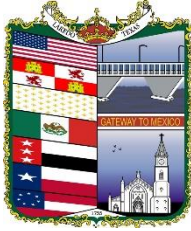


CITY OF LAREDO
PURCHASING DIVISION



***CITY OF LAREDO
FINANCE DEPARTMENT
PURCHASING DIVISION
REQUEST FOR QUALIFICATIONS***

**FEASIBILITY STUDY FOR COMMUNITY WATER & ENERGY RESOURCE CENTER
UTILITIES DEPARTMENT**

Public Notice

The City of Laredo subject to the Terms and Conditions of this Request for Qualifications to engage in and contract services from a qualified Consulting Services Firm for a feasibility study for the development of a Community Water and Energy Resource Center (CWERC) in Laredo, Texas. The CWERC is an innovative, neighborhood-scale wastewater treatment facility designed to transform locally generated waste into renewable energy, reclaimed water, and compost for the Utilities Department.

Copies of the specifications may be obtained from the Finance Department – Purchasing Division, 5512 Thomas Ave., Laredo, Texas 78041 or by downloading from our website: www.cityoflaredo.com or through Cit-E-Bid: <https://cityoflaredo.ionwave.net/Login.aspx>

Statement of Qualifications will be received at the City Secretary Office, 1110 Houston St., 3rd. floor, Laredo, Texas 78040 until **5:00 P.M on April 17, 2025 and all proposals received will be opened and publicly acknowledged at 10:00 AM at the Office of the City Secretary on April 18, 2025.**

Statement of Qualifications are to be submitted in a sealed envelope clearly marked:

**Request for Qualifications: Feasibility Study for Community Water & Energy Resource Center –
Utilities Department
FY25-054**

Statement of Qualifications can be downloaded and submitted through Cit-E-Bid:

<https://cityoflaredo.ionwave.net/Login.aspx>

Hand Delivered:

**City of Laredo – City Secretary
C/O Mario I. Maldonado Jr.
City Hall – Third Floor
1110 Houston Street
Laredo, Texas 78040**

The City of Laredo reserves the right to reject any and all proposals, and to waive any minor irregularities.

*****If the bidder submits both an electronic proposal and a properly completed manual proposal, the Purchasing Division will use the electronic proposal. If the bidder submits an electronic proposal and a manual proposal that is not complete, the Purchasing Division will use the electronic proposal.*****

Proposals forms can be downloaded and printed through Cit-E-Bid. *****Mailed Proposals (i.e. USPS, FedEx, UPS), telegraphic, or facsimile proposals will not be considered.*****

**CITY OF LAREDO
PURCHASING DIVISION**



**City of Laredo
Purchasing Division**

Notice to Bidders

Notice is hereby given that the City of Laredo is now accepting sealed proposals, subject to the Terms and Conditions of this Request for Qualifications to engage in and contract services from a qualified Consulting Services Firm for a feasibility study for the development of a Community Water and Energy Resource Center (CWERC) in Laredo, Texas. The CWERC is an innovative, neighborhood-scale wastewater treatment facility designed to transform locally generated waste into renewable energy, reclaimed water, and compost for the Utilities Department. Copies of the specifications may be obtained from the Finance Department – Purchasing Division, 5512 Thomas Ave., Laredo, Texas 78041 or by downloading from our website: www.ci.laredo.tx.us or through <https://cityoflaredo.ionwave.net/Login.aspx> Proposals will be received at the City Secretary Office, 1110 Houston St., 3rd. floor, Laredo, Texas 78040 **until 5:00 P.M on April 17, 2025 and all proposals received will be opened and publicly acknowledged at 10:00 AM at the Office of the City Secretary on April 18, 2025.**

Hand delivered statement of qualifications are to be submitted in a sealed envelope clearly marked:

**RFQ: Feasibility Study for Community Water & Energy Resource Center – Utilities Department
FY25-054**

**Statement of Qualifications can be downloaded and
submitted through Cit-E-Bid:**

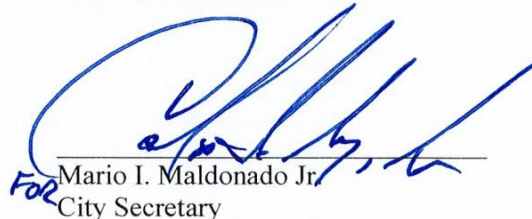
<https://cityoflaredo.ionwave.net/Login.aspx>

Hand Delivered:

City of Laredo – City Secretary
C/O Mario I. Maldonado Jr.
City Hall – Third Floor
1110 Houston Street
Laredo, Texas 78040

The City of Laredo reserves the right to reject any and all statement of qualifications, and to waive any minor irregularities.

WITNESS MY HAND AND SEAL, ON THIS 26th DAY OF MARCH, 2025.


For Mario I. Maldonado Jr.
City Secretary

**REC'D CITY SEC OFF
MAR 26 '25 AM 9:19**

**CITY OF LAREDO
PURCHASING DIVISION**

GENERAL TERMS AND CONDITIONS FOR STATEMENT OF QUALIFICATIONS

- 1.0 GENERAL CONDITIONS.** Interested firms (Respondents) are required to submit statements upon the following expressed conditions:
- A. Respondents shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a Respondent to request additional compensation.
 - B. Respondents shall make all investigations necessary to thoroughly inform themselves regarding the services being requested. No pleas of ignorance by the Respondent of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Respondent to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the Respondent.
 - C. Respondents 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.
- 2.0 PREPARATION OF SUBMITTALS.** Submittals shall be prepared in accordance with the following:
- A. For hand delivered submittals only, all information required by the RFQ form shall be furnished. The Respondent shall print or type the business name and manually sign the schedule. For Electronic submittals, this information shall be submitted electronically on Cit-E-Bid system. If vendor submits both manual and electronic bids, the electronic bid will replace the manual bid and shall be considered the only valid bid.
 - B. Alternate Proposals will not be considered unless authorized by the invitation for proposals or any applicable addendum.
- 3.0 DESCRIPTION OF SUPPLIES.** Not applicable for this request.
- 4.0 SUBMISSION OF HAND DELIVERED STATEMENTS**
- 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.
 - 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.
 - C. SOQ forms can be downloaded and printed through Cit-E-Bid. **Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, emails or facsimile bids will not be considered.**
 - 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.
- 5.0 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.
- 6.0 WITHDRAWAL OF STATEMENT OF QUALIFICATIONS** SOQs may not be withdrawn after they have been publicly opened, unless approved by the City Council.

**CITY OF LAREDO
PURCHASING DIVISION**

7.0 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.

8.0 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. All requests for information shall be made in writing through email or Question & Response section on Cit-E-Bid system no later than seven (7) days prior to the scheduled date for opening to:

CITY OF LAREDO PURCHASING AGENT

5512 Thomas Avenue Laredo,

TX 78041

Any vendor submitting questions shall make reference to a specific RFQ number, section, page and item of this solicitation. Questions untimely submitted may not elicit a response. It is the bidder's responsibility to follow up and make certain that the request was received. In case there are changes, additions, and/or edits to the original scope, an addendum will be issued by the Purchasing Agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other interpretations of the SOQ during the RFQ process, bidder, or any persons acting on their behalf, shall not contact any City official or employee staff except those specifically designated in this or another subsequent solicitation document. The following sequence of activities must take place in filing a protest: To be performed by protesting Respondent: Within ten (10) calendar days prior to the time that the City Council considers the recommendation of the City's 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. All protests must be duly submitted via Certified Mail to:

City of Laredo –

Purchasing Agent

5512 Thomas Ave. Laredo, Texas 78041.

9.0 RESPONDENT DISCOUNTS Not applicable for this contract.

10.0 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. A duly authorize purchase order number shall reference item/services description, item number, quantity and price. Invoices shall reference the assign purchase order number to avoid any duplication (2 CFR 200.318 (d)). Contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s).

11.0 ENTIRE AGREEMENT

(a) All covenants, conditions and agreements contained in the solicitation, are hereby made part of the Agreement to the same extent and with the force as is fully set forth herein. If and to the extent of this Agreement and the terms of this solicitation and supplier response conflict Terms & Conditions of this solicitation shall control.

12.0 PAYMENTS & INVOICING All invoices to the City of Laredo have a 30-day term from receipt of completion of services. All invoices must show the purchase order number and invoices shall be legible. 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 Manager at (956) 791-7328.

**CITY OF LAREDO
PURCHASING DIVISION**

13.0 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 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.

14.0 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.

15.0 In accordance to State of Texas, the City of Laredo follows State practices when awarding any and all competitive solicitations:

TEXAS ENGINEERING AND LAND SURVEYING PRACTICE ACTS AND RULES CONCERNING PRACTICE AND LICENSURE OCCUPATIONS CODE

TITLE 6. REGULATION OF ENGINEERING, ARCHITECTURE, LAND SURVEYING, AND RELATED PRACTICES SUBTITLE A. REGULATION OF ENGINEERING AND RELATED PRACTICES CHAPTER 1001. TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS CHAPTER 137: COMPLIANCE AND PROFESSIONALISM SUBCHAPTER C: PROFESSIONAL CONDUCT AND ETHICS

§137.53 ENGINEER STANDARDS OF COMPLIANCE WITH PROFESSIONAL SERVICES PROCUREMENT ACT

(a) A licensed engineer shall not submit or request, orally or in writing, a competitive bid to perform professional engineering services for a governmental entity unless specifically authorized by state law and shall report to the board any requests from governmental entities and/or their representatives that request a bid or cost and/or pricing information or any other information from which pricing or cost can be derived prior to selection based on demonstrated competence and qualifications to perform the services.

(b) For the purposes of this section, competitive bidding to perform engineering services includes, but is not limited to, the submission of any monetary cost information in the initial step of selecting qualified engineers. Cost information or other information from which cost can be derived must not be submitted until the second step of negotiating a contract at a fair and reasonable cost.

(c) This section does not prohibit competitive bidding in the private sector. Source Note: The provisions of this §137.53 adopted to be effective May 20, 2004, 29 TexReg 4878; amended to be effective June 4, 2007, 32 TexReg 2996.

**Request for Qualifications
Feasibility Study for Community Water & Energy Resource Center
Utilities Department**

16.0 Scope of Work

The City of Laredo subject to the Terms and Conditions of this Request for Qualifications to engage in and contract services from a qualified Consulting Services Firm for a feasibility study for the development of a Community Water and Energy Resource Center (CWERC) in Laredo, Texas. The CWERC is an innovative, neighborhood-scale wastewater treatment facility designed to transform locally generated waste into renewable energy, reclaimed water, and compost for the Utilities Department.

Copies of the proposal specifications may be obtained from the Finance Department – Purchasing Division, 5512 Thomas Ave., Laredo, Texas 78041 or by downloading from our website: www.cityoflaredo.com or through Cit-E-Bid: <https://cityoflaredo.ionwave.net/Login.aspx>

17.0 Proposal Contacts

17.1 All questions for this request for qualifications shall be submitted through Cit-E-Bid by April 4, 2025 before 2:00 P.M..

17.2 For additional questions regarding these specifications please contact:

Contact	Phone#	Email
Sheila G. Serna	(956) 795-2020	sgserna@ci.laredo.tx.us

18.0 Introduction

This feasibility study will assess three (3) major components: the technical, economic, and environmental viability of the CWERC project. The overall goal of this project is to reduce wastewater treatment costs, generating revenue from by-products, and improve water affordability for low-income households in Laredo.

18.1 We invite experienced firms with expertise in wastewater treatment, renewable energy systems, and economic analysis, to submit proposals for this study.

18.2 Funding Available: Funding is secured through the North American Development (NAD) Bank's Technical Assistance Program (TAP). Selected proposals will be funded for a timeline of up to 12 months. Start dates must be between April 30, 2025 and May 31, 2025

19.0 Project Overview

19.1 Project Name: Community Water and Energy Resource Center (CWERC)

Location: Laredo, Texas

Timeline: Study completion by December 2025.

Project Description: The CWERC is a decentralized wastewater treatment facility that maximizes resource recovery by integrating technologies such as:

19.1.1 Membrane bioreactors for wastewater treatment.

19.1.2 Thermal heat pumps for capturing and reusing thermal energy.

19.1.3 Anaerobic digesters for biogas production.

19.1.4 Combined heat and power (CHP) systems for renewable energy generation.

19.1.5 Nutrient recovery and composting facilities for fertilizer production.

**CITY OF LAREDO
PURCHASING DIVISION**

- 19.2 The CWERC will treat wastewater to state reuse standards, reclaim water for non-potable uses, and generate renewable energy to offset operating costs. Byproducts such as biogas, compost, and reclaimed water will be sold to generate revenue.
- 19.3 The City of Laredo Utilities Department System (PWS 2400001) serves approximately 285,000 residents of Laredo, TX. It is made up of a 65 MGD and a 28 MGD water plants, which are supplied by surface water from the Rio Grande, eight (8) Ground Storage Tanks, eight (8) Elevated Storage Tanks, and approximately 990 miles of distribution piping.
- 19.4 Respondents are encouraged to review the *Laredo Resilience Project* (2024) report developed by the Harvard University Graduate School of Design. This report outlines Laredo's key water and climate resilience challenges and introduces the conceptual foundation for the CWERC. It includes relevant research, early modeling, and strategies that directly support the goals of this initiative. This report should be used as a foundational reference to align technical, environmental, and financial analyses with the CWERC. It serves as an important reference for understanding the broader goals of the project and the strategic context within which this feasibility study is being conducted. The report is available for download at: rgisc.org/the-laredo-resilience-project

20.0 Project Objectives

- 20.1 Reduce wastewater treatment costs for Laredo residents.
- 20.2 Reduce primary source water demand.
- 20.3 Increase potential for secondary water supply based on storage of reclaimed water.
- 20.4 Maximize resource recovery by transforming waste into renewable energy, reclaimed water, and valuable by-products.
- 20.5 Restore natural water systems by using reclaimed water to enhance groundwater and surface water hydrology.
- 20.6 Enhance climate resilience by reducing greenhouse gas emissions, mitigating flood risks, and improving drought resilience.
- 20.7 Assess the use of aquaponics on the CWERC site, using reclaimed water for growing cash crops and fish farming, recycling the water used.

21.0 Scope of Work and Required Deliverables

The selected firm or consultant will be responsible for conducting a comprehensive feasibility study, including the following tasks:

- 21.1 Engineering, Environmental, and Economic Analysis
 - 21.1.1 Conduct a preliminary evaluation of siting options based on proximity to existing wastewater interceptors, land availability, zoning, and infrastructure compatibility.
 - 21.1.2 Identify engineering constraints or opportunities related to hydrology, topography, floodplain location, and utility access.
 - 21.1.3 Assess spatial requirements for key technologies (e.g., membrane bioreactor, anaerobic digesters, CHP units, composting systems).
 - 21.1.4 Provide conceptual infrastructure layout(s) reflecting potential configurations and operational flows of the CWERC.

CITY OF LAREDO
PURCHASING DIVISION

21.1.5 Evaluate potential environmental impacts of CWERC implementation, including emissions (air, odor), discharge quality, and site sensitivity.

21.2 Economic Analysis:

21.2.1 Assess the economic value of the CWERC, including projected capital/operational expenses and income-generation potential.

21.2.2 Evaluate potential revenue streams, such as utility and energy sales.

21.2.3 Compare the costs and benefits of decentralized wastewater treatment versus traditional methods.

21.2.4 Conduct a financial feasibility analysis, including potential funding sources, revenue streams, and payback periods.

21.2.5 Account for loss of sale of water - our potable water will be used less. While this is not a bad thing, the financing model should reflect this.

21.2.6 Estimate the cost of hauling waste to the facility.

21.2.7 Identification of potential consumers in the surrounding area for reclaimed resources.

21.2.8 Estimate the cost of installing and maintaining a purple pipe reuse distribution system.

21.2.9 Cost estimating needs to be adjusted and reviewed from the initial study.

21.3 Regulatory and Permitting Assessment

21.3.1 Identify relevant local, state, and federal regulations affecting the project (e.g., TCEQ, EPA).

21.3.2 Outline the permitting process and timeline for the proposed development

21.4 Final Report and Recommendations

21.4.1 Provide a comprehensive report detailing the findings of the feasibility study.

21.4.2 Include recommendations for the most viable CWERC site(s) and a roadmap for implementation.

22.0 Certificate of Insurances

Submit a copy of a current Certificate of Insurance with evidence of *being able to add* the City as “additional insured”.

Insurance Requirements

Prior to the commencement of any work, under this agreement, Provider shall furnish a completed Certificate of Insurance to the Risk Management Division and City Secretary’s Office, which shall be completed and signed by an agent authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon and which shall furnish and contain all required information referenced or indicated thereon. The CITY shall have no duty to pay or perform under this contract until such completed and signed Certificate of Insurance shall have been delivered to Employee Health & Wellness Division and City Secretary’s Office, and no officer, employee or elected official shall have authority to waive this requirement.

The CITY reserves the right to review the insurance requirements of this section during the effective period of the agreement or any extension or renewal hereof and to modify insurance coverage and their limits when deemed necessary and prudent by the CITY’S Employee Health & Wellness Division based upon changes in

**CITY OF LAREDO
PURCHASING DIVISION**

statutory law, court decisions, or circumstances surrounding this agreement, but in no instance will the CITY allow modification whereupon the CITY may incur increased risk.

The financial integrity of Provider is of interest to the CITY, therefore, subject to the right of Provider right to maintain reasonable deductibles in such amounts as are approved by the CITY, Provider shall obtain and maintain in full force and effect for the entire duration of this agreement, and any extension hereof, at Provider's sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and rated A or better by A.M. Best Company and/or otherwise acceptable to the CITY, the following types and amounts:

TYPE	LIMIT
1. Workers' Compensation	Statutory
1a. Employers' Liability	\$500,000/\$500,000/\$500,000
2. Professional Liability Policy	\$1,000,000 occurrence or its equivalent
3. Comprehensive Auto Liability	\$1,000,000 Combined Single Limit injury and property
a. Owned/Leased Vehicles	
b. Non-owned vehicles damage	\$1,000,000 per occurrence of its equivalent
c. Hired vehicles	

The CITY shall be entitled, upon request and without expense, to receive copies of the policies and all endorsements thereto, as they apply to the limits required by the CITY, and may make reasonable request for deletion, revision, or modification or particular policy terms, conditions, limitations or exclusions except where policy provisions are established by law regulation binding upon either of the parties hereto or the underwriter of any such policies. Upon such request by the CITY, Provider shall exercise reasonable efforts to accomplish such changes in policy coverage, and shall pay the cost thereof.

Provider agrees that with respect to the above required insurance, all insurance contracts and Certificates of Insurance will contain the following required provisions:

Name the CITY and its officers, employees, agents, and elected representatives as additional insured as respects operations and activities of, or on behalf of, the names insured performed under contract with the CITY, with the exception of the workers' compensation and employers' liability policy.

Provide for an endorsement that the "other insurance" clause shall not apply to the City of Laredo where the CITY is an additional insured shown on the policy.

Workers' Compensation and employers' liability policy will provide a waiver of subrogation in favor of the CITY.

Provider shall notify the CITY in the event of any notices of cancellation, non-renewal or material change in coverage and shall give such notices not less than 30 days to change, which notice must be accompanied by replacement Certificate of Insurance

- 22.1 The vendor shall be available to commence services immediately after successfully negotiating a contract for services, and said services within the period specified after award of contract.

The request for qualifications is required to contain the following information and should not be more than one hundred pages (excluding cover, title sheets, dividers, etc.)

**CITY OF LAREDO
PURCHASING DIVISION**

23.0 Required Format and Contents of RFQ (Documentation Shall be Uploaded onto Cit-E-Bid)

For a proposal to be considered it must contain the following minimum information presented in the following format: (Font 11", Word or PDF).

23.1 Approach

Provide an approach for completing the Scope of Work for (Type of Services).

23.1.1 Present project review and quality assurance program.

23.1.2 Discuss any unique ideas/concerns relating to the project.

23.2 Project Organization

Lead firm (or firms in the case of joint ventures):

23.2.1 Names(s).

23.2.2 Address (es).

23.2.3 Telephone number(s).

23.2.4 Name of responsible corporate officer(s).

23.3 Sub consultants

23.3.1 Name(s).

23.3.1 Address (es).

23.3.2 Telephone number(s).

23.3.3 Name of responsible corporate officer(s).

23.4 Organization Chart

Brief description of responsibilities and summary resumes of key professional personnel emphasizing experience directly relating to responsibilities on this project, as well as any specialty certification which demonstrates special qualification related to this project.

23.4.1 Indicate which team members will participate in each area of the work.

24.0 Schedule

Statement of Qualifications will be received at the City Secretary Office, 1110 Houston St., 3rd. floor, Laredo, Texas 78040 until 5:00 P.M on April 17, 2025 and all proposals received will be opened and publicly acknowledged at 10:00 AM at the Office of the City Secretary on April 18, 2025.

25.0 Evaluation Criteria

The City will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFQ. The City may appoint a selection committee to perform the evaluation. Each proposal will be analyzed to determine overall responsiveness and qualifications under the RFQ. Criteria to be evaluated may include the items listed below.

The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria.

**CITY OF LAREDO
PURCHASING DIVISION**

The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected respondent is subject to the action of the City of Laredo City Council.

- 25.1 Negotiations may be conducted with the responsible Proposer who submits a proposal determined to be reasonably susceptible of being selected for award. All Proposers will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.

In determining the **best value** for the City of Laredo the following factors shall be considered in accordance with the corresponding weights, in evaluating the proposals:

Sections	Criteria	Max Points
I	Company Profile. (26.1)	20
II	Technical Approach. (26.2)	40
III	Experience & References. (26.3)	30
IV	Proposed Schedule. (26.5)	10
	Total	100

Rating of Definitions for Percentage Method

%	Rating	Definition
0%	Unsatisfactory	Does not satisfy criteria in specifications.
10%	Very Poor to Unsatisfactory	
20%	Very Poor	Meets elements of some criteria minimally.
30%	Poor to Very Poor	
40%	Poor	Meets some criteria at minimum acceptable level.
50%	Average to Poor	
60%	Average	Adequately meets most criteria.
70%	Good to Average	
80%	Good	Exceeds minimum criteria.
90%	Very Good	Provides benefits to the entity in addition to all required criteria.
100%	Excellent	Exceeds all required criteria and provides additional benefits in most areas.

Evaluation Form (Example)

Sections	Criteria	Max Points	% Meeting Criteria	Sample Points
I	Company Profile. (26.1)	20	50%	10
II	Technical Approach. (26.2)	40	60%	24
III	Experience & References. (26.3)	30	70%	21
IV	Proposed Schedule. (26.5)	10	90%	9
			Total Raw Score	64

**CITY OF LAREDO
PURCHASING DIVISION**

26.0 Required Documentation *Documentation shall uploaded onto Cit-E-Bid*****

Selection of the consultant(s) will be based on the following evaluation criteria:

26.1 Section I: Company Profile. (20 Points)

26.1.1 Overview of your firm, including relevant experience and qualifications.

26.1.2 Examples of similar projects completed, including client references.

26.1.3 Provide firm's name, address, website URL and telephone number. Include name, title and e-mail address of the individual who will serve as firm's primary contact. Include a brief description and history of your firm.

. *Documentation shall uploaded onto Cit-E-Bid*****

26.2 Section II: Technical Approach. (40 Points)

26.2.1 Detailed description of your proposed methodology for conducting the feasibility study.

26.2.2 Explanation of tools, technologies, and frameworks to be used.

*****Documentation shall uploaded onto Cit-E-Bid*****

26.3 Section III: Experience and References. (30 Points)

26.3.1 Proposals should include a list of 3 references for similar projects that your firm has completed.

26.3.2 At least 5 projects in the last 5 years involving the following:

26.3.2.1 Membrane bioreactors for wastewater treatment.

26.3.2.2 Thermal heat pumps for capturing and reusing thermal energy.

26.3.2.3 Anaerobic digesters for biogas production.

26.3.2.4 Combined heat and power (CHP) systems for renewable energy generation.

26.3.2.5 Nutrient recovery and composting facilities for fertilizer production

*****Documentation shall uploaded onto Cit-E-Bid*****

26.4 Section IV: Proposed Schedule (10 Points)

Proposals should include the proposed work schedule, timeline and deliverables resulting from the feasibility study. The contract is expected to begin between April 30 2025 and May 31, 2025 and should ideally be completed by December 31, 2025.

*****Documentation shall uploaded onto Cit-E-Bid*****

27.0 Term of Contract

The term of this contract shall not exceed a period of one (1) year beginning as of the date of its execution. It is expressly understood by the parties that contract is contingent upon the agreement and acceptance by the Laredo City Council. All annual contracts shall bound by the terms of this RFQ document.

28.0 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 professional fees under the contract may not exceed any maximum established by law. The vendor shall bear the burden of proof of compliance with the City of Laredo specifications.

CITY OF LAREDO
PURCHASING DIVISION

29.0 Bidder Information Questionnaire

Bidder Information/Business Questionnaire:
Please complete all information requested below and submit with your proposal package

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder, and that the contents of this proposal as to prices, terms or conditions of said proposal 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 proposal 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 ".

Name of Offeror (Business) _____

Signature _____ Date _____
of person authorized to sign proposal

Print Name _____
of person authorized to sign proposal

Title: _____

Business Address: _____

City, State, Zip Code: _____

Telephone Number: _____ Fax Number: _____

Contact Person Email Address: _____

Federal Tax ID Number: _____

Bidders Principal/Corporate Place of Business Address: _____

Indicated Status of Business:

Corporation _____ Partnership _____ Sole Proprietorship _____ Other: _____

If other state business status: _____

State how long under its present business name: _____

If applicable, list all other names under which the Business identified above operated in the last five years.

Will bidder/proposer provide a copy of its financial statements for the last two years, if requested by the City of Laredo? Yes / No

**CITY OF LAREDO
PURCHASING DIVISION**

Has the business, or any officer or partner thereof, failed to complete a contract? Yes / No.

Is any litigation pending against the Business? Yes / No.

Is offeror currently for sale or involved in any transaction to expand or to become acquired by another business entity? Yes / No.
If yes, offer need to explain the expected impact both in organizational and directional terms.

Has the Business ever been declared “not responsive” for the purpose of any governmental agency contract award? Yes / No.

Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from bidding, proposing, or contracting? Yes / No

Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? Yes / No.

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 in default? Yes / No

Is the Business in arrears in any contract or debt? Yes / No

Has the Business been a defaulter, as a principal, surety, or otherwise? Yes / No

Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or for any other reason? Yes / No.

State if company is a certified minority business enterprise:

Historically Underutilized Business (HUB): Yes No Disadvantaged Business Enterprise (DBE): Yes No

Small Disadvantaged Business Enterprise (SDBC) Yes No Other: Please specify _____

This company is not a certified minority business: ☐

The above minority 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

30.0 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.

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 the Purchasing Agent at 956-794-1731

**CITY OF LAREDO
PURCHASING DIVISION**

☐ HAVE READ THIS FORM AND ATTEST THAT THERE IS NO CONFLICT OF INTEREST THUS NO VIOLATION OF SECTION 176.006, LOCAL GOVERNMENT CODE EXISTS.

Name

Signature

Date

**CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity**

FORM CIQ

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.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, income, other than investment income, from the filer of the questionnaire? ☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

Signature of person doing business with the governmental entity

Date

CITY OF LAREDO
PURCHASING DIVISION

31.0

AFFIDAVIT

Project:

Form of Non-Collusive Affidavit

AFFIDAVIT

STATE OF TEXAS {}
COUNTY OF WEBB {}

Being first duly sworn, deposes and says:

That he/she is _____
(a Partner or officer of the firm of, etc.)

The party making the foregoing 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.

Signature of:

Bidder, if the Bidder is an individual
Partner, if the Bidder is a Partnership
Officer, if the Bidder is a Corporation

Subscribed and sworn before me this _____ day of _____ 20_____.

Notary Public

My commission expires:

32.0



City of Laredo Discretionary Contracts Disclosure

Please fill out this form online, print completed form and submit with proposal to originating department. All questions must be answered.

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

*This is a ___ New Submission or ___ Correction or ___ Update to previous submission.

*1. Name of person submitting this disclosure form.

First M.I. Last Suffix

*2. Contract Information.

a) Contract or Project name(s): _____

b) Originating Department(s): _____

*3 Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)

_____ Name (Print)	_____ Signature	_____ Name (Print)	_____ Signature
_____ Name (Print)	_____ Signature	_____ Name (Print)	_____ Signature
_____ Name (Print)	_____ Signature	_____ Name (Print)	_____ Signature
_____ Name (Print)	_____ Signature	_____ Name (Print)	_____ Signature

*4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3

☐ Not applicable. Contracting party(ies) does not have partner, parent, or subsidiary business entities.

☐ Name of partner, parent, or subsidiary business entity(ies): _____

**CITY OF LAREDO
PURCHASING DIVISION**

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

☐ Not applicable. No subcontractors will be retained for this contract.

☐ Subcontractors may be retained, but have not been selected at the time of this submission.

☐ List of subcontractors: _____

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

☐ Not applicable. No attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.

☐ List of attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract: _____

***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 or 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 retained 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. No campaign or officeholder contributions have been made in the preceding 24 months by these individuals.

☐ List of contributors: _____

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 contract identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

***8. Disclosure of conflict of interest**

**CITY OF LAREDO
PURCHASING DIVISION**

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 not aware of any conflict(s) of interest issues under Section 2.01 of the Ethics Code for members of City Council or a city board/commission.

☐ I am aware of the following conflict(s) of interest: _____

***Acknowledgements**

☐ **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.

☐ **No Contract with City Officials or Staff during Contract Evaluation**

I understand that a person or entity who seeks or applies for a 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 will 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.

***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 of the City Secretary.

☐ I acknowledge that I have been advised of the requirement to file a CIQ form under Chapter 176 of the Local Government Code.

***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.

Name (Print)

Signature

Title

Company or DBA

Date

Please fill this form out online, print and submit completed form with proposal to origination department. All questions must be answered. If necessary to mail, send to:

City of Laredo
P.O. Box 579
Laredo, TX 78042-0579

33.0 Tab F – Certificate of Interested Parties (Form 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>.

Implementation of House Bill 1295

33.1 Certificate of Interested Parties (Form 1295):

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

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

33.2 Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

Additional Information:

[HB 1295](#)

Certificate of Interested Parties ([Form 1295](#))

New Chapter 46, Ethics Commission Rules:

[46.1. Application](#)

[46.3. Definitions](#)

[46.5. Disclosure of Interested Parties Form](#)

**CITY OF LAREDO
PURCHASING DIVISION**

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

******* Does Not Need to be Notarized*******

**CITY OF LAREDO
PURCHASING DIVISION**

34.0 Vendors Instructions:

Statement of Qualifications will be received at the City Secretary Office, 1110 Houston St., 3rd. floor, Laredo, Texas 78040 until **5:00 P.M on April 17, 2025; and all proposals received will be opened and publicly acknowledged at 10:00 AM at the Office of the City Secretary on April 18, 2025.**

Hand delivered Statement of Qualifications are to be submitted in a sealed envelope clearly marked:

**RFQ: Feasibility Study for Community Water & Energy Resource Center – Utilities Department
FY25-054**

Statement of Qualifications can be downloaded and submitted through Cit-E-Bid:

<https://cityoflaredo.ionwave.net/Login.aspx>

or

Hand Delivered:

City of Laredo - City Secretary
C/O Jose A. Valdez Jr.
City Hall - Third Floor
1110 Houston Street
Laredo, Texas 78040