FY27-UT-01

General Civil Engineering Services

Issue Date: 11/8/2026
Questions Deadline: 11/20/2026 12:00 PM (CT)
Response Deadline: 12/3/2026 04:00 PM (CT)

Utilities Department

Event Information

Number:	FY27-UT-01
Title:	General Civil Engineering Services
Type:	Request For Qualifications
Issue Date:	11/8/2026
Question Deadline:	11/20/2026 12:00 PM (CT)
Response Deadline:	12/3/2026 04:00 PM (CT)
Notes:	Consultants are 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/ Consultants are encouraged to submit their RFQ Statements electronically through the use of Cit-E-Bid and must register as a supplier/consultant prior to submitting. Consultants may also hand-deliver sealed RFQ by following the steps below: MANUAL BID DROP OFF-PROCEDURES Note: Manual responses will be accepted on or before the time and date specified on the RFQ. 1. Please make sure that the response is in a sealed envelope marked with the following information: • RFQ Title • Name of Company submitting RFQ • Address of Company submitting RFQ • Phone number of Company submitting RFQ 2. Upon arrival, please inform the front desk that you are submitting a Statement of Qualifications (SOQ) to the City Secretary's Office. Front desk personnel will notify the Department and provide instructions for package delivery. 3. All submitters must remain in the lobby area until access to the 3rd floor is authorized. Department staff will time-stamp the submission, make a copy of the envelope, and return it to the submitter. It is strongly recommended that submitters wait to receive a copy of the time-stamped envelope for their records. Bid Activities Pre-response conference meeting 11/18/2026 10:30:00 AM (CT)

Bid Activities

Pre-Response Conference

11/18/2026 9:00:00 AM (CT)

A pre-response conference will be held at the Utilities Department located at 5816 Daugherty Street on Wednesday, November 18, 2026 at 9:00 AM. Interested firms may also join virtually through Teams meeting.

Join by meeting number

Meeting number (access code): 278 376 576 463 926 0

Meeting password: Civil

Bid Attachments

Tab A - Bidder Information Questionnaire (2).pdf — Download

Bidder Information Questions

Conflict of Interest Questionnaire-Revised 1-1-2021.pdf — Download

Conflict of Interest Questionnaire (CIQ)

COQ FORM AND INSTRUCTIONS.pdf — Download

COI Form Instructions

Non-Collusive Affidavit Form.pdf — Download

Non-Collusive Affidavit Form

Form 1295- Certificate of Interested Parties.pdf — Download

Form 1295

Tab D - Discretionary Contracts Disclosure.pdf — Download

Discretionary Contracts Disclosure

RFQ FY27-UT-01 General Civil Engineering Services.pdf — Download

Public Notice

Requested Attachments

Company Information Questionaire

(Attachment required)

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

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.

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.

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.

Certificate of Interested Parties (Form 1295)

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.

Certificate of Insurance(s)

(Attachment required)

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

FY27-UT-01 Response

(Attachment required)

Respondents shall upload complete response for FY27-UT-01.

Bid Attributes

1	**INTRODUCTION AND BACKGROUND** The City of Laredo requires year round General Civil Engineering Services for construction projects as needed to serve as on-call on a rotation basis for different construction projects and amenities throughout the city. ☐ I have read and understand this section. *(Required: Check if applicable)*
2	**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 have read and understand this section. *(Required: Check if applicable)*

3 PREPARATION OF SUBMITTALS

Consultants are encouraged to submit their RFQ Statements electronically through the use of Cit-E-Bid and must register as a supplier/consultant prior to submitting. Consultants may also hand-deliver sealed RFQ by following the steps below:

MANUAL DROP OFF-PROCEDURES

Note: Manual responses will be accepted on or before the time and date specified on the RFQ.

1. Please make sure that the response is in a sealed envelope marked with the following information:
   - RFQ Title
   - Name of Company submitting RFQ
   - Address of Company submitting RFQ
   - Phone number of Company submitting RFQ
2. Upon arrival, please inform the front desk that you are submitting a Statement of Qualifications (SOQ) to the City Secretary's Office. Front desk personnel will notify the Department and provide instructions for package delivery.
3. All submitters must remain in the lobby area until access to the 3rd floor is authorized. Department staff will time stamp the submission, make a copy of the envelope, and return it to the submitter. It is strongly recommended that submitters wait to receive a copy of the time-stamped envelope for their records.

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

4 PROPOSAL PREPARATION COST

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)

5 GENERAL CONDITIONS, QUESTIONS AND CLARIFICATIONS

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.
Formal questions related to the RFQ may be submitted through Cit-E-Bid no later than November 20, 2026, at 12:00 P.M. (CT). Questions received after this date may not be responded prior to the required submittal deadline.

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)

6 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 City Secretary's Office, City Hall, 1110 Houston St. (3rd Floor), Laredo, TX 78040.
(c) SOQ forms can be downloaded and printed through Cit-E Bid. Mailed responses (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)

7 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)

8 WITHDRAWAL OF STATEMENT OF QUALIFICATIONS

Responses 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)

9 LATE SUBMITTALS OR MODIFICATIONS

Responses and modifications received after the time set for the established 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)

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

If any Respondent 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, a request for information shall be made in writing through Question & Response section on Cit-E-Bid system no later than the Question Deadline date. Any Respondent 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 Respondent'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. Respondent 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 palace 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. With 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, 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 33.0 Required Forms and Contents of RFQ Submission.** Please see checklist (required forms).

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

11 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/are the best qualified. The professional fees under the contract may not exceed any maximum established by law. The firm shall bear the burden of proof of compliance with the City of Laredo specifications.

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

12 **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 Utilities Department, 5816 Daugherty Ave., Laredo, Texas 78041. 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)

13 **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: 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: 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: 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: 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: 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 Utilities 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:
   >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 (I) to two (2) years after the project is completed.
11. For project s 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

Contract Cost	Type of Insurance	Limits
Less than $1,000,000	Umbrella Liability	Not Required
	Professional Liability	$1,000,000 Per Claim - $2,000,000 Aggregate
$1,000,000 to $5,000,000	Umbrella Liability	$4,000,000 Per Occ
	Professional Liability	$1,500,000 Per Claim - $3,000,000 Aggregate
$5,000,000 to $10,000,000	Umbrella Liability	$9,000,000 to $10,000,000 Per Occ
	Professional Liability	$1,500,000 Per-Claim - $3,000,000 Aggregate $2,000,000 Per-Claim - $4,000,000 Aggregate
Over $10,000,000	Umbrella Liability	$10,000,000 or Higher
	Professional Liability	$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)

14 SCOPE OF WORK

Notice is hereby given that the City of Laredo is accepting Statement of Qualifications (SOQs) from qualified firms interested in providing professional General Civil Engineering Services for Construction Projects as needed to serve as on-call on a rotation basis including but not limited to prepare surveys, engineering designs, preparation of plans, specifications and estimates for roadways, drainage, traffic safety, water distribution, wastewater collection, environmental, storm water pollution prevention, floodplain, sidewalks, hike and bike trails, etc. for the City of Laredo. Professional Service agreements will be issued per project upon funding available for a two (2) year term with one (1) option for a two (2) year renewal for a total term of four (4) years beginning after City Council Approval on January 2027 Meeting. Consultants are cautioned to refer to other sections of this Request for Qualifications (RFQ) packet for complete details.

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

1. Preliminary/Schematic design, planning, and assessments
2. Utility Coordination Committee
3. Design Development and opinion of probable cost
4. Construction documents, specifications and estimates
5. Bid documents and contract award
6. Construction administration/oversight and progress meetings
7. Project close-out including as-built plans
8. Platting requirements and process
9. One-Stop Shop submittal and process
10. Design calculations and/or study (drainage, floodplain, water, wastewater, etc.)
11. Site visits, inspections and field observation reports
12. Any permits, reports or documents required
13. Other required General Civil Engineering Services as needed
14. All required services shall be provided within an allotted time frame.
15. Hydrologic Studies, TCEQ Permits, TCEQ Permit Renewals, Pump Efficiency Studies.
16. Hydraulic Modeling & GIS Support.
17. Standard Operating Procedures for Department needs.
18. Plats, Re-Plats, Amended Plats, etc.

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 Texas Department of Transportation (TxDOT), 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 Licensed Professional Engineer 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)

15 TERM OF AGREEMENT

To be determined after the selection and award of the most qualified firm(s) on the January 2027 City Council Meeting.

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

16 REQUEST FOR QUALIFICATIONS (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)

17 RFQ EVALUATION (Criteria Evaluation Factors)

Criteria Evaluation Factors (Total 100 Points)
The city will select the consultant team(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 certified key personnel and certified technicians 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.

Project List with References Listed (15 points)

1. List minimum three (3) completed representative projects within the last five (5) years of similar nature as required 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.

Project Understanding and Approach (15 points)

1. Explain your understanding of the project and describe the project approaches or ideas that you would apply which you feel would enhance the quality of your services.

Demonstrate Ability to Meet Schedules and Deadlines (15 points)

1. Demonstrate availability of the proposed project manager including percentage (%) assigned to the project(s).
2. Demonstrate the ability to provide reports within a timely manner and required services under the scope within the time frame specified.

Experience with City of Laredo Projects (15 Points)

1. Describe your experience relative to City of Laredo Projects and past experience.

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)

18 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. The City selection team will utilize the process below for selection of consultants as needed on a rotation basis:

- Statement of Qualifications (Submittals/Responses)
- The respondents statement of qualifications (SOQs) will be ranked based on the selection criteria and relative ranks established in the RFQ.
- Based on the evaluation process, the selection committee may recommend a primary and/or a secondary list of consultants or vendors to provide professional services as needed on a rotation basis.
- 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)

19 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)

20 SELECTION OF FIRM

Upon selection of a firm, firms 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 multiple firms. 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 issue a notice of award to the firms that were 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. Please refer to Section 5.0 for questions related to this solicitation.

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

21 TENTATIVE SCHEDULE FOR SELECTION PROCESS AND AWARD

- First Advertisement: November 8, 2026
- Second Advertisement: November 15, 2026
- Pre-response meeting November 18, 2026
- Questions Deadline: November 20, 2026
- RFQ Deadline: December 3, 2026
- RFQ Opening Date: December 4, 2026
- Anticipated City Council Selection: January 2027
- 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)

22 QUALIFIED LEAD PERSONNEL

The City of Laredo is seeking qualified firms through a formal request for qualifications to provide professional General Civil Engineering Services for construction projects as needed to serve as on-call on a rotation basis for different construction projects and amenities throughout the city. **Qualified Lead personnel must prove that the selection criteria in Section 17.0 is provided.**

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

23 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 at least 30 percent of 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)

24 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)

25 METHOD OF MONITORING CONSULTANT'S WORK

The City of Laredo Utilities 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.
3. Processing contract amendments, if necessary, for additional time, changes in scope and additional cost (all contract amendments will be submitted to the Utilities Department for review and approval.
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 Utilities 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)

26 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)

27 **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)

28 **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)

29 **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)

30 **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:

- Melissa E. Gonzalez at megonzalez@ci.laredo.tx.us and Ana L. Salinas at alsalinas@ci.laredo.tx.us using the standard subject line: **Special Accommodations, RFQ FY27-UT-01**

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:

- Melissa E. Gonzalez at megonzalez@ci.laredo.tx.us and Ana L. Salinas at alsalinas@ci.laredo.tx.ususing the standard subject line: **Language Assistance Request, RFQ FY27-UT-01**

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

3.1 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)

3.2 PROCEDURES FOR SUBMITTING QUALIFICATIONS

Electronically Delivered: Cit-E-Bid
https://cityoflaredo.ionwave.net/

Hand Delivered: City of Laredo - City Secretary
City Secretary's Office
1110 Houston St. (3rd Floor)
Laredo, TX 78040

Submission of Qualifications must be received no later than 4:00 P.M. on December 3, 2026

Submit one (1) original and four (4) copies of the qualifications. The qualifications are to be bound and sealed.
Qualifications must be clearly identified as:

Request for Qualifications: RFQ FY27-UT-01 General Civil Engineering Services

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.

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

3.3 REQUIRED FORMS AND CONTENTS OF RFQ SUBMISSION

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

CHECKLIST
Company Information Questionnaire
Conflict of Interest Disclosure
Non-Collusive Affidavit
Discretionary Contracts Disclosure
Certificate of Interested Parties (Form 1295)
Certificate of Insurance(s)
RFQ FY27-UT-01 Response

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

34 ADDENDUMS

The City of Laredo reserves the right to issue addenda to solicitations as necessary. Addenda are used to clarify, revise, or otherwise modify solicitation documents. All submitting parties are responsible for acknowledging receipt of each addendum issued by signing the designated section of the addendum. Failure to acknowledge any issued addendum will result in the submission being returned and considered incomplete.

Important Notice:

Addendum notifications will be sent to the email address associated with each submission. It is the submitting party's responsibility to monitor the provided email address and ensure that all addenda are received and acknowledged. Failure to acknowledge any issued addendum will result in the submission being returned and considered incomplete.

☐ I have read and understand this section.

(Required: Check if applicable)

35 SUBMISSION DISCLAIMER

When submitting hand-delivered bids, proposals, or statements of qualifications, please be advised that the City of Laredo is not responsible for any errors or issues that may arise during the manual submission process, including but not limited to mis-delivery, delays, or incomplete uploads to the City's Cit-E-Bid procurement platform. **To ensure accuracy and timely receipt, respondents are strongly encouraged to submit all responses electronically through the Cit-E-Bid system.**

☐ I have read and understand this section.

(Required: Check if applicable)

36 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)

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