

City of Laredo Purchasing

Bid Information

Bid Owner Margarita Bosquez Buyer II
Email mbosquez@ci.laredo.tx.us
Phone (956) 794-1735 x
Fax (956) 790-1805 x

Bid Number RFQ FY19-025 NCP Residential
Sound Insulation
Title Noise Compatibility Program -CD-
Real Estate -Residential Sound
Insulation Consulting
Bid Type RFQ
Issue Date 11/28/2018
Close Date 12/20/2018 05:00:00 PM (CT)

Contact Information

Address 1301 Farragut

Laredo, TX 78043
Contact Linda Teniente
Department CD- Real Estate Manager
Building
Floor/Room 2nd Floor
Telephone (956) 795-5706 x
Fax
Email lteniente@ci.laredo.tx.us

Ship to Information

Address 1110 Houston St
3rd floor
Laredo, TX 78043
Contact Jose A. Valdez, Jr.
Department City Secretary
Building City Hall
Floor/Room 3rd floor
Telephone (956) 791-7312 x
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

Supplier Notes

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

Signature _____

Date ____ / ____ / ____

Bid Notes

Bidders are strongly encouraged to submit their proposals electronically through use of Cit-E-Bid or in person - hand delivery. Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile bids will not be considered. All statements of qualification received will be opened and publicly acknowledged at 2:00 P.M. on Friday, December 21, 2018.

Bid Activities

Bid Messages

Bid Attachments

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

#	Filename	Description
Header	CIQ Form.pdf	Conflict of Interest Questionnaire
Header	Non-Collusive Affidavit Form.pdf	Non-Collusive Affidavit Form
Header	Form 1295- Certificate of Interested Parties.pdf	Form 1295

Bid Attachments Requested

The following attachments are requested with this opportunity

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Terms and Concitions for Request for Qualifications	<p>GENERAL TERMS AND CONDITIONS FOR STATEMENT OF QUALIFICATIONS</p> <p>1.GENERAL CONDITIONS</p> <p>Interested firms (Respondents) are required to submit statements upon the following expressed conditions:</p> <p>A.Respondents shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a Respondent to request additional compensation.</p> <p>B.Respondents shall make all investigations necessary to thoroughly inform themselves regarding the services being requested. No pleas of ignorance by the Respondent of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Respondent to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the Respondent.</p> <p>C.Respondents are advised that City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.</p> <p>2. PREPARATION OF SUBMITTALS</p> <p>Submittals shall be prepared in accordance with the following:</p> <p>A.All information required by the RFQ form shall be furnished. The Respondent shall print or type the business name and manually sign the schedule.</p> <p>B.Alternate Proposals will not be considered unless authorized by the invitation for proposals or any applicable addendum.</p> <p>3. DESCRIPTION OF SUPPLIES</p> <p>Not applicable for this request.</p> <p>4.SUBMISSION OF HAND DELIVERED STATEMENTS</p> <p>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.</p> <p>B.Unless otherwise noted on the Notice to Respondents cover sheet, all hand delivered statements of qualifications must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street, Laredo, Texas 78040.</p> <p>C.SOQ forms can be downloaded and printed through Cit-E-Bid. Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile bids will not be considered.</p>	(Required)

D. The City shall pay no costs or other amounts incurred by any entity in responding to this RFQ, or as a result of issuance of this RFQ.

5. REJECTION OF STATEMENT OF QUALIFICATIONS.

The City may reject an SOQ if:

A. Respondent misstates or conceals any material fact in the SOQ.

B. SOQ does not strictly conform to the law or the requirements of the SOQ.

C. Respondent is in arrears on existing contracts or taxes with the City of Laredo.

D. In the event that a Respondent is delinquent in the payment of City of Laredo taxes on the day the SOQ is opened, including state and local taxes, such fact may constitute grounds for rejection of the SOQ or cancellation of the contract. A Respondent is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes

E. No SOQ submitted herein shall be considered unless the Respondent warrants that, upon execution of a contract with the City of Laredo, Respondent will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Respondent will submit such reports as the City may therefore require assuring compliance with said practices.

F. The City may reject all SOQs or any part of an SOQ whenever it is deemed necessary.

6. WITHDRAWAL OF STATEMENT OF QUALIFICATIONS

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

7. LATE PROPOSALS OR MODIFICATIONS

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

8. CLARIFICATIONS OR OBJECTION TO STATEMENT OF QUALIFICATIONS

If any person contemplating submitting an SOQ for this contract is in doubt as to the true meaning of the specifications, or other SOQ documents or any part thereof, they may submit to the City Purchasing Agent on or before seven days prior to the scheduled opening date a request for clarification. All requests for information shall be made in writing, and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the RFQ, if made, will be made only by an addendum duly issued and advertised by the Purchasing Agent.

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

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

To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and

procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response to the protesting Respondent of the decision.

If the protesting Respondent is not satisfied with the decision of the City Purchasing Officer, such protesting Respondent may appeal to the City Manager of the City of Laredo. If the protesting Respondent cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager. protests must be duly submitted via Certified Mail to:
City of Laredo - Purchasing Agent
5512 Thomas Ave.
Laredo, Texas 78041.

9. RESPONDENT DISCOUNTS

Not applicable for this contract.

10. AWARD OF CONTRACT

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

11. PAYMENTS & INVOICING

All invoices to the City of Laredo have a 30-day term from receipt of completion of services. All invoices shall be mailed to the Accounts Payable Office, City Hall, P.O. Box 210, Laredo, Texas 78042. Electronic Funds Transfer (EFT) payments are also available; if electronic payments are preferred, an Electronic Funds Transfer (EFT) Authorization form needs to be completed and returned via e-mail to: jjolly@ci.laredo.tx.us . For more information, please contact Mr. Jorge Jolly, Accounts Payable Manger at (956) 791-7328.

12. CODE OF ETHICS ORDINANCE

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

13. PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD

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

14. NON-COLLUSIVE AFFIDAVIT

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

15. CERTIFICATE OF INTERESTED PARTIES (Form 1295)

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

16. DISCRETIONARY CONTRACTS DISCLOSURE

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

17. TITLE VI ASSURANCE

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

2 Disqualification & Debarment Certification

DISQUALIFICATION & DEBARMENT CERTIFICATION _____ (Required)

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

Additionally, in accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services

unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The signatory executing this contract on behalf of company verifies that the company does not boycott Israel and will not boycott Israel during the term of this contract.

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

3 Contract Requirements

1.CODE OF ETHICS ORDINANCE 2012-0-126

_____ (Required)

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

1.2PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD

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

1.3NON-COLLUSIVE AFFIDAVIT (Attached)

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

1.4CONTRACT DISCLOSURE FORMS (Attached)

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

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

1.5CONFLICT OF INTEREST FORMS (Attached)

Conflict of Interest Disclosure:

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may

be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature.

1.6 TEXAS ETHICS COMMISSION (Form 1295, Attached) Certificate of Interested Parties (Form 1295)
 Implementation of House Bill 1295: In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the state of Texas website, please use this link provided, <https://www.ethics.state.tx.us/tec/1295-Info.htm>.

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract.

- | | | | |
|---|---|---|------------------------|
| 4 | Questionnaire Description | "The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct". | (No Response Required) |
| 5 | Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid | _____ | (Required) |
| 6 | State how long under has the business been in its present business name | _____ | (Required) |
| 7 | If applicable, list all other names under which the Business identified above operated in the last five years | _____ | (Required) |
| 8 | State if the Company is a certified minority business enterprise | The below information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company. | (No Response Required) |
| 9 | Questions Part 1 | 1) Is any litigation pending against the Business?
2) Has the Business ever been declared "not responsive" | _____ (Required) |

for the purpose of any governmental agency contract award?

3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting?

4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract?

5) Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business at default?

10 Questions Part 2

1) Is the Business in arrears in any contract or debt? _____

(Required)

2) Has the Business been a defaulter, as a principal, surety, or otherwise?

3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or any other reason?

11 State if the Company is a certified minority business enterprise

Valid Responses: Historically Underutilized Business (HUB), Small Disadvantaged Business Enterprise (SCBC), Disadvantaged Business Enterprise (DBE), Other, This company is not a certified minority business

(Required)

12 Conflict of Interest Disclosure

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

(No Response Required)

Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members.

The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor.

The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from

http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include:

1. Mayor

2. Council Members

3. City Manager

4. Members of the Fire Fighters and Police Officers Civil Service Commission.

5. Members of the Planning and Zoning Commission.

6. Members of the Board of Adjustments

7. Members of the Building Standards Board

8. Parks & Leisure Advisory Committee Member,

9. Historic District Land Board Member,

10. Ethics Commission Board Member,

11. The Board of Commissioners of the Laredo Housing Authority

12. The Executive Director of the Laredo Housing Authority

13. Any other City of Laredo decision making board member
 If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731.

- | | | | |
|----|--|---|------------------------|
| 13 | Conflict of Interest Questionnaire Form CIQ | For vendor or other person doing business with local governmental entity.
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. | (No Response Required) |
| 14 | Conflict of Interest Questionnaire | If vendor acknowledges there is no conflict of interest, there are no further actions for the vendor to take. If vendor acknowledges a possible conflict of interest, vendor must download and fill out CIQ Form and submit it as part of their bid.
Valid Responses: I attest there is no conflict of interest, I acknowledge possible conflict of interest | _____ (Required) |
| 15 | Disclosure Form | For details on use of this form, see Section 4.01 of the City's Ethics Code. | (No Response Required) |
| 16 | This is a | Valid Responses: New Submission, Correction, Update to previous submission | _____ (Required) |
| 17 | Question 1. Name of person submitting this disclosure form | Please include First Name, Middle Initial, Last Name and Suffix (if applicable) | _____ (Required) |
| 18 | Question 2. Contract Information | Please include the following:
a) Contract or Project Name
b) Originating Department | _____ (Required) |
| 19 | Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract) | | _____ (Required) |
| 20 | Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3. | Valid Responses: Not Applicable, It applies to my business | _____ (Required) |
| 21 | Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3 | If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section. | _____ (Optional) |
| 22 | Question 5. List any individuals or entities that will be subcontractors on this contract | Valid Responses: Not Applicable, It applies to my business | _____ (Required) |
| 23 | Question 5. List any individuals or entities that will be subcontractors on this contract | If you selected Not Applicable on Question 5, please skip this section. If it applies to you, please list subcontractors in this section. | _____ (Optional) |
| 24 | Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract | Valid Responses: Not Applicable, It applies to my business | _____ (Required) |

- 25 Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract _____ (Optional)
 If selected Not Applicable on question 6, please skip this section. If it applies to you, please list attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.
- 26 Question 7. Disclosure of political contributions _____ (Required)
 List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than \$100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections.
 a)Any individual seeking contract with the city (Question 3)
 b)Any owner of officer of entity seeking contract with the city (Question 3)
 c)Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4)
 d)Any subcontractor or owner/office of subcontracting entity for the contract (Question 5)
 e)The spouse of any individual listed in response to (a) through (d) above
 f)Any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)
 Valid Responses: Not Applicable, It applies to my business
- 27 Question 7. Disclosure of political contributions _____ (Optional)
 If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.
- 28 Updates on contributions required _____ (No Response Required)
 Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contracts identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.
- 29 Question 8. Disclosure of Conflict of Interest _____ (Required)
 Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials?
 Valid Responses: I am aware of conflict of interest, I am not aware of any conflict of interest
- 30 8. Disclosure of Conflict of Interest _____ (Optional)
 If you selected I am aware of conflict of interest in question 8, please list them in this section.
- 31 Question 9. Updates Required _____ (Required)
 I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calendar days after the contract has been awarded.
- 32 Question 10. No Contract with City Officials or Staff during Contract Evaluation _____ (Required)
 I understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of that person or entity is prohibited from contracting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released.
 This no-contract provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required with city officials or employees, the contact shall take place in accordance with

procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration.

33 Question 11. Conflict of Interest Questionnaire (CIQ) Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary. _____ (Required)

34 Question 11. Oath Please complete in this section the required information for your company:
1) Name
2) Title
3) Company or DBA
4) Date _____ (Required)

35 Question 12. Oath I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete. _____ (Required)

36 Federal Requirements FEDERAL REQUIREMENTS _____ (Required)

These projects will be federally funded and are subject to Federal regulations, including but not limited to the following 2 CFR Part 200 provisions, as applicable:
A.Administrative, contractual, or legal remedies for violations or breach of contract terms
B.Contract Termination
C.Equal Employment Opportunity
D.Davis-Bacon Act
E.Contract Work Hours and Safety Standards Act
F.Rights to Inventions Made Under a Contract or Agreement
G.Clean Air Act
H.Energy Efficiency
I.Debarment and Suspension
J.Byrd Anti-Lobbying Amendment
K.Procurement of Recovered Materials
For full details on each of this provisions, please visit 2 CFR Part 200. 3 CLAUSE

All Section 3 covered contracts shall include the following clause (Part 135.38):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's

commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training

positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Line Items

#	Qty	UOM	Description	Response
1			<p>The City of Laredo is requesting statements of qualifications from engineering firms interested in providing professional consulting services to the Community Development Department, for the International Airport-Residential Sound Insulation Program. SCOPE OF SERVICES: The Consultant will provide overall project management and coordination of services and activities of all parties participating in the Residential Sound Insulation Program. Such services will include program designs, implementation, reports, meetings, and special/general conditions or instructions as acceptable to the City of Laredo. In addition, the Consultant will prepare a plan for performing singular or multi residential structures home pre- and post-modification analysis; developing insulation plans and specifications; conducting environmental analysis; and assisting with the contractor selection. Furthermore, the Consultant will perform construction management; conduct final inspections, and all necessary documentation etc. for all residential properties assigned by the City of Laredo. This project is partially funded by the Federal Aviation Administration. The scope of services includes, but is not limited to: 1. Firm name, address, telephone number, email and person(s) to contact regarding the qualification. 2. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services comparable to the proposed project. 3. List of in-state references, including the names, addresses, and telephone numbers of the persons closely associated with the firm's prior project performance. 4. Availability to commence services immediately after receipt of a NOTICE TO PROCEED from the City of Laredo, and capability to complete said services within the period specified after award of contract. 5. Familiarity with the geographic area of the project The following criteria will be used in evaluating all consultants submitting qualifications: 1. Recent experience, education and training and primarily familiarity with and/or recent experience conducting consultant studies related to implementation of the provisions of Title 14, Code of Federal Regulations, Federal Aviation regulation (FAR), Par 150-Airport Noise Compatibility Planning. 2. Texas Certified DBE Consultant and Subcontractors preferred. 3. Integrity and record of past performance. 4. Ability to meet project deadlines. 5. Capability of performing all or most of the services required for the immediate and future projects. 6. Recent experience in projects comparable to the proposed one. 7. Professional and caliber of key personnel. REQUIRED: Offertory must submit a brief proposal consisting of the minimum number of typewritten pages sufficient to address all evaluating criteria and include Discretionary Contract Disclosures, Conflict of Interest questionnaire and Form 1295(attached). Failure to the following requirement will result in ineligibility. AWARD OF CONTRACT: The selection and award shall be based on the basis of demonstrated competence and qualifications to perform the services. The firm selected will be the firm which, in the opinion of the City, is the best qualified. The vendor shall bear the burden of proof of compliance with the City of Laredo specifications. TERM OF CONTRACT: The contract award is for two phases (Phase 13 and Phase 14) of the FAA NCP Noise Abatement Sound Insulation Program with the option to extend for a (1) time two additional phases (Phase 15 and Phase 16), subject to funding availability and programming. Include 60 day notice by the City to the vendor of the intention to proceed with phase 15 & 16. Renewals shall be in writing and signed by the City's Purchasing Manager & City Manager or his designee, with further action by the Laredo City Council, subject to and contingent upon appropriation of funding therefore. All annual contracts shall bound by the terms of the bid documents. No email or faxed submittals will be accepted and under no circumstances will submittals received after the deadline be considered. The City of Laredo reserves the right to reject any and all submittals considered to be not in its own best interest and negotiate a contract with the party whose submittal is most advantageous to the City.</p>	<p>\$ _____ (Optional) Price</p>

Supplier Notes: _____