



CITY OF LAREDO

Environmental Services Department

March 9, 2010

Request for Qualifications

Project: Development of protocols and procedures for an Energy Efficiency Revolving Loan Fund (RLF) as well as provide services for review of applications. (Funding Provided by ARRA fund through Energy Efficiency Conservation Block Grant - EECBG)

The City of Laredo will solicit and receive qualifications until 4:00 P.M., on Friday, April 2, 2010 from qualified Consultants interested in providing consulting services for the development of protocols and procedures for an energy efficiency revolving loan fund (RLF) for residential loans and for services for the review of applications for this RLF.

BACK GROUND:

The American Recovery and Reinvestment Act of 2009 appropriated \$3.2 billion for the Energy Efficiency and Conservation Block Grant (EECBG) Program. The Energy Efficiency and Conservation Block Grant program assists local and state governments to develop and implement a comprehensive energy efficiency strategy which emphasizes a bottom-up, community-based approach in helping the nation meet its energy and climate protection goals. Monies from this grant will fund the following project:

The City is looking for qualified firms to develop protocols and procedures for the City's residential energy efficiency revolving loan fund, which will establish procedures and protocols for the application process, application review process, denial process, as well as record keeping for auditing purposes. Additionally, the firm, after the development of the protocols and procedures, will provide services for reviewing loan applications and providing credit history services, which may include and may not be limited to: credit history searches and title searches. Based upon credit history firm will make recommendations to the City for approval or denial of applications.

Funding for this project is through the American Recovery & Reinvestment Act (ARRA) which has various stipulations that selected consultant must follow, which includes but is not limited to the following:

- Compliance with Davis-Bacon Act.

- Record keeping and reporting to City and or State/Federal government regarding any requirements under the ARRA.

The consultant(s) selected must have demonstrated prior experience in financial services specifically in lending. The scope of services for the project is expected to consist of, but not limited to, the following elements.

- Development of protocols and procedures for the RLF.
- Review of applications for approval and or denial, using protocols and procedures.
- Conduct financial background checks of applicants which may include but may not be limited to: credit history, property title search, and liens.
- Preparing written reports and documents ensure compliance with federal auditing requirements.
- Follow all ARRA requirements including but not limited to Davis Bacon.

Submission of Qualifications

Provide Seven (7) copies (including one unbound copy suitable for photocopying) of submittals and must contain the following information:

- 1 One page letter of interest that includes a synopsis and qualifications of the prime firm and sub-consultants, the project manager and primary contact, and the project principle representing the contractual authority of the firm.
- 2 Profile(s) of firm or team members including number of employees, location, and relevant experience working on similar projects within the last five (5) years. Describe the firm's or team members experience.
- 3 Resumes of the project manager, principal and staff identified as having a major role in the project.
- 4 Provide a brief description of all firms participating in this submittal and its ownership structure. Indicate percentage ownership by women and minorities.
- 5 A description of the proposed approach to the proposed project.
- 6 A detailed timeline for completing the project.
- 7 Provide estimated cost of services.
- 8 Disclose any material agreements, relationships, or employment your firm or team members has with any other financial firm, government agency or other person or entity that may create a conflict of interest or the appearance thereof.

SELECTION PROCESS AND CRITERIA

Process

The City Manager will assemble a review committee to evaluate all responses to this Request for Qualifications. From this review, the committee may select a consultant(s) solely on the basis of submittals, or may additionally identify a short list of individual or team candidates for possible interviews. The committee may contact any or all respondents to clarify submitted information. 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 more firms within thirty (30) days.

Selection Criteria

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

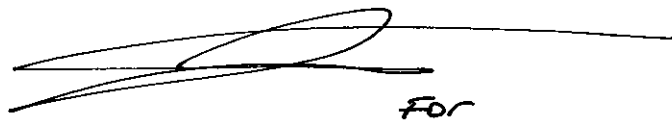
- 1 Demonstrated experience of the consultant team(s) or individuals in residential loans and financial services. (45 points)
- 2 Capacity of the team to provide the full range of services needed and to adequately respond to scope requirements. (45 points)
- 3 Firm is a minority or woman owned business (10 points).

Important Considerations

The City reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public best interest, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which the City deems necessary, 5) extract, combine, and delete elements of individual submittals and to negotiate jointly or separately with individual proposers with respect to any or all elements of the proposal.

This Request for 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 qualifications. The City, encourages local participation and may give preference to Laredo firms when all considerations with other firms are equal. Firms submitting interest statements should be ready to negotiate a professional services fee within five (15) days after notifications of recommendation for award. The City of Laredo reserves the right to reject any or all submittals received and to award contract only upon availability of funding.

Questions concerning the RFQ should be directed to Mr. John Porter, Assistant Director at 956-794-1650. Interested consultant firms should submit the qualifications consisting of the minimum number of typewritten pages sufficient to provide necessary information to:



for

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