architects provided programming, master planning, concept design and cost estimating services.





## Oklahoma State Fair Park – Multiple Arena Facilities

**Client:** Oklahoma State Fair Park

**Contact:** Mr. Tim O’Toole  
President/CEO  
totoole@oklahomastatefair.com  
(405) 948-6700

**Location:** Oklahoma City, Oklahoma

**Project Duration:** 2006-2012 Phased Project

**Project Size:** Approx. 700,000 sf of new facilities were developed

**Project Budget:** \$35M

**GH2** ARCHITECTS

### *Schedule and Budget Management*

*GH2 worked very closely with the Oklahoma State Fair Park to identify critical events and coordinate construction sequencing to ensure that facilities remained operational as needed and came on line in time for large events that were booked years in advance. Through this careful planning this project was completed on time and within the budget.*

### **General:**

The 2005-2009 Centennial redevelopment at the Oklahoma State Fair Park encompasses 240-acres and nearly two million square feet of existing multi-use exhibit buildings, event arenas, horse and livestock barns, service facilities, offices and miscellaneous venues. GH2 was the equine consultant to the architectural firm FSB and commissioned to plan and design the complete redevelopment of the horse and livestock facilities at the Fair Park, including: Covered Practice Arena, 9 new barns, auction pavilion, 200-seat restaurant with fully equipped commercial kitchen, bar area, and competition arena viewing areas.

GH2 Equine provided equine consulting services for the 2005-2009 Centennial redevelopment plans for the Oklahoma State Fair Park. The entire project included approximately 700,000 SF of new facilities and various renovations. For the equine scope of work, GH2 provided master planning, concept design, design development, construction documentation, construction administration and cost estimating.



## National Western Equestrian Center

**Client:** National Western Center Authority

**Contact:** Kye Holtan-Brown  
Project Manager  
kholtan-brown@nationalwestern.com  
(303) 299-8642

**Location:** Denver, Colorado

**Project Duration:** July 2017 – February 2019

**Project Size:** 526,440-sf facility that includes  
486,600-sf of enclosed equestrian  
facilities and 39,840 sf of covered  
open-air facilities

**Project Budget:** \$120M

**GH2** ARCHITECTS

### *Schedule and Budget Management*

*GH2 completed the scope of services for the National Western Equestrian Center within the greed upon schedule.*

### **General:**

GH2 Equine Architects was engaged as a member of the Campus Place-making Team working closely under MIG with the National Western Center Authority to develop the program, master plan, architectural character and campus design guidelines to provide a modernized home for the treasured National Western Stock Show for the next 100 years. The Equestrian Center is dedicated to providing quality space for year-round horse shows as well as a flexible venue for a variety of other events. At approximately 526,440 GSF, the Equestrian Center will include a 4,500-seat Equestrian Events Center Arena, a 500-seat Equestrian Show Arena, a Horse Barn, two Enclosed Warm-up Paddocks, and two Outdoor Covered Warm-up Areas. The Equestrian Center will also sit above 325,000-sf of structured underground parking that will serve the entire National Western Center campus. The new Equestrian Events Center is a 135,000-sf, 4,500-seat (plus 16 seats each in 10 suites), multi-use arena to house equine and livestock events and entertainment functions throughout the year. The bowl is a 360-degree configuration. The space is large enough to hold concerts, motor sports, indoor festivals, conferences and meetings, banquets, horse, and livestock sales. The facility also includes indoor space for exhibits and vendors. Adjacent to the Equestrian Events Center will be the Equestrian Arena. This is a 500-seat arena for equine, livestock, and smaller entertainment events including horse shows, lectures, horse and livestock sales, animal shows, and indoor festivals. The building is approximately 75,600 sf with a concrete floor show ring. The Horse Barn is a 700- to 800-stall, 220,000-sf facility with 12-foot by 12-foot horse stalls. Service access was provided in the master plan to both sides of this facility which is critical due to its size for loading and unloading purposes.





**City of Laredo Service Center Complex Public Works / Traffic Admin., Warehouse and City Fleet Fueling Complex, Utilities Dept. Expansion**

**Client:** City of Laredo

**Contact:** Alejandro Labrada  
P.M. Assist. Airport Director  
alabrada@ci.laredo.tx.us  
(956) 723-4877

**Location:** Laredo, Texas

**Project Duration:** 1997 through 2000

**Project Size:** 110,000 sf

**Project Budget:** \$9,780,000



*Schedule and Budget Management*

*All services provided were completed on time and within the allotted budget.*

**General:**

Sepulveda Associates developed a facilities master plan for the entire service center complex, then the team executed full A&E services, which included a new administration building, and warehouse for the Public Works Department, the City's Central Vehicular Fleet Fueling facility, Traffic Department and an expansion wing to the then recently designed and constructed Phase I of the City's Utilities Department Complex. The buildings included over 50 offices for building managers, supervisors, clerical staff, with separate entry lobbies, a chemical treatment laboratory, training-lecture rooms, large dressing rooms, lockers, data rooms, outdoor/indoor dining areas with support mechanical equipment and circulation spaces.





## Laredo College – Kazen Student / Administration Center

**Client:** Laredo College

**Contact:** Robert A. Porter, PE  
Project Manager  
robert.porter@laredo.edu  
(956)794-4974

**Location:** Laredo, Texas

**Project Duration:** 2012-2014 on time

**Project Size:** 47,976 sf

**Project Budget:** \$6,800,000



### *Schedule and Budget Management*

*All services provided were completed on time and within the allotted budget.*

### **General:**

Sepulveda Associates completed a feasibility study, programming, on site surveying, design development, design, construction documents, as well as bidding, negotiations and construction administration for this nearly 50,000 sf facility. The core of student life, this 2 level structure houses a newly modernized kitchen and staging areas, seating and gathering areas, a game room, as well as an assembly. In addition it contains approximately 7,500 sf of administrative offices for the Community Outreach Health Services and Office of Student Life.



## **SECTION 3**

**Executive Summary: (5) References**

## Hidalgo County Drainage District Administration Building

**Client:** Hidalgo County Drainage District #1



**Contact:** Raul Sesin, PE  
General Manager  
raul.sesin@hcdd1.org  
(956) 292-7080

**Location:** Edinburg, Texas

**Project Duration:** Start January 2017  
Completed February 2019

**Project Size:** 10,655 sf

**Project Budget:** \$1.8M

### *Schedule and Budget Management*

*Project was delivered on time through the design phase. The construction phase was delayed because the Owner was delayed in selecting and approving a CMAR. The original budget of \$1.4M as exceeded and the final construction cost was \$1.8M. This was due to the expansion of building size from 8,000 sf to 10,655 sf during the programming phase.*

### Summary | Scope of Services:

A 10,655 sf administration building located at the Drainage District's existing site. The project consists of private offices, open office areas, breakroom and conference room facilities for the Engineering and Administrative staff for Hidalgo County Drainage District No. 1 (HCDD1). Exterior materials are painted concrete tilt-wall construction with a steel framed stucco-clad entry canopy. Halff provided architectural, civil (support of drainage district in-house effort), MEP, structural, and landscape design. Project construction was delivered by a CMAR.







**HIDALGO COUNTY DRAINAGE DISTRICT No. 1**

**RAUL E. SESIN, PE, CFM**

District General Manager  
Hidalgo County Floodplain Administrator

**BOARD OF DIRECTORS**

DAVID L. FUENTES  
Board Member

EDUARDO "EDDIE" CANTU  
Board Member

RICHARD F. CORTEZ  
Chairman of the Board

JOE M. FLORES  
Board Member

ELLIE TORRES  
Board Member

April 5, 2019

Webb County Purchasing Department  
1110 Washington St. Suite 101  
Laredo, TX 78040

RE: Letter of Reference: Halff Associates

Dear Sir/Madam,

Please allow this letter to serve as my strong recommendation for Halff Associates and the work they completed for the Hidalgo County Drainage District No. 1. Last month, we enjoyed our ribbon-cutting and occupancy of this new facility, and it has been represented a great change for my staff and me.

Halff provided complete A/E services for the project and worked with our program manager to provide a high value facility for us. Halff worked with us from Day 1 to program our needs, design our facility, make budget-conscious decisions to reduce cost where valuable, and help administer the construction process. Their team of architects and engineers from multiple offices coordinated closely internally and externally to bring this building to reality.

I am very appreciative of the work Halff provided the Drainage District and can recommend them for your County work without hesitation. Feel free to contact me if you would like to discuss this in more detail.

Respectfully,  
HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

  
Raul E. Sesin, PE, CFM  
District General Manager

## FY16 Pharr DAP LPOE Dock Expansion

**Client:** City of Pharr / US Customs  
Border Patrol / GSA



**Contact:** Luiz Bazan  
Bridge Director  
luis.bazan@pharr.tx.gov  
(956) 402-4660

**Location:** Pharr, Texas

**Project Duration:** Start Dec 2017  
Submitted for Review Aug 2018

**Project Size:** 50,000 sf plus Site Improvements

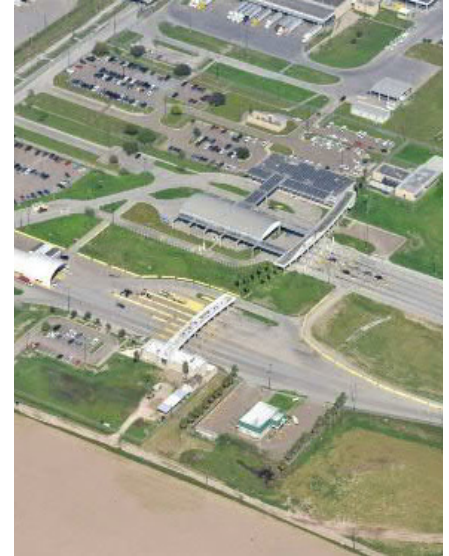
**Project Budget:** \$27M

### *Schedule and Budget Management*

*Project design was completed on schedule and the project has been submitted to GSA for review. Project has not yet bid, however the cost estimates indicate that the project is within budget parameters.*

### Summary | Scope of Services:

This project is the largest of numerous projects provided by Halff at the LPOE Pharr. The project is a proposed donation to the United States Custom and Border Protection (CBP) from the City of Pharr, Texas, and is included in the FY16 Donations Acceptance Program (DAP). The improvements will include the expansion of dock facilities and amenities for inspection of import goods and training. The project will assist in expediting the inspection process for both agriculture and non-agriculture imports that are transported by semi-trailer and truck vehicles entering the Pharr Land Port of Entry (LPOE). The project was initially programmed by the City of Pharr, General Services Administration (GSA), Customs and Border Protection (CBP), and United States Department of Agriculture (USDA) to provide inspection facilities at the City of Pharr LPOE and currently includes the following design features:



- 24 truck spaces (13 for cold rooms and 11 for dry docks)
- More queuing and staging room at East, South, and West location
- More room for traffic flow (approximately 200' to the south)
- BSIF connector road (dock expansion and site circulation constrained by this project)
- Cold Inspection Facility – (13 rooms at 22.5'W x 73'L each) – 21,353 square feet
- Cargo Inspection Facility – (11 dry dock at 22.5'W x 73'L each) – 18,068 square feet
- Agriculture Lab and Training Center – 8,400 square feet
- Operations Management Space – (office space for 10 -12 officers) – 1,600 square feet
- Broker's Processing Space – (Indoor; broker boxes; 10-15 persons) – 650 square feet
- Driver's Pavilion (outdoor; covered; waiting and restrooms) – 700 square feet
- Ramp/Informal Inspections Space – (outdoor; covered) – 4,900 square feet
- Fork Lifts & Charging Stations – 600 square feet
- Storage – 500 square feet
- Stevedore Pavilion – (outdoor; covered; 20 persons) – 500 square feet
- Break Area – (outdoor; uncovered; tables for training) – 2,450 square feet

Halff provided architectural, MEP, civil, structural, and ITS services.



# Pharr



MAYOR Ambrosio Hernández, MD | CITY MANAGER Alex Meade

COMMISSIONERS Eleazar Guajardo | Roberto "Bobby" Carrillo | Ramiro Caballero, MD | Daniel Chavez | Ricardo Medina | Mario Bracamontes

April 5, 2019

Webb County Purchasing Department  
1110 Washington St. Suite 101  
Laredo, TX 78040

RE: Letter of Reference: Halff Associates  
City of Pharr – International Bridge Improvements

Dear Sir/Madam,

It is my pleasure to provide this letter to serve as my recommendation for any future work to be implemented by Webb County. Halff Associates successfully designed and expedited the work schedule to provide improvements to the commercial entry gate and expansion to the dry/cold produce inspection dock located within the Pharr Land Port of Entry. Halff's services and expertise were valuable to the city in that they were very knowledgeable in developing solutions to complicated problems, were budget conscious and coordinated closely with the City of Pharr (City), stakeholders and reviewing agencies throughout the entire process. The project is in its final stages of review by reviewing agencies and will go into construction soon.

Halff provided complete Architectural and Engineering Services for the project and worked with me and other staff to provide an efficient and cost-effective solution for the City. Halff worked diligently throughout the process to deliver a project that met the needs and expectations of the Port Operators and developed an efficient design to move product through the port by the end users which include Customs & Border Patrol, United States Department of Agriculture, and Customs Brokers. The Halff Design Team of architects and engineers communicated through multiple offices and coordinated closely with all involved to complete the design for this project.

I am grateful to have had the opportunity to work with Halff and strongly recommend them for your County work. Should you have any questions to assist in your selection process, please feel free to contact me directly.

Sincerely,

Luis Bazan  
Bridge Director  
City of Pharr – International Bridge  
luis.bazan@pharr-tx.gov

Telephone (956) 402-4100 | Fax (956) 702-5313 | P.O. Box 1729 | 118 S. Cage Blvd. | Pharr, Texas 78577

[www.pharr-tx.gov](http://www.pharr-tx.gov)



## Tulsa County Square Improvements

**Client:** Tulsa County

**Contact:** Mark Andrus  
President / CEO  
mandrus@exposquare.com  
(918) 744-1113

**Location:** Tulsa, Oklahoma

**Project Duration:** September 2018

**Project Size:** 129,000 sf

**Project Budget:** \$16M

**GH2**ARCHITECTS

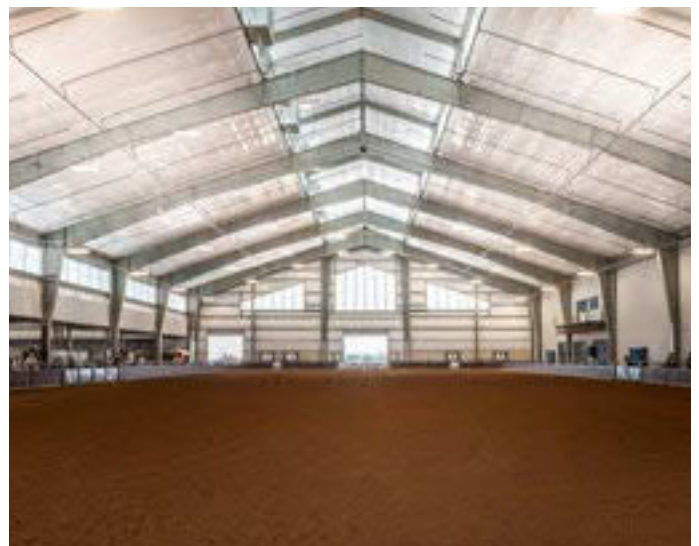
### *Schedule and Budget Management*

*This project was delivered as a fast track schedule, working with a Construction Manager, with programming commencing in February 2017 and partial occupancy of critical spaces being operational in time for the Tulsa State Fair during September 2018.*

### Summary | Scope of Services:

Originally built in 1966 and featuring the 76-foot-tall Golden Driller, which is now an icon in Tulsa, the Tulsa County Expo Square is located in the heart of Midtown Tulsa. Following the passage of the Vision Tulsa citywide bond issue, Expo Square is expanding and renovating their current facility. GH2 is currently providing programming, planning, design and construction administration services for a new equine facility, event plaza, signage and event stage for the Fairgrounds. The nearly 129,000-square-foot equine facility sits along the side of the Fair Meadows racetrack and contains 384 Slide-N' Glide style stalls aiding in an efficient turn-over between events. A 100' x 200' arena, that will also function as a saddling paddock during race season, will be connected to the track and to the adjacent Super Duty Arena. Two stories of multi-purpose event space will have direct views out onto the track, new plaza and into the arena/saddling area, with fully equipped concessions. Patrons also have easy access to teller and wagering booths from both the inside and the outside of the facility. The new barn is designed for flexibility to be able to accommodate Fair Meadows race vents for two months during the summer as well as horse and livestock shows throughout the remainder of the year, including the Tulsa State Fair.

*"The Bronco barn is beautifully form to function. The stalls are excellent, and the work ring is superb. The overall design is very well thought out. The racing group will be overjoyed when they see it. I have been in barns all over the world and this one is up there -Allen Ehrlick "*



## Sam Houston State University-Equestrian Facility

**Client:** Sam Houston State University

**Contact:** Terry Phillips  
Facility Programing and Consulting  
terryphillips@facilityprogramming.com  
(713) 524-3200

**Location:** Huntsville, Texas

**Project Duration:** Master Plan completed in 2014,  
Updated in 2019

**Project Size:** 150'x300' arena

**Project Budget:** Ph.1 Full Build Est.- \$11M

**GH2** ARCHITECTS

*Schedule and Budget Management*  
*All services provided were completed on time and within the allotted budget.*

### Summary | Scope of Services:

GH2 provided pre-design services for new Sam Houston State University equestrian facilities to be located on Gibbs Ranch. The facilities will support academic studies in Equine Science and the men's and women's Rodeo Team, as well as a multi-purpose event arena to be constructed by a private partner. The program calls for the facilities to be constructed in three phases as described below.

#### Phase I – University/Academic Core

Designed to meet the present and future academic needs of the University for the Equine Science Department and Men's and Women's Rodeo Team. Enhance the University's academic standards, support world-class, multi-national champion Rodeo Team, create showplace facility designed to encourage continued growth and stature of academic programs and success of the Rodeo Team and design to allow successful construction and operation with or without the simultaneous construction of future phases

#### Phase II – Developer Additions

Designed to include a multi-purpose event arena and associated for profit facilities constructed by a private sector partner of the University. This will provide enhanced capabilities available to the University, design to be complementary with the academic activities while allowing appropriate segregation of both people and animals and design to allow construction simultaneous with the Phase I academic facilities or in a separate independently timed initiative

#### Phase III – Academic/Equine Research

Designed to include future facilities to allow the expansion of academic research in areas including Equine Nutrition and Physiology, Equine Reproduction, and Equine Rehabilitation





**City of Laredo Service Center Complex Public Works / Traffic Admin., Warehouse and City Fleet Fueling Complex, Utilities Dept. Expansion**

**Client:** City of Laredo

**Contact:** Alejandro Labrada, P.M. Assist.  
Airport Director  
alabrada@ci.laredo.tx.us  
(956) 723-4877



**Schedule and Budget Management**

*All services provided were completed on time and within the allotted budget.*

**Project Duration:** 1997 through 2000

**Project Size:** 110,000 sf

**Project Budget:** \$9,780,000

**Summary | Scope of Services:**

team executed full A&E services which included a new administration building, and warehouse for the Public Works Department, the City's Central Vehicular Fleet Fueling facility, Traffic Department and an expansion wing to the then SAA recently designed and constructed Phase I of the City's Utilities Department Complex. The buildings included, designing over 50 offices for building managers, supervisors, clerical staff, with separate entry lobbies, a chemical treatment laboratory, training-lecture rooms, large dressing rooms, lockers, data rooms, outdoor/indoor dining areas with support mechanical equipment and circulation spaces.





## **SECTION 3**

### **Executive Summary: Legal History**

Request for Qualifications (RFQ 2019-003), Executive Summary, Page 5, Section #3,  
Subsection ii (Attachment)

April 10, 2019

**Questions:**

- *List any history of claims, litigation, arbitration and termination for a cause associated with any work contracted on any project in the past ten (10) years.*
- *Has the Proposer filed any lawsuits, requested arbitration, or been involved in any litigation concerning your contract activity within the last then (10) years?*
- *Does the Proposer have any judgments, claims, arbitration proceedings or lawsuits pending?*
- *Has the Proposer filed for Chapter 7, 11 or 13 bankruptcies in the past ten (10) years?*
- *If Proposer has no history of litigation, claims or disputes, please make that statement.*

**Response:**

Halff Associates employs more than 865 people in 21 offices in Texas (9 offices outside of Texas) and is engaged in roughly 1700 active projects at any given time. Accordingly, on rare occasion Halff finds itself as a named defendant in a lawsuit or as a participant in other dispute resolution proceedings related to professional services and/or business in general. Halff is a privately-held corporation and statements regarding litigation and claims, on the advice of Halff's legal counsel and Halff's insurance carriers, must remain confidential. Further, it is important to note that confidentiality requirements are often specifically addressed in settlement release documents or employee-employer privacy restrictions. Due to these circumstances Halff can only release this confidential information under specific request and with the understanding that any such information is and shall remain privileged and confidential and with the further understanding that any such disclosure by Halff could only be provided if such confidentiality were strenuously protected by both the Webb County, Texas and Halff. Further, as this information would provide Halff's competitors with information that would not normally be shared, and such disclosure would create a competitive advantage for such competitors, Halff and Webb County, Texas agree that any and all relevant protections (exclusions) under the Texas Open Records Act and the Freedom of Information Act (FOIA) are applicable. **Halff can and does affirm, however, that there are no past or present matters which are viewed by Halff as significant or that would adversely affect Halff's ability to fully perform its obligations on this or any other project.** Halff has never been adverse to Webb County, Texas in any litigation. Furthermore, Halff has never filed for Chapter 7,11 or 13 bankruptcy. Halff and its legal counsel and insurers will consider requests for specific information regarding litigation, therefore please direct any such questions through our General Counsel, Mr. Dan Tanksley, at [dtanksley@halff.com](mailto:dtanksley@halff.com) or 214.346-6290.

CONFIDENTIAL – FOR INTERNAL COUNTY USE ONLY – NOT FOR DISCLOSURE  
ANY AND ALL EXCEPTIONS / PROTECTIONS UNDER THE TEXAS OPEN RECORDS ACT AND THE FREEDOM  
OF INFORMATION ACT ARE CLAIMED BY HALFF

# **ADDITIONAL FORMS**



## MINIMUM INSURANCE REQUIREMENTS

During the term of the Contract, the Contractor at its sole cost and expense shall provide primary commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

**Workers Compensation**, as required by the laws of Texas, and **Employers' Liability**, as well as All States, USL&H and other endorsements if applicable to the project, and in accordance with state law.

Employers' Liability

Each Accident: \$1,000,000

Disease – Each Employee:

\$1,000,000 Policy Limit:

\$1,000,000

**Commercial General Liability**, including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Webb County shall be named Additional Insured on primary/non-contributory basis.

Each Occurrence: \$1,000,000

Personal and Advertising Injury:

\$1,000,000 Products/Completed

Operations: \$1,000,000 General

Aggregate (per project): \$2,000,000

**Automobile Liability**, including coverage for all owned, hired, and non-owned vehicles used in connection with the contract. Webb County shall be named Additional Insured on primary/non-contributory basis.

Combined Single Limit-Each Accident: \$1,000,000

**Umbrella/Excess Liability** (Webb County shall be named Additional Insured on primary/non-contributory

basis) Each Occurrence/Aggregate: \$1,000,000

**Professional/Errors & Omissions Liability** (if applicable) Each Occurrence/Aggregate: \$1,000,000

Policies of insurance required by the contract shall waive all rights of subrogation against the County, its officers, employees and agents. If any applicable insurance policies are cancelled, materially changed, or non-renewed, contractor shall give written notice to the County at least 30 days prior to such effective date and within 30 days thereafter, shall provide evidence of suitable replacement policies. Failure to keep in force the required insurance coverage may result in termination of the contract. Upon request, certified copies of original insurance policies shall be furnished to the County.





**Proposer Information**

Name of Company: Halff Associates, Inc.  
Address: 5000 West Military Highway, Suite 100  
County and State: Hidalgo - Texas  
Phone: (956) 664-0286  
Email Address: tmurray@halff.com

Signature of Person Authorized to Sign:

  
Signature  
Menton J. Murray, III, PE, LEED AP  
Print Name  
Senior Vice President  
Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

Corporation  
4/12/2019  
(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.

**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.  
Halff Associates, Inc.

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.  
None  
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 175.003(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?

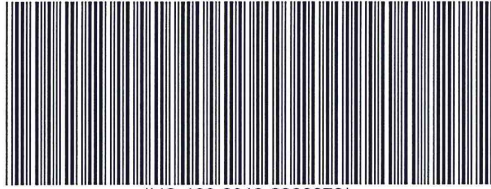
Yes  No

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

4/12/2019  
Date



\*VG-120-2019-2986678\*

Hidalgo County  
Arturo Guajardo Jr.  
County Clerk  
Edinburg, Texas 78540

Document No: 2986678

Billable Pages: 1

Recorded On: February 11, 2019 03:49 PM

Number of Pages: 2

\*\*\*\*Examined and Charged as Follows\*\*\*\*

Total Recording: \$ 36.00

\*\*\*\*THIS PAGE IS PART OF THE DOCUMENT\*\*\*\*

Any provision herein which restricts the Sale, Rental, or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

**File Information:**

Document No: 2986678  
Receipt No: 20190211000370  
Recorded On: February 11, 2019 03:49 PM  
Deputy Clerk: Selma Ureste  
Station: CH-1-CC-K12

**Record and Return To:**

Half Associates Inc  
5000 West Military HWY Suite 100  
Original return to customer  
McAllen TX 78503



STATE OF TEXAS  
COUNTY OF HIDALGO

I hereby certify that this Instrument was FILED in the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Hidalgo County, Texas.

Arturo Guajardo Jr.  
County Clerk  
Hidalgo County, Texas





**Hidalgo County Clerk**  
Arturo Guajardo Jr.  
P.O. Box 58  
Edinburg, Texas 78540

**Main:** (956) 318-2100

**Fax:** (956) 318-2105

ORIGINAL COPY

**Receipt No:** 20190211000370  
**Date:** 02/11/2019  
**Time:** 03:48PM  
**Deputy Clerk:** Selma Ureste  
**Station:** CH-1-CC-K12

**Issued To:** Halff Associates Inc  
5000 West Military HWY Suite 100  
McAllen, TX 78503

**Recording Fees**

Item No.	Item	Document No.	Serial No.	GF Number	Amount
1	Real Property Recordings	2986678			\$36.00

**Collected Amounts**

Item No.	Payment	Transaction Id	Comment	Amount
1	Check	1962	Halff Associates, Inc 956-664-0286	\$36.00

**Total Received:** \$36.00  
**Order Total:** \$36.00  
**Refund Due:** \$0.00

**Thank you.**

**CERTIFICATION**  
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION FOR COVERED CONTRACTS

**PART A.**

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification “contractor” refers to both contractor and subcontractor; “contract” refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words “covered contract”, “debarred”, “suspended”, “ineligible”, “participant”, “person”, “principal”, “proposal”, and “voluntarily excluded”, as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No

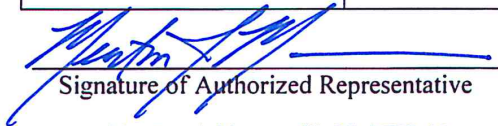
5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

**PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.
Halff Associates, Inc.	75-1308699	

  
Signature of Authorized Representative

4/12/2019  
Date

Menton J. Murray, III, PE, LEED AP  
Printed/Typed Name and Title of Authorized Representative



**CERTIFICATION REGARDING FEDERAL LOBBYING**  
**(Certification for Contracts, Grants, Loans, and Cooperative Agreements)**

**PART A. PREAMBLE**

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, “New Restrictions on Lobbying”, published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

**PART B. CERTIFICATION**

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)


3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes
- No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.
Halff Associates, Inc.	75-1308699	

Name of Authorized Representative	Title
Menton J. Murray, III	Senior Vice President

  
Signature – Authorized Representative

4/12/2019  
Date

**WEBB COUNTY PURCHASING DEPT.  
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS  
AFFIDAVIT FORM**

STATE OF TEXAS \*

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WEBB \*

BEFORE ME the undersigned Notary Public, appeared Menton J. Murray, III, the herein-named "Affiant", who is a resident of Hidalgo County, State of Texas, and upon his/her respective oath, either individually and/or behalf of their respective company/entity, do hereby state that I have personal knowledge of the following facts, statements, matters, and/or other matters set forth herein are true and correct to the best of my knowledge.

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy obligations and/or conditions as required to be a qualified participating vendor with Webb County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the following address: <http://www.webbcountytx.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>*

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby further acknowledge, agree and understand that as a participating vendor with Webb County, Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to comply with the Code of Ethics policy may result in my and/or my company/entity disqualification, debarment or make void my contract awarded to me, my company/entity by Webb County. I agree to communicate with the Purchasing Agent or his designees should I have questions or concerns regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept. via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to [joel@webbcountytx.gov](mailto:joel@webbcountytx.gov).*

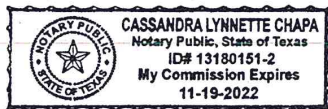
Executed and dated this 11 day of April, 20 19.

  
Signature of Affiant

Menton J. Murray, III, PE, LEED AP  
Halff Associates, Inc.

Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 11 day April, 20 19



  
NOTARY PUBLIC, STATE OF TEXAS

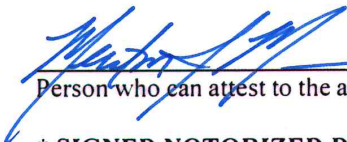


PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name Menton J. Murray, III, PE, LEED AP owes no delinquent property taxes to Webb County.

Halff Associates, Inc. owes no property taxes as a business in Webb County.  
(Business Name)

N/A owes no property taxes as a resident of Webb County.  
(Business Owner)

  
Person who can attest to the above information

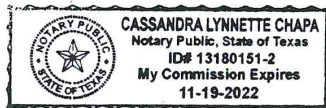
**\* SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**


The State of Texas  
County of Webb

Before me, a Notary Public, on this day personally appeared Menton J. Murray, know to me (or proved to me on the oath of TX DL) to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this 11<sup>th</sup> day of April 20 19.

Notary Public, State of Texas



  
Cassandra L. Chapa

(Print name of Notary Public here)

My commission expires the 19 day of November 2022.

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
Halff Associates, Inc.  
McAllen, TX United States

**Certificate Number:**  
2019-475938

**Date Filed:**  
04/11/2019

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
Webb County

**Date Acknowledged:**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
2019-003  
Professional Architectural Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Zapalac, Russell	Richardson, TX United States	X	
	Tanksley, Dan	Richardson, TX United States	X	
	Plugge, Roman	Richardson, TX United States	X	
	Murray, Menton	McAllen, TX United States	X	
	Moya, Mike	Austin, TX United States	X	
	Kunz, Pat	Richardson, TX United States	X	
	Kuhn, Greg	Richardson, TX United States	X	
	Killen, Russell	Richardson, TX United States	X	
	Ickert, Andrew	Fort Worth, TX United States	X	
	Jackson, Todd	Austin, TX United States	X	
	Edwards, Mark	Richardson, TX United States	X	
	Craig, Matthew	Richardson, TX United States	X	
	Bargainer, Tim	Austin, TX United States	X	
	Baker, Jessica	Richardson, TX United States	X	
	Adams, Bobby	Houston, TX United States	X	

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

2 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

### OFFICE USE ONLY CERTIFICATION OF FILING

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2019-003  
Professional Architectural Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is Menton J. Murray, III, and my date of birth is 04/02/1972.

My address is 5000 West Military Hwy. #100, McAllen, TX, 78503, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hidalgo County, State of Texas, on the 11 day of April, 2019.  
(month) (year)

  
\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)



THIS FORM MUST BE INCLUDED WITH RFQ PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFQ PACKAGE AND SIGN BELOW TO COMPLETE SUBMITTAL OF EACH REQUIRED ITEM.

**RFQ # 2019-003**  
***“Architectural Services for a Webb County  
Fairgrounds & Agricultural Exposition Center”***

Proposer Information

A minimum of five (5) references

Conflict of Interest form (Form CIQ)

Certification regarding Debarment (Form H2048)

Certification regarding Federal lobbying (Form 2049)

Code of Ethics Affidavit

Proof of No Delinquent Tax Owed to Webb County

  
\_\_\_\_\_  
Signature of person completing RFQ



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**HALFF ASSOCIATES, INC.  
5000 W. MILITARY HWY., STE. 100  
McALLEN, TX 78503**

**[WWW.HALFF.COM](http://WWW.HALFF.COM)**