RFQ FY27-ENG-04

City of Laredo U.S. Flagpole Installation Project (Design-Build)

Issue Date: 11/1/2026
Questions Deadline: 11/13/2026 12:00 PM (CT)
Response Deadline: 11/24/2026 04:00 PM (CT)

Engineering Department

Contact Information

Contact: Eliud De Los Santos, P.E.
Address: 1110 Houston St. (2nd Floor)
Laredo, TX 78040
Phone: (956) 791-7346
Email: edelossant@ci.laredo.tx.us

Event Information

Number:	RFQ FY27-ENG-04
Title:	City of Laredo U.S. Flagpole Installation Project (Design-Build)
Type:	Request For Qualifications
Issue Date:	11/1/2026
Question Deadline:	11/13/2026 12:00 PM (CT)
Response Deadline:	11/24/2026 04:00 PM (CT)
Notes:	Respondents are strongly encouraged to submit their Request for Qualifications (RFQ) Statements electronically through the use of Cit-E-Bid or in person - hand delivery. Mailed responses (i.e. USPS, FedEx, UPS), telegraphic or facsimile responses will not be considered. Copies of the RFQ specifications may be viewed and/or downloaded free of charge from the City of Laredo website at: https://cityoflaredo.ionwave.net/ Consultants submitting their RFP Statements electronically through the use of Cit-E-Bid must register as a supplier/consultant prior to submitting. If respondent needs to hand-deliver sealed RFP, please follow the steps below: **MANUAL PROPOSAL DROP OFF-PROCEDURES** Note: Manual Proposals will be accepted up to 4:00 P.M. of the date due. 1. Please make sure that the proposal is in a sealed envelope marked with the following: • RFP Title • Name of Company submitting RFP • Address of Company submitting RFP • Phone number of Company submitting RFP 2. Upon arrival, please inform the front desk that you are submitting a Proposal 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-submital meeting

11/10/2026 10:00:00 AM (CT)

A pre-response conference will be held at the Engineering Department located at 1110 Houston Street (2nd floor) on Tuesday, November 10, 2026, at 10:00 A.M. Interested firms may also join virtually and shall refer to other sections of this RFQ packet for complete details.

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/280111945436533?p=G6WarlZ16v1YKp4DCA
Meeting ID: 280 111 945 436 533
Passcode: nG72TA9i

Bid Attachments

Tab A - Bidder Information Questionnaire.pdf

Download

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

Tab B - Conflict of Interest Disclosure -.pdf Download

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

Tab C - Non-Collusive Affidavit.pdf Download

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

Tab D - Discretionary Contracts Disclosure.pdf Download

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

Tab E - Certificate of Interested Parties Form 1295.pdf Download

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

RFQ FY27-ENG-04 City of Laredo Flagpole Installation Project (Design-Build).pdf Download

Public Notice

Project Location.pdf Download

Project Location

Requested Attachments

TAB A - Company Information Questionnaire

(Attachment required)

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

TAB B - Conflict of Interest Disclosure

(Attachment required)

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

Tab C - Non-Collusive Affidavit

(Attachment required)

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

Tab D - Discretionary Contracts Disclosure

(Attachment required)

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

Tab E - 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.

RFQ FY24-ENG-04 City of Laredo U.S. Flagpole Installation Project (Design-Build)

(Attachment required)

Respondents shall upload complete response for RFQ FY27-ENG-04.

Bid Attributes

1	**INTRODUCTION AND BACKGROUND** One June 1, 2026, discussed the installation of a new flagpole and American flag to replace the iconic flagpole and flag recently removed from the downtown area, incorporating Laredo's distinction as the #1 inland port of entry in the United States and honoring our veterans, and any matters related thereto. On September 21, 2026, the City Council of the City of Laredo, Texas approved Resolution 2026-R-233 authorizing the City Manager to adopt the FY2027-2031 Capital Improvement Plan. ☐ 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.

Information contained in this document should not be considered all-inclusive. All questions or clarification regarding this RFQ proposal request must be submitted through Cit-E-Bid on or before question deadline, November 13, 2026 at 12:00 PM. 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 agree to the General Terms and Conditions

(Required: Check if applicable)

3 **Preparation and Submission of Qualifications**

Responses shall be prepared in accordance with the following:
(a) **Respondents are strongly encouraged to submit their SOQs electronically through the use of the City of Laredo's electronic procurement system: *Cit-E-Bid***, or in-person – hand-delivered to the City Secretary's Office, City Hall, 1110 Houston Street (3rd Floor), Laredo, Texas 78040. Mailed responses (i.e. USPS, FedEx, UPS), telegraphic, or facsimile submittals **will not** be allowed/considered. (b) If hand-delivered, all information required by the RFQ form shall be furnished. The respondent shall print or type the business name and manually sign the schedule. (c) Alternate responses will not be considered unless authorized by the invitation for submittals or any applicable addendum. (d) Statement of qualifications and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the opening.

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

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

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

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

Submission of Qualifications must be received no later than 4:00 P.M. on November 24, 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:

RFQ FY27-ENG-04 City of Laredo U.S. Flagpole Installation Project (Design-Build)

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

4 **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.

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

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

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

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

If any prospective respondent has questions or requires clarification regarding the specifications, SOQ documents, or any portion thereof, a written Request for Information (RFI) must be submitted through the Question & Response section of the Cit-E-Bid system no later than the established Question Deadline. Any vendor submitting questions shall make reference to a specific RFQ number, section, page and item of this solicitation. Questions untimely submitted may not elicit a response. It is the responsibility to follow up and make certain that the request was received. In case there are changes, additions, and/or edits to the original scope, an addendum will be issued by the Purchasing Agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other interpretations of the SOQ during the RFQ process, bidder, or any persons acting on their behalf, shall not contact any City official or employee staff except those specifically designated in this or another subsequent solicitation document.

PROTEST

The following sequence of activities must take 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 **22. Required forms and contents of RFQ submission**

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

6 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 Bidder Information Questionnaire) - 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 Conflict of Interest Disclosure) - 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 Non-Collusive Affidavit) - 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 Discretionary Contracts Disclosure)
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 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/filinginfo/1295/. In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least $1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract.

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

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

7 INSURANCE REQUIREMENTS

When required and specified in the City of Laredo bid specifications, the successful bidder(s) shall furnish the City with Certificate of Insurance herein required upon execution of the contract and shall maintain said policies in full force and effect at all times during 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 for products/completed operations must be maintained for at least two (2) years after the construction work has been completed. Coverage must be amended to provide for an each-project aggregate limit of insurance. An alternative would be to have separate limits for all lines of General Liability coverage for each project.

(b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limit 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. The independent subcontractor performing onsite labor will extend completed operations to additional insured parties.

(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 a primary and non-contributory additional insured with respect to General Liability and Automobile Liability. The additional insured for General Liability shall include operations and completed operations. Completed operation are to be kept in force for a period of 10 years.
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, Builders Risk, 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 coverages according to requirements and instructions contained herein.
2. Certificates of insurance shall be accompanied by a copy of each required endorsement including the notice of cancellation or termination provisions to the City of Laredo for each required type of insurance.

(h) Upon receipt of a verified claim and at the request of the City of Laredo, Contractor shall furnish The City of Laredo with certified copies of all required insurance policies.

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

8 SCOPE OF WORK

The anticipated scope includes project management, site investigations, engineering, TxDOT and FAA coordination, permitting, traffic control, pole fabrication, delivery, foundation construction, electrical improvements, lighting, flag equipment, erection, testing, training, and closeout. The final allocation of responsibilities shall be established in the design criteria package and executed agreement.

1. Project management and site investigations

- Provide a designated project manager and coordinate the design professionals, manufacturer, contractors, suppliers, and regulatory activities.
- Develop and maintain the design and construction schedule, budget controls, quality management procedures, and submittal register. Include TxDOT and FAA review, resubmittals, permitting, construction restrictions, fabrication, and erection dependencies.
- Review City-furnished information and perform surveying, geotechnical investigations, utility verification, and site evaluations.
- Evaluate transportation routes, crane access, staging, adjacent improvements, drainage, and public protection requirements.
- Evaluate subsurface conditions and any existing obstructions that may affect the design and construction of the new foundation.

2. Engineering and design

- Provide engineering services through appropriately licensed Texas professionals and identify the engineer responsible for each discipline.
- Design the pole, foundation, anchors, connections, and related improvements as an integrated system using applicable codes and approved project criteria.
- Evaluate flagpoles of comparable height at the local, regional, national, and international levels. Provide a comparative summary identifying their locations, pole heights, and flag dimensions to support the City's evaluation and selection of the proposed flagpole height.
- Address wind loading with and without the design flag, fatigue, vibration, corrosion protection, and operating limitations. Establish final design height and flag dimensions for City approval.
- Design the flag raising and lowering equipment, electrical service, lighting, grounding, lightning protection, and required obstruction marking or lighting.
- Submit design calculations, drawings, specifications, and milestone packages for City review. Provide signed and sealed documents before releasing the applicable work for construction.

3. Coordination and regulatory approvals

- Prepare required FAA notices and supporting information, coordinate the aeronautical review, and address resulting conditions affecting the installation in coordination with City and TxDOT reviews.
- Evaluate notice requirements for cranes and temporary erection equipment. Obtain permits and approvals.
- Coordinate with the City and TxDOT to identify applicable requirements, permits, and approvals for installation, construction access, and continued operation within highway right-of-way.
- Prepare and submit plans, signed and sealed calculations where required, exhibits, applications, and supporting documents for City of Laredo and TxDOT review as required. Address review comments and incorporate required revisions into the documents.
- Evaluate applicable highway safety and right-of-way requirements, including clear zones, sight distance, setbacks, drainage, utilities, lighting effects on motorists, access, and maintenance access. Identify constraints affecting the proposed pole location and flag operation.
- Prepare required traffic control plans and coordinate lane closures, work-zone protection, equipment staging, crane operations, and access within highway right-of-way. Obtain the applicable approvals before implementing these activities.
- Assist the City in developing any required right-of-way use agreements addressing ownership, maintenance, access, and future relocation or removal. Agreements requiring City execution remain the City's responsibility.
- Obtain permits and approvals assigned to the team by the executed agreement before beginning the affected work. Do not release affected fabrication or construction until applicable City, TxDOT, and FAA requirements are resolved.
- Coordinate required City, TxDOT, and FAA inspections, construction notifications, and completion documentation. Maintain a permit and approval register identifying responsibilities, review status, conditions, and deadlines.

4. Fabrication and delivery

- Furnish the complete pole, anchors, connections, coatings, hardware, and specified accessories. Provide shop drawings and material certifications.
- Provide fabrication quality controls, weld inspections, nondestructive testing where required, and inspection records consistent with the approved specifications.
- Coordinate freight, delivery, unloading, storage, and protection of materials and equipment.

5. Foundation and site construction

- Perform excavation, foundation construction, anchor installation, required testing, electrical work, and related site improvements in accordance with the approved documents.
- Coordinate required testing and inspections. Verify foundation and concrete readiness before erection and document anchor placement and installation tolerances.
- Protect existing utilities and adjacent improvements; restore disturbed pavement, landscaping, drainage features, and other affected areas.

6. Erection and installation

- Provide erection procedures, cranes, rigging, temporary supports, access controls, and public protection measures appropriate for the site.
- Install the pole, flag equipment, lighting, and accessories in accordance with approved documents and manufacturer requirements. Verify alignment and connections and document required inspections.

7. Flag equipment and commissioning

- Provide the complete flag raising and lowering system and United States flags in the dimensions and quantities needed for a flagpole of approximately 325 to 350 feet.
- Test mechanical and electrical systems, lighting, and flag equipment; demonstrate proper operation and correct deficiencies before acceptance.
- Establish operating procedures, including wind and weather limits and procedures for lowering and securing the flag.

8. Training and closeout

- Train designated City personnel in operation, inspection, routine maintenance, and emergency procedures
- Provide record drawings, engineering documents, test and inspection reports, warranties, equipment information, and operation and maintenance manuals. Include City, FAA, and TxDOT permits, approvals, and required completion records.
- Provide a recommended inspection and maintenance schedule, anticipated recurring maintenance needs, and warranty contacts.
- Complete outstanding work, obtain final acceptance, and fulfill contractual warranty obligations.

Interested firms are cautioned to refer to other sections of this Request for Qualifications (RFQ) packet for further details

TECHNICAL EXPERTISE

The design-build team shall demonstrate the technical qualifications and resources to deliver the complete flagpole installation. The Statement of Qualifications should identify the team members responsible for each area and provide examples of their relevant experience:

- Structural and foundation engineering: Tall free-standing structures; wind loads with and without the flag; fatigue, vibration, connections, anchors, soil conditions, and foundations.
- Pole fabrication and erection: Manufacture and inspection of large steel structures, coatings, welding quality, transportation, heavy lifting, rigging, and erection near active roadways.
- Flag and electrical systems: Large-flag raising and lowering equipment, operational limits, illumination, electrical service, grounding, and lightning protection.
- TxDOT and FAA coordination: Highway right-of-way use, permitting, traffic control, agency submittals,

airspace review, and applicable obstruction marking and lighting.
- Quality and lifecycle management: Design reviews, construction testing and inspections, commissioning, maintenance access, staff training, and warranty support.

The Respondent 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), U.S. Army Corps. of Engineers (USACE), State Historic Preservation Officer (SHPO), Texas Department of Licensing and Regulations (TDLR), Texas Parks and Wildlife Department (TPWD), International Boundary and Water Commission (IBWC), etc.

All work related to the project(s) may require to be designed by a duly Licensed Professional (as applicable) 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)

9 TERM OF AGREEMENT

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

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

10 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:

1. Firm and team profile – 10 Points
Identify the contracting entity, lead designer, pole manufacturer, foundation contractor, erection specialist, and other key participants. Describe each party's responsibilities.

2. Key Personnel – 15 Points
Provide resumes, applicable Texas professional license information, relevant experience, availability, and an organizational chart.

3. Comparable Projects – 20 Points
Provide up to five relevant projects, identifying height, flag dimensions where applicable, scope, delivery method, completion date, owner reference, and the proposed team members who performed the work.

4. Technical qualifications – 25 Points
Describe experience with tall poles or comparable structures, specialized foundations, wind-induced vibration, fatigue, fabrication quality, erection, FAA coordination, and TxDOT right-of-way projects and permitting.

5. Project Approach – 15 Points
Explain the proposed management and coordination process, quality controls, site investigation approach, TxDOT coordination and traffic control, and management of design and construction interfaces. Describe approach without submitting project-specific designs.

6. Schedule and capacity – 10 Points
Describe anticipated sequencing, major lead-time considerations, current workload, and ability to meet the City's target schedule.

7. Safety and financial capacity – 5 Points
Provide relevant safety performance information and evidence of bonding and insurance capability in the form required by the solicitation.

Total Possible Points: 100

Important Consideration
The City reserves the right, at its sole discretion, to reject any or all responses when it is determined to be in the public interest to do so. The City reserves the right to negotiate scope and cost with the highest-ranked respondent. This Submission of Qualifications does not obligate the City to pay any costs incurred by any respondent in the submission of a qualification 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 Qualifications. Firms submitting interest statements should be ready to negotiate a contract within thirty (30) days after notifications of recommendation for award.

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

11 Evaluation and 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. During the RFQ process, firms may be required to attend interviews and 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.

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 ***may*** utilize the following **two-step process** below for selection of a design-build consultant:

Step 1 – Statement of Qualifications (or Submittals)

- The respondents statement of qualifications (SOQs) will be ranked on the criteria evaluation factors established in the RFQ.
- Based on the evaluation process, the selection committee **may** determine the number of Respondents to participate in Step 2 of the solicitation;

Step 2 – Presentation/Interview

- The interviews will be limited to **30 minutes in total**
- Respondents shall prepare a presentation of 15 minutes briefly based on the RFQ & Criteria Evaluation Factors. In addition, a fifteen (15) minute Question & Answer (Q&A) time.
- Following the presentation, the selection committee will lead a question and answer session designed to determine the most qualified respondent.
- The selection committee will rank the presentations to determine the most qualified respondent for the project.
- Scoring for presentation combined with Q & A to be determined by interview committee.

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.

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)

12 AWARD OF CONTRACT

The selection and award shall be based on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price. The firm(s) selected will be the firm(s) which, is the best qualified. The professional fees under the contract may not exceed any maximum established by law. The firm(s)/vendor(s) shall bear the burden of proof of compliance with the City of Laredo Engineering Department specifications. Local participation is encouraged and the City of Laredo reserves the right to reject any or all proposals received, award the project in phases, award one or more contracts based on specific tasks, to award a contract to the principal company submitting their statement of qualifications, or to a secondary firm named therein, and to award contract only upon availability of funding.

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). After selection, the contract will be negotiated for a fair and reasonable price. The 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 firm/team. If negotiations are unsuccessful with the second-highest ranked firm/team, the City will continue down the list until a contract is successfully negotiated. The City will notify the firms that were not selected.

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

13 TENTATIVE SCHEDULE FOR SELECTION PROCESS AND AWARD

1st Advertisement	November 1, 2026
2nd Advertisement	November 8, 2026
Pre-submittal Conference	November 10, 2026
Questions Deadline:	November 13, 2026
RFQ Due Date:	November 24, 2026
Anticipated City Council Selection:	January 2027

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)

14 INDEPENDENT AGENCY ESTIMATE

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

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

15 PROVIDER CERTIFICATION STATEMENT

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

- The 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 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.
- 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)

16 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, Architect or Contractor shall be paid pro-rata based on the percentage, or by task of work completed. For payment, the Engineer or Architect may be 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.

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

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

17 METHOD OF MONITORING CONSULTANT'S WORK

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

The City is responsible for the following:

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

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

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

18 PROJECT MANAGER REQUIREMENT

The prime provider's project manager, as proposed in the SOQ, may be 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.

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.

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)

19 JOINT VENTURE REQUIREMENTS

The City of Laredo allows joint ventures. Submittal of a joint venture proposal is at the discretion of the providers. A joint venture is considered the prime providers. All joint venture parties must be clearly identified.
A project manager must be identified on the Project Team Composition (PTC) form to represent the joint venture. The project manager must be an employee of one of the joint venture firms (the prime provider).
All joint venture parties will be required to sign the contract and take equal 100% responsibility for the contract. Refer to Prime Provider Certification Statements section for additional requirements.

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

20 **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: Lorena Lopez-Mata at llopez@ci.laredo.tx.us using the standard subject line: **Special Accommodations, RFQ FY27-ENG-04.**

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: Lorena Lopez-Mata at llopez@ci.laredo.tx.us using the standard subject line: Language Assistance Request, RFQ FY27-ENG-04.

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

21 **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)

22 **REQUIRED FORMS AND CONTENTS OF RFQ SUBMISSION**

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

CHECKLIST
Tab A - Company Information Questionnaire
Tab B - Conflict of Interest Disclosure
Tab C - Non-Collusive Affidavit
Tab D - Discretionary Contracts Disclosure
Tab E - Certificate of Interested Parties (Form 1295)
RFQ FY27-ENG-04 Response

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

23 **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)

24 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)

25 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)

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