Date: June 19, 2020

REQUEST FOR SUBMISSION OF QUALIFICATIONS
FOR DESIGN OF A PROJECT RFQ FY20-ENG-006
City of Laredo Plaza Theater Renovation

PROJECT TITLE: City of Laredo Plaza Theater Renovation

The City of Laredo will solicit and receive statement of qualifications (SOQ’s) from qualified firms interested in providing professional architectural and engineering services for surveying, design, preparation of plans, specifications and estimates for renovation of the Plaza Theater located at 1018 Hidalgo St. The Consultant is cautioned to refer to other sections of this Request for Qualifications (RFQ) packet for further details.

PROJECT BACKGROUND:

The City of Laredo plans to restore the Plaza Theatre, a 1946 post-war era structure built in 1947 in Art Modern style, to its original glory, thus preserving a part of Laredo’s history. The Plaza Theatre which was built in 1946 and operated as a 1,586-seat theater consisting of two separate sitting areas: the bottom section (900-seats) and the balcony (490-seats). The Plaza theatre featured first-run American films and served as one of downtown’s major attractions.

The City of Laredo intends on restoring this historic symbol of downtown and creating economic development opportunities for persons of low income. Located in the heart of downtown, the Plaza Theater’s renovation is expected to generate activity that would further spur economic development in the Central Business District. The renovation process includes developing the property into a multipurpose performing arts center.

In 1999, the City of Laredo acquired the theater.

In 2001, a Feasibility Study was conducted regarding the rehabilitation and possible reuse of the Plaza Theater.

In 2004, an Asbestos Survey and subsequent Abatement were done.

Also, the walls separating the theater into three separate viewing areas were removed.

In 2004, repairs were done to restore the leaking roof of the theater.

In 2008, the City of Laredo, through an Economic Development Initiative (EDI) grant provided by the U.S. Department of Housing & Urban Development, renovated the Plaza Theater marquee and blade sign, and main entrance.
SCOPE OF SERVICES

TECHNICAL EXPERTISE:

The City of Laredo is looking for a qualified company for professional architectural, landscape architectural, engineering, including the following but not limited to historic preservation, interior design, accessibility design, and related consulting services to produce concept design development, construction documents, specifications, cost estimates, schedules, value engineering services, space planning, construction phase services for a facility that includes the modernization of this historically significant building and building systems upgrade for renovation of the Plaza Theater located at 1018 Hidalgo St. as a multi-purpose theater or performance theater that can be used for different events incorporating the Viva Laredo Comprehensive Plan. In addition, every effort will be made to avoid adversely affecting original materials and design in the building’s restoration or any preservation identified in the Feasibility Study.

The Consultant shall coordinate (as needed) with all public agencies, utility companies, attend stakeholder meetings, committee meetings and City Council meetings. Furthermore, the design shall comply with all City, State, and Federal Regulations including but not limited to the Texas Department of Transportation (TxDOT), Federal Emergency Management Agency (FEMA), American Association of State Highway and Transportation Officials (AASHTO), Texas Commission on Environmental Quality (TCEQ), State Historic Preservation Officer (SHPO), Texas Department of Licensing and Regulations (TDLR), etc.

PROPOSAL MINIMAL REQUIREMENTS:

Interested parties should submit proposals identifying their knowledge, experience, references, to include information relevant to this project Statement of Qualifications (SOQ). All proposals will be considered and evaluated based on established evaluating criteria. Any firm submitting a proposal should be ready to meet and answer questions related to the submittal information prior to final selection.

There will be a pre-response meeting scheduled for Thursday, July 2, 2020 at 2:00 P.M. (CT) via teleconference. The purpose of the teleconference meeting will be to respond to consultants’ questions about the project and the procurement process. Attendance at the meeting is not required, but encouraged. Please use the following information to call into the pre-response meeting:
JOIN WEBEX MEETING
https://cityoflaredo.webex.com/cityoflaredo/j.php?MTID=m3e6a35c61b3a571c89a223a62c7f0c23
Meeting number (access code): 146 442 7652
Meeting password: Plaza

JOIN BY PHONE
+1-408-418-9388 United States Toll
Tap here to call (mobile phones only, hosts not supported): tel:%2B1-408-418-9388,*01*1464427652%23%23*01*

Global call-in numbers:
https://cityoflaredo.webex.com/cityoflaredo/globalcallin.php?MTID=m7a7ea9a047ac265775dfb9c396b393ce

JOIN FROM A VIDEO SYSTEM OR APPLICATION
Dial sip:1464427652@cityoflaredo.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business
Dial sip:1464427652.cityoflaredo@lync.webex.com

Can't join the meeting?
https://collaborationhelp.cisco.com/article/WBX000029055

If you are a host, click here to view host information:
https://cityoflaredo.webex.com/cityoflaredo/j.php?MTID=mdae4dce717be7718d459a18b42950f6e

IMPORTANT NOTICE: Please note that this Webex service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

**STATEMENT OF QUALIFICATIONS**

The statement of qualifications shall include at minimum:

1. Firm name, address, phone number, and persons to contact regarding the statement of qualifications (SOQ’s). Include names of sub-consultants, addresses, and contact person.
2. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services comparable to the proposed project with dates of project, and information regarding cost over-runs on previous projects. Provide Chart A, attached.

3. A representative list of three (3) in-state references including the name, address and phone numbers of the persons closely associated with the firm's prior similar projects.

4. A representative list of minimum (2) similar projects. The list should include the project location, description, project construction cost, date of construction, services provided by the firm/key personnel for the project, and an owner contact name and phone number.

5. Availability to commence services immediately after successfully negotiating a contract.

6. Familiarity with the geographical area of the project.

7. Brief summary report of your approach and the factors you will consider in accomplishing the project.

8. Proposed schedule to complete project.

9. A recent copy of the company’s certificate of account status issued by the Texas Comptroller of Public Accounts. (including sub-consultants)

10. Conflict of Interest Questionnaire Appendix “B” and Form 1295 (must file online at www.ethics.state.tx.us/File).

CRITERIA TO BE USED IN EVALUATING (100 Total Points)

Company and Personnel Experience (50 points)
1. Describe your customer service philosophy and how this project will be managed to get the best value product for the City of Laredo.
2. Demonstration of the necessary experience, organization, and technical qualifications for the proposed work.
3. List key personnel that will be committed to this project, their resumes, describe their role and title, and availability for contract duration.
4. Propose how the consultant will manage the project to meet project expectations.
5. Propose the methods and timeline of communication your firm will use with the City’s project manager and other City of Laredo staff.

Project List with References Listed (20 points)
1. List minimum of two (2) similar projects that have been completed by proposed key personnel in the last ten (10) years.
2. List minimum two (2) completed representative projects of similar nature as required.
in the (SOQ). Also, include location, size, description, project construction cost, date of construction, services provided by the firm/key personnel for the project, and owner’s contact name and phone number. The City reserves the right to contact the references provided in your proposal as well as other references without prior notification to you.

Project Approach (20 points)

1. Explain your understanding of the project.
2. Identify approach for developing public stakeholder interest, input from the community and define how you plan to obtain and share information with City of Laredo staff. Describe specific project challenges you anticipate and how you propose to resolve these challenges.
3. Describe any project approaches or ideas that you would apply which you feel would enhance the quality of your services.
4. How will the project team manage quality control throughout the completion of the project?

Schedule (10 points)

1. Provide a specific timeline showing milestones and completion dates.

SELECTION PROCESS:

The evaluation of interests, qualifications, or submittals and the ranking/selection of a consultant shall be performed by subject matter experts, City staff selection team assigned by the City Manager or designated appointee.

Note: Solicitation shall prohibit respondents from contacting any member of the selection team about the procurement. These City of Laredo Employees will not respond to questions about this procurement once the process has started. Do not contact any member of the selection team about this procurement.

The City selection committee will evaluate all statements of qualifications (SOQ’s) based on the CRITERIA TO BE USED IN EVALUATING (100 Total Points) mentioned previously.

REQUIRED:
Interested consultant firms shall include Conflict of Interest Questionnaire Appendix “B” and Form 1295 (must file online at www.ethics.state.ts.us/File)
SOLICITATION SCHEDULE:
RFQ Issue Date: June 21, 2020
Advertisement Date(s): June 21, 2020
Advertisement Date(s): June 28, 2020
Pre-Response Meeting Date: July 2, 2020
Questions Due Date: July 6, 2020
Submittal Due Date: July 17, 2020
Anticipated Council Selection Date: July 27, 2020
Anticipated Contract Award: August 2020

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 of Laredo, is the best qualified. The consultant shall bear the burden of proof of compliance with the City of Laredo specifications.

TERM OF CONTRACT:
The City of Laredo may request to design and contract this project in phases subject to funding availability. Firms submitting interest statements should be ready to negotiate a professional services fee within ten (10) days after notifications of recommendation for award. A consultant performance evaluation will be performed on all professional service contracts. This evaluation will be conducted at the end of each Design phase. The Consultant will be evaluated on their ability to complete their scope of work within the proposed schedule.

Complete Request for Qualifications of the above mentioned project is available at the City of Laredo official website at www.cityoflaredo.com/bids-and-rfps.html or by calling the City of Laredo Engineering Department at (956) 791-7346.

Formal questions relating to the RFQ may be submitted by email to rchavez@ci.laredo.tx.us with subject title: RFQ FY20-ENG-006 no later than 4:00 P.M. (CT), Monday, July 6, 2020. Questions received after this date may not be responded prior to the required submittal deadline.

No email or fax submittals will be accepted and under no circumstances submittals be received after the due date.

Due to current COVID-19 crisis* Respondents are strongly encouraged to submit their proposals electronically through the use of Cit-E-Bid and you must register as a supplier/consultant prior to submitting. Mailed responses (i.e. USPS, FedEx, UPS), telegraphic or facsimile submittals will not be considered.
Consultant firms should submit one (1) Original (mark “Original), and one (1) “Jump/Pin Drive” copies must be in either Microsoft Office or Adobe Portable Document Format (PDF) of the complete Statement of Qualifications to the individual and location herein by the date and time specified.

The Front Desk Receptionist located on the first floor of City Hall will call a representative from the Engineering Department to come downstairs and receive the package. Please be mindful that it will take some extra time for the Engineering Department representative to come to the 1st Floor once you arrive. It is the Respondent’s responsibility to allow for this extra time.

OR

Submit electronically and you must register as a supplier/consultant prior to submitting Cit-E-bid (click on the link below)
https://cityoflaredo.ionwave.net/Login.aspx and click on current bids.

For questions to registering 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 either Microsoft Office or Adobe Portable Document Format (PDF) of the complete Statement of Qualifications

Please contact Purchasing Department or Engineering Department for any questions regarding electronic submittals

**Purchasing Department**
5512 Thomas Ave.
Laredo, Texas 78040
(956) 790-1800

**Engineering Department**
110 Houston St.
Laredo, Texas 78040
(956) 791-7346

ALL SUBMITTALS ARE DUE ON: Friday July 17, 2020, at 4:00 P.M. (CT). If interested please submit your Statement of Qualifications, meeting the requirements defined in the RFQ to:

**City Engineering Department**
Ramon E. Chavez, P.E., City Engineer (City Hall)
1110 Houston Street
Laredo, Texas 78040
(956) 791-7346

Plans/Reports by recipient of award are to be signed and sealed by a registered professional engineer and/or licensed architect to practice in the State of Texas.
Local participation is encouraged, and the City of Laredo reserves the right to reject any or all proposals received, 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.

Sincerely,

Ramon E. Chavez
Ramon E. Chavez, P.E.
City Engineer

Laredo Morning Times
Publication Dates:

Sunday, June 21, 2020
Sunday, June 28, 2020
CHART "A"

PREVIOUS SIMILAR PROJECTS

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<th>FINAL COST</th>
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CONFLICT OF INTEREST QUESTIONNAIRE (CIQ) FORM

For consulting forms 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.

Conflict of Interest Questionnaire

If the company acknowledges there is no conflict of interest, there are no further actions for the company to take. If consultant acknowledges a possible conflict of interest, consultant must fill out CIQ Form and submit it as part of their statement of qualifications.

☐ I attest there is no conflict of interest ☐ I acknowledge possible conflict of interest

(Required: Check only one after reading the Conflict of Interest Questionnaire)

Disclosure Form

For details on use of this form, see Section 4.01 of the City’s Ethics Code.

This is a

☐ New Submission  ☐ Correction  ☐ Update to previous submission

(Required: Check only one)

Question 1. Name of person submitting this disclosure form. Please include First Name, Middle Initial, Last Name and Suffix (if applicable)

Question 2. Contract Information

Please include the following:

a) Contract or Project Name: ____________________________________________
b) Originating Department: ____________________________________________
Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Question 4. List any business entity(ies) that is a partner, subsidiary business entity(ies), officer, agent or family member thereof has a financial or interest in the firm competing for the work.

☐ Not Applicable  ☐ It applies to my business
(Required: Check only one)

If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, subsidiary business entity(ies), officer, agent or family member in this section.

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Question 5. List any individuals or entities that will be subcontractors on this contract.

☐ Not Applicable  ☐ It applies to my business
(Required: Check only one)

If you selected Not Applicable on Question 5, skip this section. If it applies to you, please list subcontractors in this section.

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.

☐ Not Applicable  ☐ It applies to my business
(Required: Check only one)

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.

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Question 7. Disclosure of political contributions
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)

☐ Not Applicable  ☐ It applies to my business

(Required: Check only one)

If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Updates on contributions 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.

**Question 8. Disclosure of Conflict of Interest**
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?

☐ I am aware of conflict of interest  ☐ I am not aware of conflict of interest.

(Required: Check only one)

If you selected I am aware of conflict of interest in question 8, please list them in this section.

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

**Question 9. Updates 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.

☐ I have read and understand this section

**Question 10. No Contact with City Officials or Staff during Contract Evaluation**

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 contacting 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-contact 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.

☐ I have read and understand this section

**Question 11. Conflict of Interest Questionnaire (CIQ)**

Chapter 176 of the Local Government Code requires consultants, contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary.

☐ I have acknowledged that I have been advised

**Oath**

Please complete in this section the required information for your company:

1) Name: ________________________________________________________
2) Title: _________________________________________________________
3) Company or DBA: ______________________________________________
4) Date: _________________________________________________________

**Question 12. Oath**

I swear or affirm that the statements contained in this Conflict of Interest Questionnaire (CIQ), including any attachments, to the best of my knowledge and belief are true, correct, and complete.

☐ I swear or affirm information is correct