



RFQ FY20-ENG-018

RFQ FY20-ENG-018 Landscape Architect Consultant Services for Outdoor Areas, Existing Facilities, Parks, Plazas, Streets/Boulevards, Other Amenities and Proposed Projects FY2020-2021 & FY2021-2022

Issue Date: 9/22/2020

Questions Deadline: 10/2/2020 04:00 PM (CT)

Response Deadline: 10/9/2020 04:00 PM (CT)

Engineering Department

Contact Information

Contact: Ramon E. Chavez, P.E.

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Laredo, TX 78040

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Email: rchavez@ci.laredo.tx.us

Event Information

Number: RFQ FY20-ENG-018
Title: RFQ FY20-ENG-018 Landscape Architect Consultant Services for Outdoor Areas, Existing Facilities, Parks, Plazas, Streets/Boulevards, Other Amenities and Proposed Projects FY2020-2021 & FY2021-2022
Type: Request For Qualifications
Issue Date: 9/22/2020
Question Deadline: 10/2/2020 04:00 PM (CT)
Response Deadline: 10/9/2020 04:00 PM (CT)
Notes: Consultants are strongly encouraged to submit their Request for Qualifications (RFQ) Statements electronically through the use of Cit-E-Bid or in person - hand delivery. Mailed responses (i.e. USPS, FedEx, UPS), telegraphic or facsimile responses will not be considered. Copies of the RFQ specifications may be viewed and/or downloaded free of charge from the City of Laredo website at:
<https://www.cityoflaredo.com/bids-and-rfps.html>
<https://cityoflaredo.ionwave.net/>

Due to current COVID-19 crisis* Consultants are strongly encouraged to submit their RFQ Statements electronically through the use of Cit-E-Bid and you must register as a supplier/consultant prior to submitting. If consultant needs to hand-deliver sealed RFQ, please follow the steps below:

MANUAL STATEMENTS OF QUALIFICATIONS (SOQ) DROP OFF-PROCEDURES

Note: Manual Statements of Qualifications will be accepted up to the first 45 minutes of the hour before they are due. For example, if bid is due at 4:00 P.M., bids will be accepted up to 3:45 P.M. of the date due.

1. Please make sure that the SOQ is in a sealed envelope marked with the following:
 - RFQ Title
 - Name of Company submitting RFQ
 - Address of Company submitting RFQ
 - Phone number of Company submitting RFQ
2. Please notify security officer that you are there to drop off an RFQ with the Engineering Department. The security officer will notify the Engineering Department and one of our staff members will go downstairs to receive the package.
3. All persons should wait outside until we pick the envelope up, go back up to the 2nd floor to time-stamp the envelope, make a copy of it and bring it back to you. **(We highly recommend persons to wait to receive a copy of the time-stamped envelope.)**

Thank you for your understanding and help at this time of trying to stay healthy and safe.

Bid Activities

Pre-submittal meeting

10/1/2020 9:00:00 AM (CT)

There will be a pre-submittal meeting scheduled on Thursday October 1, 2020 at 9:00 A.M. via tele-conference.

JOIN WEBEX MEETING

<https://cityofflaredo.webex.com/cityofflaredo/j.php?MTID=m2ec8383c42b7fec285cacb22304acd66>

Meeting number (access code): 146 556 1609

Meeting password: LandscapeArch

JOIN BY PHONE

+1-408-418-9388 United States Toll

Global call-in numbers:

<https://cityofflaredo.webex.com/cityofflaredo/globalcallin.php?MTID=m2b03ab5f043b6277b5669d94e183d00a>

JOIN FROM A VIDEO SYSTEM OR APPLICATION

Dial <sip:1465561609@cityofflaredo.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial <sip:1465561609.cityofflaredo@lync.webex.com>

Can't join the meeting?

<https://collaborationhelp.cisco.com/article/WBX000029055>

If you are a host, click here to view host information:

<https://cityofflaredo.webex.com/cityofflaredo/j.php?MTID=ma4dc21a61efcbc17eca3b66957eb665d>

IMPORTANT NOTICE: Please note that this Webex service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

Bid Attachments

39.0 TAB A - Company Information Questionnaire.pdf

[Download](#)

This form shall be submitted by all firm(s) or entity(ies) seeking a contract with the City of Laredo.

40.0 TAB B - Conflict of Interest Disclosure.pdf

[Download](#)

This form shall be submitted by all firm(s) or entity(ies) seeking a contract with the City of Laredo.

41.0 TAB C - Non-Collusive Affidavit.pdf

[Download](#)

This form shall be submitted by all firm(s) or entity(ies) seeking a contract with the City of Laredo.

42.0 TAB D - Discretionary Contracts Disclosure.pdf

[Download](#)

This form shall be submitted by all firm(s) or entity(ies) seeking a contract with the City of Laredo.

43.0 TAB E - Certificate of Interested Parties Form 1295.pdf

[Download](#)

Form 1295 must be submitted to the Texas Ethics Commission within ten (10) days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract.

Requested Attachments

39.0 TAB A - COMPANY INFORMATION QUESTIONNAIRE

(Attachment required)

This form shall be submitted by all firm(s) or entity(ies) seeking a contract with the City of Laredo.

40.0 TAB B - Conflict of Interest Disclosure

(Attachment required)

This form shall be submitted by all firm(s) or entity(ies) seeking a contract with the City of Laredo.

41.0 Tab C - Non-Collusive Affidavit

(Attachment required)

This form shall be submitted by all firm(s) or entity(ies) seeking a contract with the City of Laredo.

42.0 Tab D - Discretionary Contracts Disclosure

(Attachment required)

This form shall be submitted by all firm(s) or entity(ies) seeking a contract with the City of Laredo.

43.0 Tab E - Certificate of Interested Parties (Form 1295)

(Attachment required)

Form 1295 must be submitted to the Texas Ethics Commission within ten (10) days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract.

Bid Attributes

1 1.0 GENERAL TERMS AND CONDITIONS FOR STATEMENT OF QUALIFICATIONS

Interested Firms (Respondents/Vendors) are required to submit a Statement of Qualifications (SOQs-submittals) upon the following expressed conditions:

(a) Respondents shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents of the City of Laredo shall not be cause to alter the original contract or for a Respondent to request additional compensation. (b) Respondents shall make all investigations necessary to thoroughly inform themselves regarding the services being requested. No pleas of ignorance by the respondent of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the respondent to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents will be accepted as a basis for varying the requirements of the City or the compensation to the respondent. (c) Respondents shall familiarize themselves with conditions relating to the scope, specifications, and restrictions regarding the execution of work to be performed under the contract. It is the respondent's responsibility to obtain any additional information it deems necessary to submit in its SOQ, as well as in the performance of the contract. (d) Respondents are advised that City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes. (e) The City of Laredo reserves the right to reject any SOQs (submittals). (f) The City of Laredo will not reimburse any firm for any costs involved in the preparation and submission of an SOQ, amendments or other relevant documents associated with the RFQ.

I agree to the General Terms and Conditions
(Required: Check if applicable)

2 2.0 PREPARATION OF SUBMITTALS

Submittals shall be prepared in accordance with the following:

(a) **Respondents are strongly encouraged to submit their proposals electronically through the use of the City of Laredo's electronic procurement system: *Cit-E-Bid***, or in-person – hand-delivered to the Engineering Department, City Hall, 1110 Houston Street (2nd Floor), Laredo, Texas 78040. Mailed bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile submittals **will not** be allowed/considered. (b) If hand-delivered, all information required by the RFQ form shall be furnished. The respondent shall print or type the business name and manually sign the schedule. (c) Alternate Proposals will not be considered unless authorized by the invitation for submittals or any applicable addendum.

I have read and understand this section
(Required: Check if applicable)

3 3.0 DESCRIPTION OF SUPPLIES

Not applicable to this request.

I have read and understand this section
(Required: Check if applicable)

4 4.0 SUBMISSION OF STATEMENTS

(a) Statement of qualifications and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the opening. (b) Unless otherwise noted on the Notice to Respondents cover sheet, all hand delivered statements of qualifications must be submitted to the Engineering Department, City Hall, 1110 Houston Street (2nd Floor), Laredo, Texas, 78040. (c) SOQ forms can be downloaded and printed through Cit-E-Bid. Mailed bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile submittals **will not** be allowed/considered. (d) The City shall pay no costs or other amounts incurred by any entity in responding to this RFQ, or as a result of issuance of this RFQ.

I have read and understand this section
(Required: Check if applicable)

5 5.0 REJECTION OF STATEMENT OF QUALIFICATIONS

The City may reject a Statement of Qualifications (SOQ) if:

(a) Respondent misstates or conceals any material fact in the SOQ. (b) SOQ does not strictly conform to the law or the requirements of the SOQ. (c) Respondent is delinquent in the payment of taxes, including state and local, City of Laredo taxes; a respondent is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes. (d) No SOQ submitted herein shall be considered unless the Respondent warrants that, upon execution of a contract with the City of Laredo, Respondent will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. The Respondent will submit such reports as the City may, therefore, require assuring compliance with said practices. (e) The City may reject all SOQs or any part of an SOQ whenever it is deemed necessary.

I have read and understand this section
(Required: Check if applicable)

6 6.0 WITHDRAWAL OF STATEMENT OF QUALIFICATIONS

Proposals may not be withdrawn after they have been opened unless approved by the City Council.

I have read and understand this section
(Required: Check if applicable)

7 7.0 LATE SUBMITTALS OR MODIFICATIONS

SOQ's and modifications received after the time set for the proposal receiving deadline will **not** be considered. Late submittals shall be returned to the Respondent or vendor unopened.

I have read and understand this section
(Required: Check if applicable)

8 8.0 CLARIFICATIONS OR OBJECTION TO STATEMENT OF QUALIFICATIONS (SOQs/Submittal)

If any person contemplating submitting an SOQ for this contract is in doubt as to the true meaning of the specifications, or other SOQ documents or any part thereof, they may submit to the City Purchasing Agent or City Engineer. All requests for information shall be made in writing through email or Question & Response section on Cit-E-Bid system no later than the Question Deadline date to : CITY OF LAREDO PURCHASING AGENT Miguel A. Pescador, 5512 Thomas Avenue Laredo, TX 78041; email: mpescador@ci.laredo.tx.us and/or CITY ENGINEER Ramon E. Chavez, P.E., 1110 Houston St., Laredo, TX 78040; email: rchavez@ci.laredo.tx.us. Any vendor submitting questions shall make reference to a specific RFQ number, section, page and item of this solicitation. Questions untimely submitted may not elicit a response. It is the bidder's responsibility to follow up and make certain that the request was received. In case there are changes, additions, and/or edits to the original scope, an addendum will be issued by the Purchasing Agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other interpretations of the SOQ during the RFQ process, bidder, or any persons acting on their behalf, shall not contact any City official or employee staff except those specifically designated in this or another subsequent solicitation document.

PROTEST

The following sequence of activities must take place in filing a protest:

(a) To be performed by protesting Respondent: Within ten (10) calendar days prior to the time that the City Council considers the recommendation of the City's evaluation committee, the protesting Respondent must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest. (b) To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. Within five (5) working days, the City Purchasing Officer shall provide written response to the protesting Respondent of the decision. (c) If the protesting Respondent is not satisfied with the decision of the City Purchasing Officer, such protesting Respondent may appeal to the City Manager of the City of Laredo. If the protesting Respondent cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager. (d) All protests must be duly submitted via Certified Mail to: City of Laredo - Purchasing Agent 5512 Thomas Ave. Laredo, Texas 78041.

The respondents must agree to maintain current, updated disclosure of information on file with the City's Purchasing Office throughout the term of the contract.

Respondents doing business with the City of Laredo shall comply with all applicable provisions of the City of Laredo's Code of Ethics. **Ordinance No. 2012-0-126 (as amended).**

The City will require any and all Respondents to submit a **Non-Collusive Affidavit (Form C)**. The Respondent will be required to state that the party submitting a proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said Respondent/Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent/Bidder or Person, to put in a sham bid or to refrain from bidding/responding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other Respondent/Bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other Respondent/Bidder, or to secure any advantage against the City of Laredo or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

The City will require several forms to be submitted as part of their solicitations; these required forms are listed on section **38.0 Checklist (required forms)**.

I have read and understand this section

(Required: Check if applicable)

9 9.0 VENDOR DISCOUNTS

Not applicable to this contract.

I have read and understand this section
(Required: Check if applicable)

1 10.0 AWARD OF CONTRACT

The selection and award shall be based on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price. The firm(s) selected will be the firm(s) which, is the best qualified. The professional fees under the contract may not exceed any maximum established by law. The firm(s)/vendor(s) shall bear the burden of proof of compliance with the City of Laredo Engineering Department specifications.

I have read and understand this section
(Required: Check if applicable)

1 11.0 PAYMENTS & INVOICING

All invoices to the City of Laredo have a 30-day term from receipt of completion of services. All invoices shall be mailed to the **Engineering Department, 1110 Houston St., City Hall (2nd Floor), Laredo, Texas 78040**. Electronic Funds Transfer (EFT) payments are also available; if electronic payments are preferred, an Electronic Funds Transfer (EFT) Authorization form needs to be completed and returned via e-mail to jjolly@ci.laredo.tx.us. For more information, please contact **Mr. Jorge Jolly, Accounts Payable Manager at (956) 791-7328**.

I have read and understand this section
(Required: Check if applicable)

1 12.0 CONTRACT REQUIREMENTS

(a) CODE OF ETHICS - Consultants, firms, contractor or vendors doing business with the City of Laredo shall comply with all provisions of the City of Laredo’s Code of Ethics (Ordinance 2012-O-126 as amended) Consultants, firms, contractor or vendors may be required to participate in Code of Ethics training.

(b) PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD - A person or entity who seeks or applies for a city contract or any other person acting on behalf of such person or entity is prohibited from contacting city officials and employees regarding such a contract after a Request for Proposal (RFP), Request for Qualification (RFQ) or other solicitation has been released. This no-contact provision shall conclude when the contract is awarded. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration.

(c) COMPANY INFORMATION QUESTIONNAIRE (Form Attached: Section 39.0-Tab A) - This form shall be submitted by all firms(s) or entity(ies) seeking a contract with the City of Laredo.

(d) CONFLICT OF INTEREST DISCLOSURE (Form Attached: Section 40.0-Tab B) - This form shall be submitted by all firms(s) or entity(ies) seeking a contract with the City of Laredo.

(e) NON-COLLUSIVE AFFIDAVIT (Form Attached: Section 41.0-Tab C) - The City of Laredo requires consultants, firms, contractors, and vendors to submit a Non-Collusive Affidavit. Consultants, firms, contractors, or vendors will be required to state that the party submitting a SOQ, proposal or bid, that such SOQ, proposal or bid is genuine and not collusive or sham; that said respondent or bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any respondent or bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other respondent or bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other respondent or bidder, or to secure any advantage against the City of Laredo or any person

interested in the proposed contract; and that all statements in said response, proposal or bid are true.

(f) DISCRETIONARY CONTRACTS DISCLOSURE (Form Attached: Section 42.0-Tab D)

This form shall be submitted by all firms(s) or entity(ies) seeking a contract with the City of Laredo.

(g) CERTIFICATE OF INTERESTED PARTIES (Form 1295) (Form Attached: Section 43.0-Tab E)

Implementation of House Bill 1295: In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the state of Texas website, please use this link provided, <https://www.ethics.state.tx.us/filinginfo/1295/>. In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract.

(h) TITLE VI ASSURANCE

The Engineering Department for the City of Laredo along with the Texas Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S. C. ss 2000d to 2000d-4) and the Regulations, hereby notifies all providers that it will affirmatively insure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit Statements of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

(i) INSURANCE REQUIREMENTS

Contractor shall provide and continuously maintain the minimum insurance coverage set forth below during the term of its agreement with the City of Laredo; and Contractor shall require its subcontractors to purchase the same types and amounts of insurance, at a minimum, as set forth below with respect to statutory workers' compensation and liability insurance.

1. Commercial general liability standard ISO insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include: products/completed operations (\$2,000,000 products/completed operations aggregate); XCU (explosion, collapse, underground) hazards; and contractual liability. Without limitation, the commercial general liability coverage must cover all operations required in the contract, as well as contractual liability for the indemnity obligations assumed by the Contractor in the contract. Coverage must be written on an occurrence form.

2. Workers' compensation insurance at statutory limits, including employers' liability coverage at minimum limits of \$1,000,000 each-occurrence, each accident/\$1,000,000 by disease each occurrence/\$1,000,000 by disease aggregate.

3. Commercial automobile liability insurance at a minimum combined single limit of \$1,000,000 per-occurrence for bodily injury and property damage, including non-owned and hired car coverage and owned vehicles if any are owned.

4. Umbrella liability or following-form excess liability at minimum limits, reference page four for project costs over \$1,000,000. Coverage must be at least as broad as the underlying commercial general liability, auto liability, and employer's liability.

5. Pollution Legal Liability if applicable:

a) Project costs of \$1,000,000 to \$10,000,000 and over \$10,000,000; reference page four for limits.

b) Contractors Pollution Liability:

>Applies to operations that include the use, application, or consumption of pollutants.

>Retro date shall not be later than the inception date of contract.

>Contractual liability coverage to be included in contractor's pollution liability coverage.

c) Environmental Liability:

- a. Applies to asbestos and removal of other hazardous materials and/or repair, maintenance, installation, construction operations that are high hazard.
 - > \$5,000,000 per-claim/\$10,000,000 aggregate minimum.
 - > Retro date shall not be later than the inception date of contract.
 - > Contractual liability coverage to be included in contractor's pollution liability coverage.
 - > At a minimum, coverage must apply to on-premises and transit operations.

6. Professional liability applies to professional services which include but are not limited to design build contractors, engineers, and architects at minimum limits of \$1,000,000 per-claim/\$2,000,000 annual aggregate. The retro date shall not be later than the inception date of the contract. Reference page four for limits based on project cost.

7. Builders Risk if applicable:

- a) "All-risk" including collapse, flood, and earthquake, to be written on completed value form.
- b) Coverage to include limits of at least \$250,000 for off-premises storage and transit of construction materials. Soft costs to be included at a minimum limit of \$500,000.
- c) Thirty (30)-day occupancy clause to apply.
- d) No testing exclusion should apply.

With reference to the foregoing insurance requirements, Contractor shall specifically endorse applicable insurance policies as follows:

1. City of Laredo shall be named as an additional insured on a primary and non-contributory basis, regardless of the application of other insurance, with respect to all liability coverage, except for the professional liability and workers' compensation.
2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of City of Laredo shall be contained in all policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify City of Laredo of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that City of Laredo will receive at least thirty (30) days' notice prior to cancellation or non-renewal of the insurance.
6. The additional insured coverage in the CGL policy in favor of City of Laredo must apply to the ongoing operations of Contractor for contract costs or up to \$1,000,000 and expanded to include products completed operation for contract costs in excess of \$1,000,000.
7. Required limits may be satisfied by any combination of primary and umbrella/excess liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by City of Laredo.
9. Insurance must be purchased from insurers that are financially acceptable to City of Laredo with a minimum *A.M Best* financial rating of A:VII.
10. Coverage for commercial general liability, professional liability, and pollution legal liability must be maintained for at least one (1) to two (2) years after the project is completed.
11. For projects in excess of \$10,000,000 in cost, a per-project aggregate limit must be included in the commercial general liability.

All insurance must be written on standard ISO or equivalent forms. Certificates of insurance shall be prepared and executed by the insurance company, or its authorized agent, shall be furnished to City of Laredo within five (5) business days of being notified of the award of the contract, and shall contain provisions representing and warranting the following:

Shall set forth all endorsements and insurance coverages according to requirements and instructions contained herein.

Shall specifically set forth the notice-of-cancellation or termination provisions to City of Laredo.

Copies of all required endorsements must be attached to the certificate of insurance. The certificates of insurance must be updated and resubmitted to the City of Laredo to show renewal coverages, as applicable, at least thirty (30) days prior to expiration of any one or more policies.

Upon request, Contractor shall furnish City of Laredo with certified copies of all insurance policies. All of the above insurance provisions and limits are the minimum requirements, as referenced, and may be modified at the sole discretion of the City of Laredo.

BONDS

Bonds are required for public works contracts under the following circumstance:

1. A Bid or Proposal Bond is required in the amount of the bid submitted to the City of Laredo.
2. Performance Bond when the contract is in excess of \$100,000, in a personal sum equal to 100% of the contract cost.
3. Payment or Labor and Material Bond when a contract is in excess of \$50,000, each in a personal sum equal to 100% of the contract cost.

CITY OF LAREDO INSURANCE PROVISIONS AND LIMITS

<u>CONTRACT COST</u>	<u>TYPE OF INSURANCE</u>	<u>LIMITS</u>
Less than \$1,000,000	Umbrella Liability Professional Liability	Not Required \$1,000,000 Per-Claim \$2,000,000 Aggregate
\$1,000,000 to \$5,000,000	Umbrella Liability Professional Liability	\$4,000,000 Per-Occ \$1,500,000 Per-Claim \$3,000,000 Aggregate
\$5,000,000 to \$10,000,000	Umbrella Liability Professional Liability	\$9,000,000 to \$10,000,000 Per-Occ \$1,500,000 Per-Claim/ \$3,000,000 Aggregate to \$2,000,000 Per-Claim/ \$4,000,000 Aggregate
Over \$10,000,000	Umbrella Liability Professional Liability	\$10,000,000 or Higher \$2,000,000 Per-Claim/ \$4,000,000 Aggregate or Higher
\$1,000,000 to \$10,000,000	Contractor's Pollution Legal Liability	\$1,000,000 Per-Claim/ \$2,000,000 Aggregate

Over \$10,000,000

Contractor's Pollution Legal Liability

\$2,000,000 Per-Claim/
\$4,000,000 Aggregate

TAIL COVERAGE

\$1,000,000 to \$5,000,000

Commercial General Liability
Professional Liability, and
Pollution Legal Liability

One (1) Year

Over \$5,000,000

Commercial General Liability
Professional Liability, and
Pollution Legal Liability

Two (2) Years

Any Contract Size

Hazardous Environmental Work

Two (2) Years

I have read and understand this section
(Required: Check if applicable)

13.0 SCOPE OF WORK

The City of Laredo will solicit and receive statement of qualifications (SOQ's) from qualified firms interested in providing professional Landscape Architect Consultant Services for Outdoor Areas, Existing Facilities, Parks, Plazas, Streets/Boulevards, Other Amenities and Proposed Projects as needed on a rotation basis including but not limited to design, preparation of plans, specifications and estimates. Professional Service Agreements will be issued per project upon funding available for a one (1) year term with one (1) option for a one (1) year renewal for a total term of two (2) years. The Consultant is cautioned to refer to other sections of this Request for Qualifications (RFQ) packet for further details.

Scope of services include, but are not limited to the following:

1. Preliminary/Schematic design, planning, assessments and renderings
2. Design Development and opinion of probable cost
3. Construction documents, specifications and estimates
4. Bid documents and contract award
5. Construction administration/oversight and progress meetings
6. Project close-out including as-built plans
7. Streetscape Design
8. Xeriscape Design
9. Design of exterior improvements to existing facilities
10. Irrigation System Design
11. Presentation Graphics (plans, sections, sketch perspectives, etc.)
12. Site visits, inspections and field observation reports
13. Leadership in Energy and Environmental Design (LEED) certification
14. Any permits, reports or documents required
15. Other required Landscape Architectural services as needed
16. All required services shall be provided within a 24 hour time frame.

TECHNICAL EXPERTISE

The Consultant shall coordinate (as needed) with all public agencies, utility companies, attend stakeholder meetings, committee meetings and City Council meetings. Furthermore, the design shall comply with all City, State, and Federal Regulations including but not limited to the latest adopted edition of the International Building Code(s), International Fire Code, International Code Council, Texas Department of Transportation (TxDOT), Viva Laredo Comprehensive Plan, Federal Emergency Management Agency (FEMA), American Association of State Highway and Transportation Officials (AASHTO), Texas Commission on Environmental Quality (TCEQ), State Historic Preservation Officer (SHPO), Texas Department of Licensing and Regulations (TDLR), etc.

All work related to the project(s) will be provided by a duly Registered Architect licensed in the State of Texas, and in conformance with all applicable municipal, state, and federal guidelines and regulations, and in close coordination with City of Laredo Engineering Department.

I have read and understand this section
(Required: Check if applicable)

14.0 INTRODUCTION AND BACKGROUND

14

The City of Laredo requires year round professional Architectural Services for renovations, alterations and/or additions to Existing Buildings, Facilities, Proposed Projects and Other Amenities owned and/or operated by the City of Laredo.

I have read and understand this section
(Required: Check if applicable)

14.1 PROPOSAL PREPARATION COST

15

The City of Laredo will not reimburse any proposer for any costs involved in the preparation and submission of proposals, amendments or other relevant documents associated with the RFQ.

I have read and understand this section
(Required: Check if applicable)

14.2 TERM OF AGREEMENT

16

To be determined after the selection and award of the most qualified firm.

I have read and understand this section
(Required: Check if applicable)

15.0 GENERAL CONDITIONS

17

Interested Firms shall familiarize themselves with conditions relating to the scope, specifications, and restrictions regarding the execution of work to be performed under the contract. It is the firm's responsibility to obtain any additional information it deems necessary to submit in its RFQ proposal, as well as in the performance of the contract.

Information contained in this document should not be considered all-inclusive. All questions or clarification regarding this RFQ proposal request must be submitted to in writing to the City of Laredo Engineering and/or Purchasing Department on or before question deadline scheduled. All questions shall be made in writing, and the person submitting the request will be responsible for its prompt delivery.

City of Laredo Engineering Department
1110 Houston St.
Laredo, Texas 78040
(956) 791-7346

Each question, along with the City's response will be provided in writing to all prospective respondents or bidders and included as an addendum to the RFQ document. Any verbal communication regarding this request for qualifications will be considered non-binding on either party.

I have read and understand this section
(Required: Check if applicable)

16.0 RFQ EVALUATION (Criteria Evaluation Factors)

Criteria Evaluation Factors (Total 100 Points)

The city will select the consultant(s) or individuals that most successfully meet the criteria listed below. The selection criteria and weighting are shown below:

Company Personnel Experience and Capacity (40 Points)

1. Demonstration of the necessary experience, organization, and technical qualifications (lead persons only) for the proposed work including key personnel that will be committed to this project, their resumes, describe their role and title, and availability for contract duration.
2. Demonstration of the capacity of the team (lead persons only) to provide the full range of project management skills needed locally during construction and to adequately respond to scope requirements.
3. Describe your customer service philosophy and how this project will be managed to get the best value product for the City of Laredo including methods and timeline of communication your firm will use with the City's project manager and other City of Laredo staff.

Experience with City of Laredo Projects (25 Points)

1. Describe your experience relative to City of Laredo projects including but not limited to understanding of ordinances, codes, requirements, permitting process and past experience.

Capability to meet schedules and deadlines (25 points)

1. Describe your availability to commence services immediately after successfully negotiating a contract.

Project List with References (10 points)

1. List three (3) completed projects within the last three (3) years of similar nature as described in the (SOQ). Also, include location, size, description, project construction cost, date of construction, services provided by the firm/key personnel for the project, and owner's contact name and phone number. The City reserves the right to contact the references provided in your proposal as well as other references without prior notification to you.

Important Consideration

The City reserves the right, at its sole discretion, to reject any or all submittals when it is determined to be in the public interest to do so. This Submission of Qualifications does not obligate the City to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this request for proposals. Firms submitting interest statements should be ready to negotiate a professional services fee within thirty (30) days after notifications of recommendation for award.

I have read and understand this section

(Required: Check if applicable)

19 16.1 SOLICITATION SELECTION PROCESS

The evaluation of interests, qualifications, or submittals and the ranking/selection of a consultant shall be performed by **subject matter experts**, City staff selection team assigned by the City Manager or designated appointee.

Note: Solicitation shall prohibit respondents from contacting any member of the selection team about the procurement. These City of Laredo Employees will not respond to questions about this procurement once the process has started.

Do not contact any member of the selection team about this procurement.

Statement of Qualifications (or Submittals)

- The respondents statement of qualifications (SOQs) will be ranked on the selection criteria evaluation factors established in the RFQ.

The City selection team committee will evaluate all statements of qualifications (SOQ's) based on the **Criteria Evaluation Factors (Total 100 Points)** mentioned previously above.

I have read and understand this section
(Required: Check if applicable)

20 16.2 ADDITIONAL DISCUSSIONS

When determining the need for additional discussions following solicitation submission and evaluation, the City will determine based upon State procedures and the size and complexity of a project, the need for additional discussions following solicitation submission and evaluation.

I have read and understand this section
(Required: Check if applicable)

21 16.3 SELECTION OF FIRM

Upon selection of a firm(s) or individuals based on its evaluation of the respondent's submission, the City will negotiate a scope of services and other terms and conditions of an agreement with the selected firm(s). City intends to evaluate the submissions received and to select one or more firms with thirty (30) days. After selection, the contract will be negotiated for a fair and reasonable price. The professional fees will not be higher than the recommended practices and fees published by the applicable professional associations. If a negotiated contract and satisfactory pre-negotiation audit cannot be reached, the City may end negotiations and proceed to the second-highest ranked engineering firm. If negotiations are unsuccessful with the second-highest ranked engineering firm, the City will continue down the list until a contract is successfully negotiated. The City will notify the firms that were not selected.

Note: Do not contact members of the selection team committee about this procurement. Since the procurement process has started, these City of Laredo employees will not respond to questions about this procurement.

To ask questions about this solicitation, please see section 35. Questions about this Solicitation.

I have read and understand this section
(Required: Check if applicable)

2
2 **16.4 RFQ PROCESS**

During the RFQ process, firms may be required to attend interviews, give presentations as requested to the evaluation committee. The evaluation committee may conduct the following tasks but is not an all-inclusive list of tasks that may be conducted by the committee:

- Review all RFQs received for compliance with RFQ terms and conditions.
- Prepare a comparative summary of Qualifications.
- Prepare a preliminary ranking of RFQs using a quantitative method based on the criteria presented in the RFQ document and other criteria as directed by Committee.
- Conduct reference checks.
- Request clarification from firms.
- Attend and participate in interviews with firms who submitted RFQ packages by the deadline.
- Prepare a final ranking of RFQ proposals.

I have read and understand this section
(Required: Check if applicable)

2
3 **17.0 TENTATIVE SCHEDULE FOR SELECTION PROCESS AND AWARD**

Publication dates:	September 20, 2020 September 27, 2020
Pre-submittal Conference	October 1, 2020
Questions Deadline:	October 2, 2020
RFQ Due Date:	October 9 2020
Anticipated City Council Selection:	October 19, 2020
Anticipated City Council Award:	(As needed basis)

Footnote: The City of Laredo reserves the right to adjust time and dates on above projected schedule if it's in the best interest of the City of Laredo. Contract awards will be awarded upon funding availability.

I have read and understand this section
(Required: Check if applicable)

2
4 **18.0 WORK CATEGORIES AND THE % OF WORK PER CATEGORY**

The City of Laredo is seeking qualified firms through a formal request for qualifications to provide professional Architectural Services for renovations, alterations and/or additions to Existing Buildings, Facilities and Other Amenities owned and/or operated by the City of Laredo. **Qualified Lead personnel must prove that the selection criteria in Section 16.0 is provided.**

I have read and understand this section
(Required: Check if applicable)

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19.0 ANNUAL FIRM RENEWAL REQUIREMENT (Not Applicable to this Request)

Annual renewal is governed by Section 9.33(i) of Title 43 in the Texas Administrative Code (TAC). The following is a summary of that requirement.

All pre-certified firms must complete the annual renewal process between January 1 and March 31 each year to maintain Active status for the firm. Active status is required for prime providers and sub-providers with task leaders identified for standard work categories.

As applicable, firms must obtain active status by the RFQ deadline date and time specified in this Solicitation. Active status is not required for firms proposing to perform only NLC services.

Additional information on annual renewal for pre-certified firms is available on TxDOT'S internet web site at:

<https://www.txdot.gov/business/consultants/architectural-engineering-surveying/precertification-renewal.html>

I have read and understand this section
(Required: Check if applicable)

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20.0 ADMINISTRATIVE QUALIFICATION REQUIREMENTS (Not Applicable to this Request)

Administrative qualification is not required to compete for solicitations using this process. When applicable, administrative qualification is a process used by the department to verify that a provider has an indirect cost rate that meets department requirements. Administrative Qualification is governed by Section 9.35(b) of Title 43 in the Texas Administrative Code (TAC).

Requirements are summarized on TxDOT's website, which includes a list of firms and their administrative qualification status. The website is found at the following location:

<http://www.txdot.gov/business/consultants/architectural-engineering-surveying/getting-started/administrative-qualification.html>

For information purposes only, the *Project Team Composition (PTC) Form* indicates the work categories that are exempt from administrative qualification for this solicitation. For firms not subject to an exemption, if selected, an indirect cost rate is necessary for rate schedule development. These firms have two options:

- Be administratively qualified by the SOQ deadline, or
- Accept the TX DOT developed an indirect cost rate of 120%.

To accept the TX DOT developed rate, a *Certification of No Indirect Cost Rate Audit* form must be completed and submitted by the SOQ deadline. The instructions are part of the form that can be found at:

http://ftp.dot.state.tx.us/pub/txdot-info/des/cco/professional_services/certification_no_indirect.doc

I have read and understand this section
(Required: Check if applicable)

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21.0 REQUEST FOR QUALIFICATIONS (RFQ) FROM PROSPECTIVE CONSULTANTS INCLUDING DBE AND OTHER FEDERAL REFERENCED REQUIREMENTS (Not Applicable to this Request)

The Respondent's SOQ shall be submitted in a concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis should be on the completeness and clarity of the requested information in this section of the RFQ.

I have read and understand this section
(Required: Check if applicable)

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22.0 INDEPENDENT AGENCY ESTIMATE

The City of Laredo may prepare an independent agency estimate for use in negotiation with the selected consultant; based upon similar or comparable projects. The City’s independent estimate shall be prepared prior to negotiations and/or award of selected consultant.

I have read and understand this section
(Required: Check if applicable)

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23.0 PRIME PROVIDER CERTIFICATION STATEMENT

See the Statement of Qualifications (SOQ) Cover Page for certification information. The prime provider must certify that they meet the following requirements:

- The prime firm is registered or licensed with the Texas Board of Professional Engineers or Texas Board of Architectural Examiners (as applicable). If proposing as a joint venture, the requirement applies to each joint venture member.
- The prime provider firm certifies that it is registered with the Texas Secretary of State office to do business in the State of Texas with the legal firm name as indicated on this form. If proposing as a joint venture, the requirement applies to each joint venture member.
- Individuals on the project team must be currently employed by either the prime provider or a sub-provider firm that has been identified on the team.
- A Professional Engineer or Registered Architect (as applicable) licensed in Texas will sign and seal the work to be performed on the contract.
- The prime provider shall perform the contracted work with its own workforce.
- Individuals on the team are not prohibited from entering into a contract with the City of Laredo as a result of financial interest as defined under **Texas Government Code Sec. 2261.252(b)**. (Reference the **Conflict of Interest** section of this RFQ for additional information.)

I have read and understand this section
(Required: Check if applicable)

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24.0 DETERMINATION OF CONTRACT TYPE, PAYMENT METHOD, AND ASSURANCES AND CERTIFICATIONS

Based on solicitation scope, the City Engineer along with the selection team shall make the determination of the contract type, payment method, and assurances and certifications required for the contract; these provisions, assurances, and certifications shall all be in accordance with 23 CFR 172.9. The City of Laredo will allow a joint venture on this project.

Compensation and Payment: The Engineer or Architect shall be paid pro-rata based on the percentage, or by task of work completed. For payment, the Engineer or Architect is not required to provide evidence of actual hours worked, traveled overhead rates or other evidence of cost.

Fixed-Price Contract: A firm-fixed-price contract provides for a price that is not subject to any adjustment on the basis of the contractor’s cost experience in performing the contract.

The City will establish elements of contract costs, accepting indirect cost rate(s) for application to contracts, and assuring consultant compliance with the federal cost principles in accordance with **23 CFR § 172.11**. These shall take into account (project scope) elements to include: Scope of Services, project location, required TXDOT Standard Work Categories, Pre-Certification Requirements, etc.

Closing-out of a contract will occur upon completion of contract services (including punch list items), approval of final inspection(s) and final acceptance of project.

I have read and understand this section
(Required: Check if applicable)

3
1 **25.0 METHOD OF MONITORING CONSULTANT'S WORK**

The Engineering Department will review the contract for form and content and verify that the scope is consistent with that submitted with the approved submission and the costs proposed are fair and reasonable.

The City is responsible for the following:

- 1) Monitoring of the contract which includes scheduling and attending progress meetings, verifying work is complete, accurate and consistent with the contract, and reviewing costs billed for consistency with cost proposal and acceptability and progress of work.
- 2) Paying invoices, then requesting reimbursement from the Engineering Department.
- 3) Processing contract amendments, if necessary, for additional time, changes in scope and additional cost (all contract amendments will be submitted to the Engineering Department for review).
- 4) Preparing performance evaluations addressing timely completion of work, conformance with contract cost, and quality of work. These evaluations will be submitted to the consultant or construction contractor and their comments will be attached to the final report.
- 5) Determining the extent of responsibility for errors and omissions.
- 6) Settlement of all contractual or administrative issues. All settlements shall be submitted to the Engineering Department for approval before funds can participate in any additional costs.
- 7) Maintaining records: retain for four (4) years after final payment on the contract, until any audit issue or litigation is resolved. The following items are to be retained: original contract with all attachments, original of all contract amendments, contract correspondence, payment request or invoices including DBE sub-consultant reports and performance evaluations.

Footnote: The Consultant's work performance/services form will be completed by the City for future evaluation/use. Contract closeout may include City Council Presentation.

I have read and understand this section

(Required: Check if applicable)

3
2 **26.0 COMPENSATION AND PAYMENT**

Compensation and Payment: The Engineer or Architect shall be paid pro-rata based on the percentage, or by task of work completed. For payment, the Engineer or Architect is not required to provide evidence of actual hours worked, traveled overhead rates or other evidence of cost.

I have read and understand this section

(Required: Check if applicable)

3
3 **27.0 PROJECT MANAGER REQUIREMENT**

The prime provider's project manager, as proposed in the SOQ, is required to be a registered Professional Engineer or Registered Architect, (as applicable) licensed in Texas by the SOQ deadline specified in this Solicitation. The project manager must be an employee of the prime provider.

I have read and understand this section

(Required: Check if applicable)

3 4 28.0 PROJECT MANAGER COMMITMENT

The City of Laredo expects the prime provider to commit its project manager, as proposed in the SOQ, to the duration of the contract. The City of Laredo further expects the project manager's commitment to the contract to include commitment as the project manager to each work authorization without further delegation or substitution over the course of the contract.

In selecting a provider, the City of Laredo evaluates the project manager's qualifications and skills against the specific requirements and unique demands of the contract. The project manager's commitment to the duration of the contract, therefore, is of key importance to the City of Laredo. Project manager replacement on an active contract, while not strictly prohibited, will require the City of Laredo's prior consent. Any such replacements will be subject to the terms of the agreement.

I have read and understand this section

(Required: Check if applicable)

3 5 29.0 PROJECT MANAGER OR TASK LEADER REPLACEMENT DURING SELECTION

Prior to a shortlist notification, the prime provider's project manager may be replaced only by another prime provider staff person proposed in the SOQ, as approved in writing by the consultant selection team (CST).

Prior to short list notification, a task leader may be replaced by another pre-certified person proposed in the SOQ from the team, as approved in writing by the CST.

I have read and understand this section

(Required: Check if applicable)

3 6 30.0 JOINT VENTURE REQUIREMENTS

The City of Laredo allows joint ventures. Submittal of a joint venture proposal is at the discretion of the providers. A joint venture is considered the prime providers. All joint venture parties must be clearly identified.

A project manager must be identified on the Project Team Composition (PTC) form to represent the joint venture. The project manager must be an employee of one of the joint venture firms (the prime provider).

All joint venture parties will be required to sign the contract and take equal 100% responsibility for the contract. Refer to Prime Provider Certification Statements section for additional requirements.

I have read and understand this section

(Required: Check if applicable)

3 7 31.0 E-VERIFY CERTIFICATION

In order to comply with Executive Order RP-80, the provider must certify that for all contracts for services, the provider will, to the extent permitted by law, utilize the U.S. Department of Homeland Security's E-verify system to determine the eligibility of:

1. All persons employed by the provider during the term of the contract to perform duties within the State of Texas; and
 2. All persons, including subcontractors, assigned by the provider to perform work pursuant to the contract.
- Information on E-Verify can be found at the following link: <http://www.uscis.gov/e-verify>

I have read and understand this section

(Required: Check if applicable)

3 8 32.0 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL (Not Applicable to this Request)

It is anticipated this contract will include federal funds. The assigned DBE goal for participation in the work to be performed under this contract is **0.00%** of the contract amount.

I have read and understand this section

(Required: Check if applicable)

3 33.0 SPECIAL ACCOMODATIONS

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.

Please e-mail: Patricia Paredes at pparedes1@ci.laredo.tx.us using the standard subject line: **Special Accommodations, RFQ FY20-ENG-018**

To request special accommodations pursuant to the Language Assistance Plan (LAP), for those with limited English proficiency who need the RFQ or other information translated into another language please notify the contact shown below.

Please e-mail: Patricia Paredes at pparedes1@ci.laredo.tx.us using the standard subject line: **Language Assistance Request, RFQ FY20-ENG-018**

I have read and understand this section

(Required: Check if applicable)

4 34.0 DISQUALIFICATION AND DEBARMENT CERTIFICATION

By submitting this Statement of Qualifications, the firm certifies that it is not currently debarred or eligible for debarment from the City of Laredo pursuant to **Ordinance No. 2017-O-098** and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas. The contract parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Engineer certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive Federal funds and, when requested by the City, to furnish a copy of the certification.

I have read and understand this section

(Required: Check if applicable)

4 35.0 QUESTIONS ABOUT THIS SOLICITATION

All questions or clarification regarding this RFQ proposal request must be submitted to in writing to the City of Laredo Engineering Department on or before question deadline scheduled. All questions shall be made in writing, and the person submitting the request will be responsible for its prompt delivery.

City of Laredo Engineering Department

1110 Houston St.

Laredo, Texas 78041

(956) 791-7346

Each question, along with the City's response will be provided in writing to all prospective providers and included as an addendum to the RFQ document. Any verbal communication regarding this request for qualifications will be considered non-binding on either party.

I have read and understand this section

(Required: Check if applicable)

4 2 36.0 PROCEDURES FOR SUBMITTING QUALIFICATIONS

Electronically Delivered:

City of Laredo Cit-E-Bid
<https://cityoflaredo.ionwave.net/>

Hand Delivered:

City of Laredo
Engineering Department
C/O Ramon E. Chavez, P.E.
1110 Houston St. (2nd Floor)
Laredo, TX 78040

For questions regarding registration on Cit-E-Bid and/or submitting a Statement of Qualifications through Cit-E-Bid, please email Purchasing Division at PurchasingDL@ci.laredo.tx.us or call (956) 790-1800.

Electronic submittals must be in either Microsoft Office or Adobe Portable Document Format (PDF) and shall include the complete Statement of Qualifications.

Complete Submission of Qualifications must be received no later than 4:00 P.M. on October 9, 2020

Submit one (1) original, two (2) copies of the qualifications and one (1) pin drive. The qualifications are to be bound and sealed. Qualifications must be clearly identified as:

Request for Qualifications: RFQ FY20-ENG-018 (Landscape Architect Consultant Services for Outdoor Areas, Existing Facilities, Parks, Plazas, Streets/Boulevards, Other Amenities and Proposed Projects FY2020-2021 & FY2021-2022)

I have read and understand this section
(Required: Check if applicable)

4 3 37.0 DISPOSITION OF SUBMITTALS / TEXAS PUBLIC INFORMATION ACT ADHERENCE

All submittals and/or any portions thereof become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained. However, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a court order. The City of Laredo, by Records Management Ordinance No. 91-O-19, manages records from their creation to their ultimate disposition, consistent with the Texas Local Government Records Act and accepted records management practice; the City also follows the records retention guidelines set out by the Texas State Library and Archives Commission (TSLAC).

I have read and understand this section
(Required: Check if applicable)

4 4 38.0 REQUIRED FORMS AND CONTENTS OF RFQ SUBMISSION

For an RFQ to be considered it must contain the following information:

CHECKLIST

39.0 Tab A - Company Information Questionnaire

40.0 Tab B - Conflict of Interest Disclosure

41.0 Tab C - Non-Collusive Affidavit

42.0 Tab D - Discretionary Contracts Disclosure

43.0 Tab E - Certificate of Interested Parties (Form 1295)

I have read and understand this section

(Required: Check if applicable)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature