

**CITY OF LAREDO
CITY COUNCIL MEETING**

**A-2019-S-03
CITY COUNCIL CHAMBERS
1110 HOUSTON STREET
LAREDO, TEXAS 78040
February 19, 2019
5:30 P.M.**

SUPPLEMENTAL AGENDA

I. APPOINTMENTS TO COMMISSIONS, BOARDS AND COMMITTEES

1. Appoinment by Mayor Pete Saenz of Oscar Juarez to the Technical Review Board Ad-Hoc Committee.
2. Appointment by Mayor Pete Saenz of Dr. Sylvia De Leon-Solis to the Laredo Commission for Women.

II. MOTIONS

1. Authorizing the Co-Interim City Managers to execute an agreement to the contract dated January 14, 2019 between the Greater Laredo Development Foundation doing business as the Laredo Economic Development Corporation and the City of Laredo to provide fundraising and related services in support of planned legislative meetings and events in Austin, Texas and Washington D.C. They will be compensated at 6% of the collected amount.
2. Consideration to rescind the selection of LNV, Inc. as a consultant for the Santa Maria Avenue Bicycle Lane Project, and authorize negotiations on a professional services contract. A total of three (3) firms responded to the request for qualifications and the third (3) firm made presentations before the Evaluation Committee on Thursday, July 26, 2018. The three (3) firms were Bendicion Engineering, LLC., Slay Engineering Company, Inc., and LNV, Inc. There is no financial impact at this time.

3. Consideration to award contract FY18-048 to LNV Inc, Laredo, TX in the amount of \$1,431,125.00 for the Master Plan of the City of Laredo International Bridge System. This master plan scope of services include but are not limited to: current and projected traffic trends, including capacity ratios and wait times, for the four (4) existing and future international bridges of the Laredo Bridge System in order to forecast and prepare the needed infrastructure to efficiently process pedestrian, non-commercial and commercial traffic traveling to and from Mexico and the United States. The master plan will also include a toll rate study to address future revenue projections, including toll rate adjustments based on traffic projections, operational expenses, debt service and required infrastructure improvements. Funding for this contract is available in the Bridge Construction Fund.

III. GENERAL COUNCIL DISCUSSIONS AND PRESENTATIONS

A. Request by Council Member Vidal Rodriguez

1. Discussion with possible action to instruct City Manager and authorize staff to add sidewalks on the 1900 Block and 1800 S. Block of Milmo Ave. to connect on Kawas Elementary; and any other matters incident thereto. Funding available in District II Priority Funds. **(Co-Sponsored by Council Member Rudy Gonzalez, Jr.)**

B. Request by Council Member Nelly Vielma

1. Discussion with possible action to install turning lanes at Calton Road and Yucca Road; and any other matters incident thereto. Funding available in District V Priority Funds. **(Co-Sponsored by Council Member Mercurio Martinez)**
2. Discussion with possible action to resurface Chaparral Street; and any other matters incident thereto. Funding available in District V Priority Funds. **(Co-Sponsored by Council Member Rudy Gonzalez, Jr.)**

IV. ADJOURNMENT

This notice was posted at the Municipal Government Offices, 1110 Houston Street, Laredo, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted on Friday, February 15, 2019 at 5:45 p.m.

Jose A. Valdez, Jr.
City Secretary

City Council-Supplemental Agenda

Meeting Date: 02/19/2019

Initiated By: Rosario Cabello, Co-Interim City Manager

Initiated By: Rosario Cabello/Robert A. Eads

Staff Source: Rosario Cabello/Robert A. Eads

SUBJECT

Authorizing the Co-Interim City Managers to execute an agreement to the contract dated January 14, 2019 between the Greater Laredo Development Foundation doing business as the Laredo Economic Development Corporation and the City of Laredo to provide fundraising and related services in support of planned legislative meetings and events in Austin, Texas and Washington D.C. They will be compensated at 6% of the collected amount.

VENDOR INFORMATION FOR COMMITTEE AGENDA

N/A

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND

The City currently maintains a three year contract with the Laredo Economic Development Corporation to provide business and industrial development services to include marketing, economic data, site selection services, and data analysis. It is proposed that a supplemental agreement between the City and LEDC be executed to expand the scope of services to recognize LEDC as a co-host of the City's legislative trips to Austin and Washington to include fundraising efforts and related services, specifically funding of Laredo Day receptions.

Fundraising efforts undertaken by LEDC, eliminates potential conflicts of interest with businesses with whom the City contracts.

COMMITTEE RECOMMENDATION

N/A

STAFF RECOMMENDATION

That this motion be passed.

Fiscal Impact

Fiscal Year:

Budgeted Y/N?:

Source of Funds:

Account #:

Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:

N/A

Attachments

LEDC Sponsorship Agreement

**AGREEMENT BETWEEN
LAREDO ECONOMIC DEVELOPMENT CORPORATION AND CITY OF LAREDO**

This Second Agreement dated _____, 2019 is made by and entered between the Greater Laredo Development Foundation, a Texas corporation doing business as the Laredo Economic Development Corporation (“LEDC”) and the City of Laredo, a home rule city and municipal corporation (“City”).

WHEREAS, LEDC is a non-profit corporation dedicated to the economic and industrial development of the City of Laredo and the promotion and marketing of the City of Laredo, Webb County, as a region for global trade and development;

WHEREAS, City Council for the City approved an agreement on October 15, 2018, providing for services to be performed by LEDC on behalf of the City;

WHEREAS, the City of Laredo seeks to advocate for state and federal funds and policy changes affecting the Laredo community that have a regional or national impact such as security, health, environment, water and transportation by participating in various meetings and discussions in Austin, Texas and Washington D.C during the week of January 27-31 and March 4-8, 2019, respectively;

WHEREAS, the City of Laredo also seeks to promote local economic development and stimulate business and commercial activity within the City;

NOW, THEREFORE, in consideration of the mutual benefits and promises and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, LEDC and City agree as follows:

I. LEDC OBLIGATIONS:

1. Solicit sponsorships and engage in fundraising activities on behalf of City’s planned meetings and discussions in Austin, Texas (Jan. 28-30) and Washington D.C. beginning (March 4-7) in 2019.
2. Compile a list of contributors and potential sponsors and provide such list to the City Manager on or before January 18 February 20, 2019.
3. Assist with the sale of tickets on Monday, Jan. 28 through Wednesday, Jan. 30, 2019 at the Stephen F. Austin Intercontinental Hotel for the Breakfast event which will be held on those three days.
4. Recognize sponsors and contributors to the Laredo Day event, including the City of Laredo as title sponsor. Provide a list of the sponsors prior to the trip dates for review by City coordinating staff; produce sponsor boards for placement at the reception events in both Austin and Washington, D.C.
5. The City will provide a list of current city vendors with contact name, address, e-mail, and phone numbers to the Laredo EDC by October 1st of every year that the Laredo EDC is responsible for the Laredo Day Sponsorships.

6. Provide an accounting of all sponsorships, contributions and ticket sales to the City Manager on or before August 1, 2019. LEDC agrees to maintain all books and records, and other source and summary documentation for a period of three (3) years from the date of this agreement or until the City indicates the documents can be destroyed, whichever comes first.

II. CITY OBLIGATIONS:

1. Recognize LEDC as a co-host and collaborator of the Laredo Day Reception event in Austin and Washington, D.C.
2. Coordinate and execute the Laredo Day reception event.
3. Conduct periodic meetings with LEDC staff to discuss event and trip details.
4. Provide a list of potential sponsors to the LEDC no later than 60 days prior to the reception event(s).
5. Provide relevant information to LEDC staff relating to past Laredo Day events.

III. Description of Solicitation Methods

1. LEDC shall comply with all applicable ordinances, laws and regulations in the conduct of its business and its solicitation activities, including the City of Laredo's Code of Ethics which is published at <http://www.cityoflaredo.com/Ethics/Ethicsindex.html>.
2. LEDC, its staff, representatives, agents, employees, and volunteers shall not misrepresent City, its name or activities in any way. City has the right to request any and all of LEDC activities and documents that may be used in connection with LEDC's solicitations, including the use of proposed written materials.

IV. Funds

1. Sponsorship contributions and ticket sale funds shall be delivered to City on or before September 17, 2019.
2. The LEDC and City of Laredo agree on a cumulative total goal of \$110,000 to be collected for the State and Federal Laredo Day Receptions. The City agrees to compensate the LEDC a total Administrative fee of six percent (6%) of the total funds collected by the LEDC, and that no penalties, financial or otherwise, shall be imposed upon the LEDC should the 2019 goal of \$110,000 not be met. Administrative fees received and collected by the LEDC shall belong to LEDC for the purpose of promoting local economic development or stimulating local commercial activity.

V. Indemnification of City

1. LEDC SHALL INDEMNIFY, DEFEND, AND HOLD CITY HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, LOSSES, CAUSES OF ACTION AND/OR DAMAGES, OF WHATEVER KIND OR NATURE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE PERFORMANCE OF LEDC'S OBLIGATIONS UNDER THIS AGREEMENT, INCLUDING BUT

NOT LIMITED TO REASONABLE ATTORNEYS' FEES INCURRED BY CITY IN DEFENDING ITSELF FROM ANY AND ALL SUCH CLAIMS.

VI. Termination of Agreement

This supplemental agreement may be cancelled at any time by either party by providing 30 days written notice to the other party. Termination by LEDC of this agreement shall not relieve them of their obligations under this agreement, including the obligation to provide all records and statement required under this agreement and the delivery of any funds collected by LEDC up to that point under this agreement.

VII. Assignment

This Agreement may not be assigned by LEDC without the written express consent of City.

VIII. Applicable Law

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas. The parties agree that venue for any proceedings pursuant to this Agreement shall be in Webb County, Texas.

IX. Notices

Notices pursuant to this Agreement shall be in writing and shall be personally delivered or mailed, certified mail, return receipt requested to the following agents:

LEDC

Olivia Varela
Executive Director
616 Leal Street
Laredo, Texas 78044

City of Laredo

City Manager's Office
1110 Houston Street
Laredo, Texas 78041

X. Representations

LEDC is a validly existing corporation in good standing under the laws of the State of Texas and has the requisite power and authority to enter into and perform its obligations under this Agreement. The execution, delivery, and performance of this Agreement by LEDC has been authorized by all necessary corporate action.

(SIGNATURES ON THE FOLLOWING PAGE)

IN WITNESS WHEREOF AND AGREED to by the Parties on this _____,
2019

On Behalf of LEDC:

Olivia Varela
President & CEO
Laredo Economic Development Corp.
616 Leal Street
Laredo, Texas 78041

Date

On Behalf of CITY:

Rosario Cabello
Interim City Manager
1110 Houston St.
Laredo, Texas 78041

Date

Robert Eads
Interim City Manager
1110 Houston St.
Laredo, Texas 78041

Date

City Council-Supplemental Agenda

Meeting Date: 02/19/2019

Initiated By: Robert A. Eads, Co-Interim City Manager

Staff Source: Ramon Chavez, P.E. City Engineer; Miguel A. Pescador, Purchasing Agent

SUBJECT

Consideration to rescind the selection of LNV, Inc. as a consultant for the Santa Maria Avenue Bicycle Lane Project, and authorize negotiations on a professional services contract. A total of three (3) firms responded to the request for qualifications and the third (3) firm made presentations before the Evaluation Committee on Thursday, July 26, 2018. The three (3) firms were Bendicion Engineering, LLC., Slay Engineering Company, Inc., and LNV, Inc. There is no financial impact at this time.

PREVIOUS COUNCIL ACTION

On August 2018, City Council selected LNV and authorized contract negotiations.

BACKGROUND

Three (3) firms responded to the request for qualifications on Friday, July 6, 2018, at 4:00 P.M. as follows:

1. Bendicion Engineering, LLC., San Antonio, in association with Rialto Studio, Inc., San Antonio, Texas, LPA, San Antonio, Texas, and Abba Construction, Laredo, Texas
2. Slay Engineering Company, Inc., Laredo, Texas, in association with Slay Architecture, Laredo, Texas, KCA Engineers, Inc., San Antonio, Texas, RVK Architects, San Antonio, Texas, and Lundy and Franke Engineering, San Antonio, Texas
3. LNV, Inc., Laredo, Texas

A general scope of services include, but is not limited to:

The City of Laredo, Texas is requesting Statements of Qualifications (SOQ) from interested and qualified engineering firms to complete the following project by providing professional engineering services that may include (but not limited to): design, survey, traffic engineering and analysis for critical area delineation for both shared and dedicated bicycle lanes along this project area. The selected consultant is to develop a plan with the purpose to design the bicycle route, scope of magnitude, the construction; providing connectivity to the existing regional trail network using on-street treatments; improving pedestrian and bicycle safety; and identifying barriers,

with solutions, for residents to safely access destinations using walking or bicycling modes within the district 7 area.

The Santa Maria Bicycle Lane project will provide for shared and/or dedicated bicycle lanes along Santa Maria Avenue, from Zaragoza Street to Del Mar Boulevard, then from Santa Maria Avenue to Santa Ursula Street connecting to a proposed hiking/biking trail system. The design shall identify needed improvements such as any proposed construction, markings, signalizations, etc., as needed. The design for either shared or dedicated bikes lanes, as deemed proper or necessary shall be expected.

The staff committee composed of several City Departments evaluated the submittals based on the City's standard selection criteria (capability to perform, professional background, quality of projects, etc.).

Presentations and interviews were scheduled for Thursday, July 26, 2018, with the following results:

1. LNV, Inc., Laredo, Texas
2. Bendicion Engineering, LLC., San Antonio, in association with Rialto Studio, Inc., San Antonio, Texas, LPA, San Antonio, Texas, and Abba Construction, Laredo, Texas
3. Slay Engineering Company, Inc., Laredo, Texas, in association with Slay Architecture, Laredo, Texas, KCA Engineers, Inc., San Antonio, Texas, RVK Architects, San Antonio, Texas, and Lundy and Franke Engineering, San Antonio, Texas

The three responders have the professional background and expertise to develop a quality project for the City of Laredo.

COMMITTEE RECOMMENDATION

N/A.

STAFF RECOMMENDATION

Approval of Motion.

Fiscal Impact

Fiscal Year:

Budgeted Y/N?:

Source of Funds:

Account #:

Change Order: Exceeds 25% Y/N:

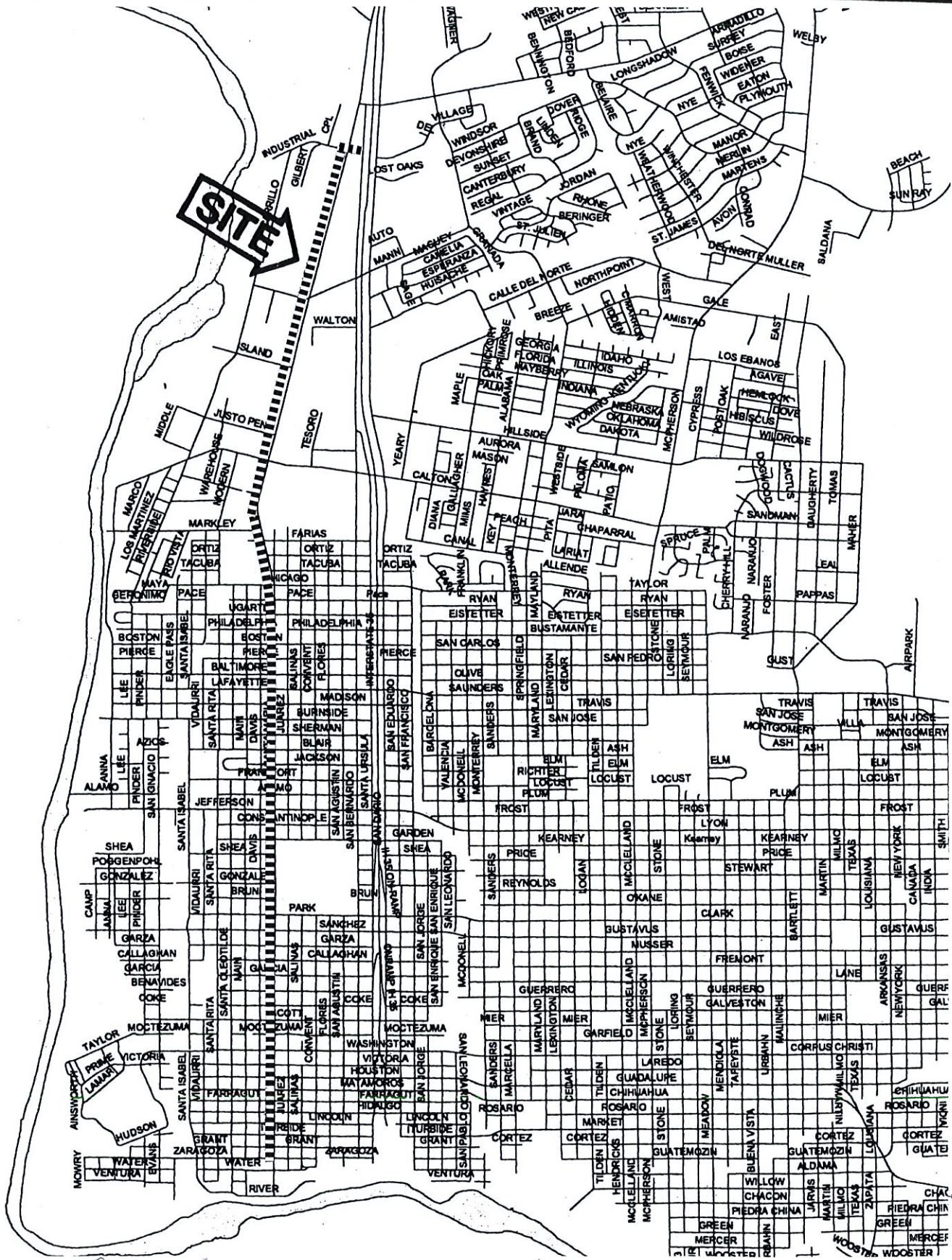
FINANCIAL IMPACT:

No financial impact at this time.

Attachments

Site Map

Evaluation Scoring Summay



**CONSIDERATION FOR APPROVAL OF THE SELECTION OF CONSULTANT
FOR THE SANTA MARIA AVENUE BICYCLE LANE PROJECT**

City Council Meeting
August 6, 2018

**CITY OF LAREDO
ENGINEERING DEPARTMENT**

1110 HOUSTON ST. P.O. BOX 579 PH. 791-7346 FAX (210) 791-7495

AGENDA ITEM

City Council-Supplemental Agenda

Meeting Date: 02/19/2019

Initiated By: Mario Maldonado, Executive Director of Transportation

Staff Source: Yvette Limon, Bridge Director; Mario I. Maldonado, Executive Director of Transportation; Miguel A. Pescador, Purchasing Agent

SUBJECT

Consideration to award contract FY18-048 to LNV Inc, Laredo, TX in the amount of \$1,431,125.00 for the Master Plan of the City of Laredo International Bridge System. This master plan scope of services include but are not limited to: current and projected traffic trends, including capacity ratios and wait times, for the four (4) existing and future international bridges of the Laredo Bridge System in order to forecast and prepare the needed infrastructure to efficiently process pedestrian, non-commercial and commercial traffic traveling to and from Mexico and the United States. The master plan will also include a toll rate study to address future revenue projections, including toll rate adjustments based on traffic projections, operational expenses, debt service and required infrastructure improvements. Funding for this contract is available in the Bridge Construction Fund.

VENDOR INFORMATION FOR COMMITTEE AGENDA

None.

PREVIOUS COUNCIL ACTION

On August 6, 2018, City Council approved the selection of LNV and authorized staff to negotiate contract FY18-048 for the City of Laredo International Bridge System Masterplan.

BACKGROUND

The City of Laredo went out on formal Request For Qualifications solicitations and received 2 submittals, through Cit-E-Bid, from LNV Inc. Laredo, TX and Arup Texas Inc., Houston, TX. Both firms were interviewed twice and were then evaluated by City Staff members as well as Stakeholders based on the following qualification criteria: Qualifications/Experience of Key Personnel, Project History, Scheduling and Cost Control, and Professional Reference. Both City Staff and Stakeholders evaluation scores were combined, and LNV was the top ranked firm. On August 6, 2018, City Council approved the selection of LNV and authorized staff to negotiate contract FY18-048 for the City of Laredo International Bridge System Masterplan. City staff has been meeting/negotiating with LNV during the last several months.

The scope of work/services consists on the study of the City of Laredo International Bridge System (Four International Bridges). The services that a successful Consultant will provide include the examination of and recommendations on the following elements as appropriate for the City of Laredo International Bridge System: Prepare a master plan for the City of Laredo International Bridge System to be completed within 12 months from notice to proceed. The study should determine current and projected traffic trends, including capacity ratios and wait times, for the four (4) international bridges of the Laredo Bridge System in order to forecast and prepare with the needed infrastructure to efficiently process pedestrian, non-commercial and commercial traffic traveling to and from Mexico and the United States.

The master plan should also include a toll rate study to address future revenue projections, including toll rate increases based on traffic projections, operational expenses, debt service and required infrastructure improvements. The toll rate study must include a recommendation if toll rate increases should be implemented in minimal yearly increments or in higher amounts when required for infrastructure improvements or other budgetary needs as previously experienced. The master plan will include all forecasted projections for the next twenty-five (25) years.

The selected consultant must also provide a recommendation based on the capacity of the existing bridges and projected traffic whether additional international bridge(s) would be needed and indicate type of traffic that would be processed at that additional bridge(s) or better utilization of the existing bridges. Consultant must also conduct studies and provide recommendation based on findings from surveys whether it is feasible to restrict International Bridge 1 to process 100% pedestrian traffic only and its impact to the non-commercial vehicular traffic. Consultant must coordinate meetings with local/state/federal agencies, trade associations and the general public to gain knowledge and fully comprehend the international trade/cross border business. Consultants must have an extensive portfolio and knowledge in forecasting traffic and revenue projections, understand and comprehend the process to obtain a presidential permit to construct an international toll bridge located on the United States and Mexico border. Also, consultant must be able to determine when infrastructure improvements are required depending on traffic growth and wait times and be familiar with international trade between the United States and Mexico. In addition, consultant must be familiar with the operations and mission of the United States and Mexican customs.

COMMITTEE RECOMMENDATION

N/A

STAFF RECOMMENDATION

Staff recommends motion approval.

Fiscal Impact

Fiscal Year:	2019
Budgeted Y/N?:	Y

Source of Funds: Bridge
Account #: 553-4050-583-5526
Change Order: Exceeds 25% Y/N:
FINANCIAL IMPACT:

Attachments

RFQ FY18-048

City of Laredo Purchasing

Bid Information

Bid Owner Brenda Martinez Administrative Assistant II
Email bmartinez2@ci.laredo.tx.us
Phone (956) 794-1737
Fax (956) 790-1805

Bid Number RFQ18-048- Laredo Intentational Bridge Master Plan
Title LAREDO INTERNATIONAL BRIDGE SYSTEM MASTER PLAN, CITY OF LAREDO

Bid Type RFQ
Issue Date 03/15/2018
Close Date 4/5/2018 05:00:00 PM (CT)

Contact Information

Address 1209 Water St.

Contact Yvette Limon
Department Bridge Director
Building
Floor/Room
Telephone (956) 721-2074
Fax
Email ylimon@ci.laredo.tx.us

Ship to Information

Address 1110 Houston St
 3rd floor
 Laredo, TX 78043

Contact Jose A. Valdez, Jr.
Department City Secretary
Building City Hall
Floor/Room 3rd floor
Telephone (956) 791-7312
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

Supplier Notes

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

Signature _____

Date ____ / ____ / ____

Bid Notes

- A) Please submit One (1) original, six (6) copies and one (1) electronic file in OCR (readable) PDF format in one response package.
- B) A pre-submittal meeting will be held on March 22, 2018 at 10:30 A.M. at International Bridge 1 located at 1209 Water Street, Laredo, TX 78040.

Bid Activities

Date	Name	Description
3/22/2018 10:30 AM (CT)	Pre-Submittal Meeting	A pre-submittal meeting will be held on March 22, 2018 at 10:30 A.M. at International Bridge 1 located at 1209 Water Street, Laredo, TX 78040. All interested firms are encouraged to attend.

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

#	Filename	Description
Header	Non-Collusive Affidavit & Form 1295.pdf	Non-Collusive Affidavit Form and Form 1295

Bid Attachments Requested

The following attachments are requested with this opportunity

#	Required	Specified Attachment
1	YES	<p>Affidavit & Certificate of Interested Parties Form 1295 : 1) Notarized Non-Collusive Affidavit form should be included with your submittal in order to comply with the RFQ requirements. Please see attached documents to get a copy of this Affidavit Form.</p> <p>2)Certificate of Interested Parties Form 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 in order to comply with RFQ requirements. Please see attached documents to get a copy of Form 1295.</p>

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Terms and Concitions for Request for Qualifications	<p>GENERAL TERMS AND CONDITIONS FOR STATEMENT OF QUALIFICATIONS</p> <p>1. GENERAL CONDITIONS</p> <p>Interested firms (Respondents) are required to submit statements upon the following expressed conditions:</p> <p>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 shall not be cause to alter the original contract or for a Respondent to request additional compensation.</p> <p>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.</p> <p>C. 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.</p> <p>2. PREPARATION OF SUBMITTALS</p> <p>Submittals shall be prepared in accordance with the following:</p> <p>A. All information required by the RFQ form shall be furnished. The Respondent shall print or type the business name and manually sign the schedule.</p> <p>B. Alternate Proposals will not be considered unless authorized by the invitation for proposals or any applicable addendum.</p> <p>3. DESCRIPTION OF SUPPLIES</p>	_____ (Required)

Not applicable for this request.

4. 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 statements of qualifications must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street, Laredo, Texas 78040. The mailing address is Office of the City Secretary, PO. Box 579, Laredo, Texas 78042.
- C. SOQ must be submitted on the forms furnished. Telegraphic and facsimile SOQ will not be 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.

5. REJECTION OF STATEMENT OF QUALIFICATIONS.

The City may reject an 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 in arrears on existing contracts or taxes with the City of Laredo.
- D. In the event that a Respondent is delinquent in the payment of City of Laredo taxes on the day the SOQ is opened, including state and local taxes, such fact may constitute grounds for rejection of the SOQ or cancellation of the contract. A Respondent is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes
- E. 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. Respondent will submit such reports as the City may therefore require assuring compliance with said practices.
- F. The City may reject all SOQs or any part of an SOQ whenever it is deemed necessary.

6. WITHDRAWAL OF STAMENT OF QUALIFICATIONS

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

7. LATE PROPOSALS OR MODIFICATIONS

SOQs and modifications received after the time set for the proposal receiving deadline will not be considered. Late proposals will be returned to the Respondent unopened.

8. CLARIFICATIONS OR OBJECTION TO STATEMENT OF QUALIFICATIONS

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 on or before seven days prior to the scheduled opening date

a request for clarification. All requests for information shall be made in writing, and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the RFQ, if made, will be made only by an addendum duly issued and advertised by the Purchasing Agent.

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

To be performed by protesting Respondent: Within ten (10) days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting Respondent must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest.

To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response to the protesting Respondent of the decision.

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.

All protests must be duly submitted via Certified Mail to:
City of Laredo - Purchasing Agent
5512 Thomas Ave.
Laredo, Texas 78041.

9. RESPONDENT DISCOUNTS

Not applicable for this contract.

10. 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 selected will be the firm which, in the opinion of the City, is the best qualified. The professional fees under the contract may not exceed any maximum established by law. The Respondent shall bear the burden of proof of compliance with the City of Laredo specifications.

11. 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 Accounts Payable Office, City Hall, P.O. Box 210, Laredo, Texas 78042. 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.

12. CODE OF ETHICS ORDINANCE

Respondents doing business with the City of Laredo shall comply with all applicable provisions of the City of

13. 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.

14. NON-COLLUSIVE AFFIDAVIT

The City requires that Respondents submit the attached Non-Collusive Affidavit. 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 Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any 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 Bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other 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.

15. CERTIFICATE OF INTERESTED PARTIES (Form 1295)

The City will require that Respondents submit the attached 1295 form.

16. DISCRETIONARY CONTRACTS DISCLOSURE

The City will require that Respondents submit a Discretionary Contracts Disclosure form. (See attached form)

17. TITLE VI ASSURANCE

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 ensure 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.

2 Disqualification & Debarment Certification

DISQUALIFICATION & DEBARMENT CERTIFICATION

_____ (Required)

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 further 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.

Additionally, in accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The signatory executing this contract on behalf of company verifies that the company does not boycott Israel and will not boycott Israel during the term of this contract.

S.B. 252 (V. Taylor/S. Davis) is a bill relating to government contracts with terrorists. The bill provides that: (1) a governmental entity, including a city, may not enter into a governmental contract with a company that is identified on a list prepared and maintained by the comptroller and that does business with Iran, Sudan, or a foreign terrorist organization; and (2) a company that the United States government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, its federal sanctions regime relating to Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition under the bill.

3 Contract Requirements

1.CODE OF ETHICS ORDINANCE 2012-0-126

_____ (Required)

Vendors doing business with the City of Laredo shall comply with all provisions of the City of Laredo's Code of Ethics.

1.2 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 Formal Bid, 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.

1.3 NON-COLLUSIVE AFFIDAVIT (Attached)

The City may require that vendors submit a Non-Collusive Affidavit. The vendor 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 Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any 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 Bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other 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.

1.4 CONTRACT DISCLOSURE FORMS (Attached)

The City of Laredo requires the following forms to be completed as a part of this bid for consideration;

1. Company Information Questionnaire,
2. Signed Price Schedule,
3. Conflict of Interest Questionnaire,
4. Non-Collusive Affidavit
5. Discretionary Contracts Disclosure
6. Certificate of Interested Parties (Form 1295) **Upon Award of Bid Only**

1.5 CONFLICT OF INTEREST FORMS (Attached)

Conflict of Interest Disclosure:

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature.

1.6 TEXAS ETHICS COMMISSION (Form 1295, Attached)

Certificate of Interested Parties (Form 1295)

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/tec/1295-Info.htm>.

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.

4 Insurance Terms and Conditions

INSURANCE REQUIREMENTS

_____ (Required)

The successful bidder(s) shall furnish the City with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times throughout the term of this contract.

- (a) Commercial General Liability 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 (\$1,000,000 products/completed operations aggregate) and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. The general aggregate limit must be at least two (2) times the each occurrence limit.

(b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$1,000,000 each-occurrence each accident/\$1,000,000 by disease each-occurrence/\$1,000,000 by disease aggregate.

(c) Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.

(d) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

(e) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

(f) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as an additional insured with respect to General Liability and Automobile Liability.
2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.
9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

(g) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverage's according to requirements and instructions contained herein.
2. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Laredo.
- (h) Upon request, Contractor shall furnish The City of Laredo with certified copies of all insurance policies.
- (i) Certificates of insurance are subject to review and approval from the City of Laredo Risk Management department.
- (j) Specialty certificates and licenses must be inspected and verified for accuracy and validity before award of contract.
- (k) Awarded vendor is required to maintain current and active all: certifications, licenses, permits and/or insurance coverages, required to perform work, throughout the duration of this project/contract.

- | | | | |
|----|---|--|------------------------|
| 5 | Questionnaire Description | <p>"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct ".</p> | (No Response Required) |
| 6 | Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid | _____ | (Required) |
| 7 | State how long under has the business been in its present business name | _____ | (Required) |
| 8 | If applicable, list all other names under which the Business identified above operated in the last five years | _____ | (Required) |
| 9 | State if the Company is a certified minority business enterprise | <p>The below information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company.</p> | (No Response Required) |
| 10 | Questions Part 1 | <ol style="list-style-type: none"> 1) Is any litigation pending against the Business? 2) Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award? 3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting? 4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? 5) Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business at default? | _____ (Required) |
| 11 | Questions Part 2 | <ol style="list-style-type: none"> 1) Is the Business in arrears in any contract or debt? 2) Has the Business been a defaulter, as a principal, surety, or otherwise? 3) Have liquidated damages or penalty provisions been | _____ (Required) |

assessed against the Business for failure to complete work on time or any other reason?

- 12 State if the Company is a certified minority business enterprise _____ (Required)
- Valid Responses: Historically Underutilized Business (HUB), Small Disadvantaged Business Enterprise (SCBC), Disadvantaged Business Enterprise (DBE), Other, This company is not a certified minority business
- 13 Conflict of Interest Disclosure (No Response Required)
- A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature.
- Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members.
- The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor.
- The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.
- The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include:
1. Mayor
 2. Council Members
 3. City Manager
 4. Members of the Fire Fighters and Police Officers Civil Service Commission.
 5. Members of the Planning and Zoning Commission.
 6. Members of the Board of Adjustments
 7. Members of the Building Standards Board
 8. Parks & Leisure Advisory Committee Member,
 9. Historic District Land Board Member,
 10. Ethics Commission Board Member,
 11. The Board of Commissioners of the Laredo Housing Authority
 12. The Executive Director of the Laredo Housing Authority
 13. Any other City of Laredo decision making board member
- If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731.
- 14 Conflict of Interest Questionnaire Form CIQ (No Response Required)
- For vendor or other person doing business with local governmental entity.
- This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
- This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

15 Conflict of Interest Questionnaire

By vendor acknowledging there is possible conflict of interest, vendor must download and fill out CIQ Form and submit it as part of their bid. _____ (Required)
Valid Responses: I attest there is no conflict of interest, I acknowledge possible conflict of interest

Line Items

#	Qty	UOM	Description	Response
1			<p>SCOPE OF ENGAGEMENT</p> <p>The City of Laredo will solicit and receive statements of qualifications until 5:00 p.m. March 5, 2018 from qualified Consultants interested in providing/engaging the following Scope of Services:</p> <p>Study Area City of Laredo International Bridge System (Four International Bridges).</p> <p>Scope of Services The services that a successful Consultant will provide include the examination of and recommendations on the following elements as appropriate for the City of Laredo International Bridge System: Prepare a master plan for the City of Laredo International Bridge System to be completed within 12 months from notice to proceed. The study should determine current and projected traffic trends, including capacity ratios and wait times, for the four (4) international bridges of the Laredo Bridge System in order to forecast and prepare with the needed infrastructure to efficiently process pedestrian, non-commercial and commercial traffic traveling to and from Mexico and the United States. The master plan should also include a toll rate study to address future revenue projections, including toll rate increases based on traffic projections, operational expenses, debt service and required infrastructure improvements. The toll rate study must include a recommendation if toll rate increases should be implemented in minimal yearly increments or in higher amounts when required for infrastructure improvements or other budgetary needs as previously experienced. The master plan will include all forecasted projections for the next twenty-five (25) years. The selected consultant must also provide a recommendation based on the capacity of the existing bridges and projected traffic whether additional international bridge(s) would be needed and indicate type of traffic that would be processed at that additional bridge(s) or better utilization of the existing bridges. Consultant must also conduct studies and provide recommendation based on findings from surveys whether it is feasible to restrict International Bridge 1 to process 100% pedestrian traffic only and its impact to the non-commercial vehicular traffic. Consultant must coordinate meetings with local/state/federal agencies, trade associations and the general public to gain knowledge and fully comprehend the international trade/cross border business. Consultants must have an extensive portfolio and knowledge in forecasting traffic and revenue projections, understand and comprehend the process to obtain a presidential permit to construct an international toll bridge located on the United States and Mexico border. Also, consultant must be able to determine when infrastructure improvements are required depending on traffic growth and wait times and be familiar with international trade between the United States and Mexico. In addition, consultant must be familiar with the operations and mission of the United States and Mexican customs.</p>	<p>\$ _____ (Optional) Service</p>
<p>Item Notes: Please don't include a cost as this is a request for qualifications and will be evaluated based on desired criteria described on section 3 Qualifications and Evaluation Criteria.</p>				
<p>Supplier Notes: _____</p>				

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Background	<p>The City of Laredo was incorporated in 1755 and is located on the north bank of the Rio Grande River. Laredo is unique because it is the only City to operate international bridges between two (2) Mexican states. The City owns, maintains, and operates four border crossings; three (3) with Tamaulipas and one (1) with Nuevo Leon, Mexico. Laredo is at the center of the primary trade route. It is the only border city strategically positioned at the convergence of all land transportation systems between Canada, the United States and Mexico. Laredo is the largest inland port, second largest port of entry, and third largest Customs District Area in the United States. The City of Laredo also is the largest city in the County of Webb; it is the eighth most populated City in the State of Texas with an estimated population of 257,156 since 2016, according to the U.S. Census. The City of Laredo is operated under a council-manager form of government. The policy-making and legislative authority are vested to the City Council consisting of the Mayor and eight Council Members. The governing council is responsible, among other things, for passing ordinances, adopting budgets, appointing committees, and hiring of the City Manager. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the government, and for appointing the directors to the various departments. The City of Laredo provides a full range of municipal services including police and fire protection, park, recreational and cultural activities, libraries, recycling services, public health, and social services, municipal housing, public improvements, public bus transportation, water and wastewater services, sanitation services, four international bridges, an international airport, planning and zoning, and general administrative services.</p>	(No Response Required)

The master plan will focus on the City's four (4) international bridge border crossing points. The plan should systematically assess the City of Laredo's current and future traffic trends by conducting a thorough assessment of the existing bridge crossing points and obtaining input from, but not limited to, City of Laredo staff, Customs and Border Protection staff, TXDOT, Mexican Customs, Mexican bridge operators, and the trade industry (U.S. and Mexico). Revenue projections, including toll rate increases, are to be forecasted depending on traffic projections, operational costs, debt service, infrastructure improvements and broker/forwarder fees. Analysis should be included whether it is more feasible to implement smaller increments of toll rate increases on a yearly basis instead of having higher toll rate increases as historically done over the past years. With the inclusion of this information, the consultant must provide an in-depth research on current and future wait times, traffic trends, capacity ratios, and future infrastructure needed to process the pedestrian, non-commercial, and commercial traffic in order for City officials to make accurate business decisions over the next twenty-five (25) years. Infrastructure needs also includes determination when additional international bridges need to be constructed in order to process traffic efficiently.

Completed Master Plan

The completed master plan should include, but not limited to the following items:

1. Introduction
2. Executive summary
3. Plan Objectives
4. Clear definition of entire trade industry involvement process and including survey results and public meetings with trade industry.
5. Current inventory, existing and proposed facility or infrastructure improvements.
6. Recommended priorities for both existing and future bridge needs, including evaluative criteria and rationale used for recommendations.
7. Action plan – With information on the international bridge crossings, an analysis of current position weighed against standards and trends of other border crossings in the South Texas/Mexican border area, and understanding of the Customs and Border Protection and entire trade industry (U.S. and Mexico) needs and the formulation of recommendations served to develop an action plan. The action plan will be a detailed chapter of the master plan that presents its implementation in a methodical, detailed, comprehensive, written and tabular format. The action plan will span 25 years and include the priority recommendations as gathered from the public and private planning process and as directed by City staff and City Council. Additionally, the action plan will include strategies for funding sources, partnership opportunities and land acquisition. The action plan will include each recommendation and its phase for completion.
8. Milestone map
9. Estimated general costs of prioritized items using

expected future dollar costs over the 25 year plan. Action plan must also highlight the current expenses in comparison to future expenses.

10. Future traffic forecasts for pedestrian, non-commercial, and commercial for the next 25 years. Both north bound and south bound traffic.

11. Forecasted revenues, including toll rate increases over the next 25 years.

12. Future toll rate adjustments to address infrastructure needs.

13. Future infrastructure needs, including the construction of additional international bridges, if required within the next 25 years.

14. Also, all information requested on scope of services and objectives.

13.1 Any person wishing to obtain additional information about the request for qualifications or about the operations of the City of Laredo, please contact Ms. Yvette Limon by no later than February 27, 2018:

Yvette Limon
City of Laredo – Bridge Director
1209 Water Street
Laredo, TX 78040
(956) 721-2074
Email: : ylimon@ci.laredo.tx.us

14.0 Description of the City

The City of Laredo operates under a Charter which was voted by the citizens of the City of Laredo on January 14, 1981 and became fully effective on April 6, 1982. The Charter adopted the Council-Manager form of government. The Charter has since been amended on January 16, 1988, November 7, 1995, November 7, 2006 and July 26, 2010. The City's 2017-2018 consolidated annual budget provides for \$705.0 million to furnish a full array of municipal services to its citizens.

The following information is the minimum content required _____ (Required) for the Submittal and will be used to compare and evaluate the firms. Responses shall be limited to 20 pages single sided 8 ½ " x 11" (exclusive of cover letter, limited to 2 pages, and required forms in this RFQ) using Times New Roman font with a font size of 12. Sections shall be separated by criteria for ease of reference.

Qualifications shall be demonstrated in a written format and include the following information tabbed as instructed herein.

Evaluation Criteria & Evaluation Scoring Method
Clearly identify all sections referenced below. Sections shall be separated by criteria for ease of reference.

Letter of Interest

Respondent shall submit a letter of interest signed by a corporate officer or principal or an authorized representative of the prime consultant authorized to obligate the firm contractually. The letter shall include contact information such as the business address, telephone number, facsimile number, e-mail and the name of the prime consultant that the City can contact for additional information (2-page limit).

General Information; Company Profile

Respondent shall provide a brief profile of their company, which should include their firm's legal name; Federal ID number; history; business structure; designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); type of ownership (small business, small disadvantaged business or W/MBE business); length of company's existence; locations of their parent company, branch or subsidiary and proposed project team; total number of personnel including personnel by discipline; and firm's field of expertise. Consultant will provide a complete list of any property or businesses in which Consultant or its partners or sub-consultants/sub-contractors may have within the study areas. Consultant shall provide a Certificate of Account Status issued by the Texas Comptroller and a Certificate of Status issued by the Texas Secretary of State.

List of consultants and or other outside subcontractors, if any

Name any consultants, or subcontractors which are included as part of the proposed team. Describe the proposed role of any persons outside your firm and their related experience. List projects on which your firm has worked with the person/firm in the past. Provide all required licenses and certificates.

Qualifications/Experience of Key Personnel (20 Points)

The respondent shall provide a narrative of the firm's qualities and capabilities that demonstrates how the firm will work with the City to fulfill the requirements of the Project. Provide an organizational chart and resumes for all key personnel and their office addresses. Briefly describe the education, experience and relevant abilities of key personnel and proposed subcontractors who will be responsible for project completion and identify his/her role on the team. Include information on recent, current, and projected workloads of each key personnel to demonstrate ability to meet time requirements. Identify percentage of time to be assigned fulltime to this project; length of time with this firm; past projects; project sizes; their involvement in each project; active registrations and certifications held; other experiences relevant to this project.

Excellent: 16-20 points
Above Average: 11-15 points
Good: 6-10 points
Fair: 0-5 points

Approach to Project/Understanding (40 Points)

This should be a narrative description and have any applicable illustrations to show that the proposer understands all elements of the project. Demonstrate understanding of proposed project and the technical approach and methodology to be taken in addressing the proposed scope of work, including a delineation of specific tasks to be undertaken within project deadlines, to include startup procedures/ requirements. In addition, describe the work management plan to be utilized by the firm. The description should include a project schedule and availability, where applicable, showing estimated start and completion dates of all major tasks and individuals responsible for implementation and completion of said tasks.

Excellent: 31-40 points
Above Average: 21-30 points
Good: 11-20 points
Fair: 0-10 points

Project History (20 Points)

Major consideration will be given to those firms with previous experience on similar projects. List projects which best illustrate the experience of your firm and current staff which is being assigned to this project. List no more than 5 projects, and no projects which were completed more than 10 years ago. Include details such as: name and location of project; firm's responsibility on the project; project owner's representative name and contact information; date project was completed; and size of project.

Up to Four points per project (Max of 20 points)

Scheduling and Cost Control (15 Points)

The firm's scheduling system and cost control system should be described. Describe the management tools and controls that will be put in place and used on a continual basis to ensure that production and schedule requirements are fulfilled. Attach a sample schedule which best illustrates your overall scheduling capabilities.

Excellent: 11-15 points
Average: 6-10 points
Poor: 0-5 points

Professional References (5 Points)

Provide a list of five general references, previous clients, etc. with names, titles, phone numbers and e-mail addresses of contact persons to serve as references.

One point for each reference (Max of 5 points)

WRITTEN RESPONSE FORMAT AND SELECTION CRITERIA

Response documents should provide a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the City. The requirements stated do not preclude Offerors herein from furnishing additional information as deemed appropriate. The OWNER reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

4 Selection Process, Submittal Requirements, Additional Terms and Conditions & Term of Contract

Selection Process

(Required)

Based on the information presented in response to the Request for Qualifications (RFQ), a review of qualification submissions shall be done by an evaluation committee appointed by City Manager. At least three (3) of the highest-ranking preliminarily qualified submitters may, be invited to make a presentation at a public meeting before the evaluation committee. From such highest-ranking submitters, the City will select in order of preference. No pricing or rate schedules should be included in the submission. The City may select one or more respondents to prepare a more specific response pertinent to the scope of work defined. At no time shall any member of the City be contacted by a representative of any submitting consultant.

17.0 Procedures for submitting qualifications

17.1 Hand-Delivered to:

City of Laredo – City Secretary
C/O Jose A. Valdez, Jr
City Hall – Third Floor
1110 Houston
Laredo, Texas 78040

17.2 Electronic Submittal through Cit-E-Bid system at <https://cityoflaredo.ionwave.net/Login.aspx>

17.3 Qualifications must be received no later than 5:00 p.m., March 5, 2018. All Qualifications received will be opened and acknowledge at 10:00 a.m. at the Office of the City Secretary on March 6, 2018.

17.4 Number of Copies of Qualifications

One (1) original, six (6) copies and one (1) electronic file in OCR (readable) PDF format must be submitted in one response package. The SOQs are to be bound and sealed.

Statement of Qualifications must be clearly identified as "RFQ FY18-039 LAREDO INTERNATIONAL BRIDGE SYSTEM MASTER PLAN, CITY OF LAREDO".

18.0 Non-appropriation Provision

The City may cancel the contract should the present or any future City Council not appropriate funds in any fiscal year for the payments required by this agreement. No penalty shall attach in the event of any such non-appropriation. In the event of non-appropriation, the City shall give the successful proposer advance written notice before cancellation of the contract, and the City shall not be obligated to make any payments beyond the end of the fiscal year.

19.0 Equal Employment Opportunity

19.1 The firm shall be an equal opportunity / affirmative action employer and must also comply with the Americans with Disabilities Act.

19.2 Identify itself as an "Equal Opportunity Employer" in all help wanted advertising or requests.

19.3 The Proposer shall be advised of any complaints filed with the City alleging that Proposer is not an Equal

Opportunity Employer in determining whether to terminate any portion of this contract, the City reserves the right to consider reports from its Administrative Services Department in response to discrimination complaints. However, the Proposer is specifically advised that no Equal Opportunity Employment complaint will be the basis for cancellation of this contract.

20.0 Conflict of Interest

The Consultant agrees to comply with the conflict of interest provisions of the City Charter and Code of Ordinances. The Proposer agrees to maintain current, updated disclosure of information on file with the City's Purchasing Office throughout the term of this contract.

21.0 Terms of Contract

The anticipated term of any agreement is as required to deliver a finished product, beginning on the date of selection, until the project has been completed to the satisfaction of City of Laredo, or the Contract is terminated by the City. A draft plan completion will be expected not to exceed 5 months from the project contract award date. Adoption of the final plan by the City Council will complete the project. Consultant may suggest a project phasing timetable allowing the City a selection menu of desired plan components, individually listed and explained. Detailed scheduling of the project will be negotiated during the contract negotiations between the selected consultant and the City.

22.0 Required Submittals

The City of Laredo will be selecting based on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price. The firm selected will be the firm which, in the opinion of the City, is the best qualified. You are asked to respond to the following questions and provide concise responses to these questions. Do include boilerplate marketing brochures or informational documents with your responses.

22.1 Submittal

22.2 Bidder Information Questionnaire

22.3 Conflict of Interest Questionnaire

22.4 Non-Collusive Affidavit

22.5 Certificate of Interested Parties (Form 1295)

22.6 Discretionary Contracts Disclosure