REQUEST FOR SUBMISSION OF QUALIFICATIONS
FOR DESIGN OF A PROJECT RFQ FY20-ENG-001
City of Laredo Sports Complex Venue

PROJECT TITLE: City of Laredo Sports Complex Venue

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, and preparation of plans and specifications in developing a Sports Complex Venue. The City does not currently have such a venue and thus shall be the first endeavor in developing such a facility. The Consultant is cautioned to refer to other sections of this Request for Qualifications (RFQ) packet for further details.

PROJECT BACKGROUND:

City of Laredo Proposition A was approved by the voters through a special election on November 6, 2018 authorizing the City of Laredo to partially relocate a sports complex venue project previously approved by the voters on November 4, 2014 that originally was expected to be located in its entirety on the campus of Texas A&M International University, and to now finance an additional sports complex venue project to be located within the corporate limits of the City of Laredo and the related infrastructure and the maintenance and operation thereof, and authorizing the use of the existing venue sales and use tax levied at the rate of one-fourth of one percent (as approved by the voters on August 12, 2000 and re-approved by the voters on November 4, 2008, and November 4, 2014, not being a new tax) for the purpose of financing the sports complex venue project. Also, the City accepted the donation of a One hundred twenty-five (125.00) acre tract of land from Cuatro Vientos South, Ltd. on February 3, 2020 for the purpose of developing a sports complex. Last, the City Council approved by motion directing staff to initiate the solicitation process of Request for Qualifications (RFQ) for this project on November 4, 2019 to include Sports Tourism not just from the traditional baseball angle but include volleyball, soccer, mountain biking and as economic development.

SCOPE OF SERVICES

TECHNICAL EXPERTISE:

The City is looking for a qualified company to provide architectural and engineering, design plans, specifications and estimates for a One hundred twenty-five (125.00) acre sports complex venue, including but not limited to feasibility study (if required), master planning and preliminary cost estimates (In Phases), surveying (including alignment, boundary, topographic, etc.), preparation of Architectural design for buildings, recreational areas, and athletic fields.
designed to meet National Federation Association (NFA) regulations, preparation of Engineering construction plans, specifications and estimates including a drainage master plan, water transmission and distribution system, wastewater collection system, traffic impact analysis, environmental studies and permitting (if necessary), green space preservation, hike and bike trails, sidewalks, bus bays, splash pads, restrooms/showers, concession buildings, playgrounds, shaded structures, pedestrian connectivity, other related amenities as necessary, etc. construction cost estimates, bid documents, monitoring of the construction until completion and incorporating the current Viva Laredo Comprehensive Plan.

The Consultant shall coordinate with all public agencies, utility companies, attend stakeholder meetings and City Council meetings. Furthermore, the design shall comply with all City, State, and Federal Regulations including but not limited to the World Waterpark Association, International Building Code (IBC), International Fire Code (IFC), 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), Texas Department of Licensing and Regulations (TDLR), etc.

PROPOSAL MINIMAL REQUIREMENTS:

Interested parties should submit proposals identifying their knowledge, experience, references, and schematic layout 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.

Should you have any questions concerning the information included in this RFQ, please attend a pre-response meeting on Thursday, April 2, 2020 at 10:00 A.M. to be held at 1110 Houston Street, 2nd Floor, Laredo, Texas 78040, City Engineering Department. The purpose of the meeting will be to respond to consultants’ questions about the project and the procurement process. Attendance at the meeting is not required, but encouraged.

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. (10 points)

2. Demonstration of the necessary experience, organization, and technical qualifications for the proposed work. (10 points)

3. List key personnel that will be committed to this project, their resumes, describe their role and title, and availability for contract duration. (10 points)

4. Propose how the consultant will manage the project to meet project expectations. (10 points)

5. Propose the methods and timeline of communication your firm will use with the City’s project manager and other City of Laredo staff. (10 points)

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. (10 points)

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. (10 points)

Project Approach (20 points)

1. Explain your understanding of the project. (4 points)
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. (4 points)
3. Describe specific project challenges you anticipate and how you propose to resolve these challenges. (4 points)
4. Describe any project approaches or ideas that you would apply which you feel would enhance the quality of your services. (4 points)
5. How will the project team manage quality control throughout the completion of the project? (4 points)

Schedule (10 points)

1. Provide a specific timeline showing milestones and completion dates. (10 points)

SELECTION PROCESS:

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

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

The City selection team may utilize the following two-step process below for selection of a design consultant:

Step 1 – Statement of Qualifications (or Submittals).

- The respondents statement of qualifications (SOQs) will be ranked on the selection criteria and relative ranks established in the RFQ.
- Based on the evaluation process, the selection committee may qualify a maximum of three (3) Respondents to participate in Step 2 of the solicitation;
Step 2 – Presentation/Interview
• The interviews will be limited to 40 minutes in total.
• Respondents shall prepare a presentation of 25 minutes briefly based upon questions that will be provided to the selected firms in advance. 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.

REQUIRED:
Interested consultant firms shall include Conflict of Interest Questionnaire Appendix “B” and Form 1295 (must file online at www.ethics.state.tx.us/File)

SOLICITATION SCHEDULE:
RFQ Issue Date: March 8, 2020
Advertisement Date(s): March 8, 2020
Advertisement Date(s): March 15, 2020
Advertisement Date(s): March 22, 2020
Pre-Response Meeting Date: April 2, 2020
Questions Due Date: April 3, 2020
Submittal Due Date: April 24, 2020
Anticipated Council Selection Date: June 2020
Anticipated Contract Award: July 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-001 no later than 4:00 P.M. (CT), Friday, April 3, 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.

Consultant firms should submit one (1) Original (mark “Original), six (6) reproduced hard copies (marked “Copy”), and one (1) CD-ROM or “Jump Drive” copy of the complete Statement of Qualifications to the individual and location herein by the date and time specified.
All CD-ROM or "Jump Drive" copies must be in either Microsoft Office Software or Adobe Portable Document Format (PDF). The CD-ROM/Jump Drive should not be password protected.

ALL SUBMITTALS ARE DUE ON: Friday April 24, 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  
1110 Houston Street; 2nd Floor  
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, P.E.  
City Engineer

Laredo Morning Times  
Publication Dates:

Sunday, March 8, 2020  
Sunday, March 15, 2020  
Sunday, March 22, 2020
**CHART "A"**

**PREVIOUS SIMILAR PROJECTS**

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<th>PROJECT</th>
<th>OWNER ADDRESS TELEPHONE NO</th>
<th>PROJECT BUDGET</th>
<th>FINAL COST</th>
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APPENDIX “B”

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