REQUEST FOR QUALIFICATIONS (RFQ)

RFQ NUMBER: 21-0725

RFQ MUST BE DELIVERED BY: Thursday September 30, 2021 at 3:00 p.m.

RFQ MUST BE MAILED TO: Laredo College
Ms. Maria I Royster, Purchasing Director
1 West End Washington Street
Laredo, Texas 78040

RFQ MAY BE HAND DELIVERED TO: Laredo College Campus
Purchasing Department Building P-49

RFQ WILL BE OPENED: Thursday September 30, 2021 at 3:15 p.m.
Purchasing Office (Building P-49) Conference Room

THE LAREDO COLLEGE DISTRICT’S BOARD of TRUSTEES ("COLLEGE DISTRICT"), invites your firm to submit proposals for:

ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES
REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES

LAREDO COLLEGE
RFQ No. 21-0725

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DISTRIBUTION DATE: Monday September 6, 2021.

PUBLIC NOTICE

LAREDO COLLEGE DISTRICT
RFQ NO. 21-0725

REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES

STATEMENTS OF PROPOSALS DUE ON:
Thursday September 30, 2021 at 3:00 PM, Central Daylight Time
The Board of Trustees for Laredo College District (District) is seeking a qualified Architect/Engineer Firm(s).

Interest firms must submit one (1) original and nine (9) copies of a Statement of Qualifications (SOQ). Qualifications materials must be enclosed in a sealed envelope (box or container) endorsed with “ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES” addressed to the LC Purchasing Director. The package must clearly identify the submittal deadline, the RFQ number, and the name and return address of the respondent and must be received by Laredo College District at the Purchasing Department Office no later than 3:00 p.m. (Central Daylight Time) on Thursday, September 30, 2021. Late statements will not be accepted. Each firm is responsible for insuring responses to this RFQ have been delivered by date, time and location specified.

All SOQs will be stamped, with time and date received, at the time of delivery to the Purchasing Department Office, Building P-49 located at the LC Fort McIntosh Campus, West End Washington Street, Laredo, Texas 78040. SOQ will be opened immediately after the deadline for submission at the Purchasing Department Office.

The services required for project included but not limited to development of facilities master plans, design specific construction projects with appropriate, quantifiable plans and specifications, construction administration, estimating services, scope development, planning, interior design, technical studies, feasibility studies, program site analysis, design reviews, building evaluation reports and other post-construction services.

The Request for Qualifications (RFQ) packet is available for pick-up at LC Building P-49 or online at www.laredo.edu. RFQ requests may be made by contacting maria.royster@laredo.edu Purchasing Director 956-721-5126. However, the District accepts no responsibility for undeliverable receipt of these information packets.

To request that a copy of the RFQ packet be mailed to your firm, submit your request on your company letterhead to:

Laredo College Purchasing Director
Laredo College
1 West End Washington Street
Building P-49 Purchasing Department
Laredo, Texas 78040

The District reserves the right to accept or reject any or all SOQs and to waive any formalities and/or irregularities. Questions shall be submitted to the LC Purchasing Department Office in writing, prior to Monday, September 20, 2021 at the foregoing email address.
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**ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES**

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SECTION 1

1.1 INTRODUCTION The Laredo College District – LC (herein after called District is accepting statements of qualifications for selection of an Architect/Engineer Firm in accordance with the terms, conditions, and requirement set forth in this Request for Qualifications.

1.2. SCOPE OF WORK: A synopsis of the services include, but will not be limited in providing architectural/engineering services for an initial period of two years, to be possibly renewed biannually, for a total period not to exceed six years. The services required include (but not limited to): development of facilities master plans, design specific construction projects with appropriate, quantifiable plans and specifications, construction administration, estimating services, scope development, planning, interior design, technical studies, feasibility studies, program site analysis, design reviews, building evaluation reports and other post-construction services.

1.3. QUALIFICATIONS BASED SELECTION PROCESS. This Request for Qualifications (RFQ) is the first step in a two-step process for selecting an Architect/Engineer for the Project as provided by Texas Government Code Section 2254.004 of the Texas Education Code. This RFQ provides the information necessary to prepare and submit Qualifications for consideration and initial ranking by District. Based on the initial ranking, the District may select up to three (3) of the top ranked respondents for interview.

1.3.1 It is understood that the District reserves the right to accept or reject any and/or all responses to this RFQ as it shall deem to be in the best interests. RFQ’s shall be received and acknowledged so as to avoid disclosure of the contents to competing Firms. All proposals shall be kept confidential during the negotiation/evaluation process. However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by Firm. All confidential information should be clearly marked in red.

1.3.2 Once RFQs are reviewed, an Evaluation Committee appointed by the District President will evaluate and rank the RFQ’s accordingly. Interviews will be conducted with the most qualified firm(s) and additional information may be required at that time. The District Board of Trustees will make the final selection and negotiations will begin with the firm determined to be most qualified. Firms should be available to be interviewed from October 25 to October 27, 2021.

1.3.3 In the second step of the process, the District will attempt to negotiate a fair and reasonable price for the services to be provided with the top ranked respondent. Negotiations will include selection of specific services in the best interests of the District. The selected firm must be prepared to enter negotiations with each service individually represented by costs and necessity.
to the overall projects. The District may elect to contract for any or all the proposed services after negotiations.

1.4 TENTATIVE SCHEDULE OF ACTIONS:

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1.5 CLARIFICATIONS AND INTERPRETATIONS: No interpretation to the meaning of the “Request for Qualification” or other documents will be given orally. Every request will be by email, addressed to the Purchasing Director, and must be received at least 10 days prior to the date fixed for the opening of the RFQs. Any and all such interpretations and supplemental instructions will be in the form of written addenda to the “Request for Qualification”, which if issued, will be mailed to all known prospective Firms no later than three days prior to the date fixed for the opening of the RFQs. Failure of any Firm to receive any such addenda or interpretations shall not receive such Firm from any obligation under the RFQ as submitted. All addenda so issued shall become part of the contract document.

1.6 SUBMISSION OF QUALIFICATIONS:

1.6.1 DEADLINE AND LOCATION: The District will receive Qualifications at the time and location described below.

**Thursday, September 30, 2021 3:00PM, CST**

LC Purchasing Director
Laredo College
1 West End Washington Street
Building P-49 Purchasing Department
Laredo, Texas 78040

1.6.2 NUMBER OF COPIES: Submit one (1) original and nine (9) identical copies of the Qualifications. An original signature must be included on the Compliance Certification of at least one (1) of the copies. Submittals properly received will become property of the District and will not be returned to Respondents.

1.6.3 ADDITIONAL INSTRUCTIONS: Qualifications materials must be enclosed in a sealed envelope (box or container) endorsed with “ARCHITECT / ENGINEER PROFESSIONAL SERVICES” addressed to the LC Purchasing Director. The package must clearly identify the submittal deadline, the RFQ number, and the name and return address of the respondent.
1.6.4 **LATE RFQ**: ALL RFQs delivered will be stamped with the time and date as proof that they were received before the request time and date. RFQs received after the request time and date will be considered late and returned unopened. If a return address is not provided, a late RFQ will be opened for identification and returned. The official time for this RFQ will be kept by the date/time stamper located in Building P-49 the LC campus (Purchasing Department).

1.6.5 **ALTERNATE/ FACSIMILE RFQs**: The District will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

1.6.6 **ALL OR NONE RFQs**: This is an all or none RFQ.

1.6.7 **MODIFICATION OR WITHDRAWAL BEFORE RFQ OPENING**: Modifications or withdrawals will be accepted only when the same is received on or before the fixed time scheduled for opening. Such request must be executed in writing or withdrawn in person by the Firm or his/her authorized representative, provided his/her identity is made known and he/she signs a receipt for the RFQ documents.

1.6.8 **MODIFICATION OR WITHDRAWAL BY SUCCESSFUL FIRM**: Modifications or withdrawal of an RFQ by the successful Firm will be accepted only if the change is to the best interest of the District, not prejudicial to other Firms and executed in writing.

1.7 **TYPE OF CONTRACT**: Any contract resulting from this solicitation will be in the form of the District’s Standard Architect/ Engineer Agreement Copy which is attached to this RFQ.

1.8 **TERM OF CONTRACT**: Unless otherwise noted, the preferred terms for which Qualification Statements are being requested are for two (2) years, to be possibly renewed biannually, for a total period not to exceed five (6) years.

1.9 **APPLICABILITY**: These conditions are applicable and form a part of the contract document and are part of the terms and conditions of each purchase order (standard purchase terms) and Notice of Award with a contract that must be signed by the awarded proposer in accordance with specified timelines. If proposer has their own contract they are to provide a copy of that contract for evaluation and determination by the District’s legal counsel. Any deviations to these general conditions and/or specifications shall be conspicuously noted in writing by the Proposer and shall be included with the proposal.

1.10 **RESPONDENT’S ACCEPTANCE OF EVALUATION METHODOLOGY**: Submission of a qualification indicates respondent’s acceptance of the evaluation criteria and respondent’s recognition that some subjective judgments must be made by the District during the evaluations.

1.11 **DISTRICT RESERVES THE RIGHT OF THE FOLLOWING**:

1.11.1 **RIGHT TO REJECT QUALIFICATION STATEMENTS**: The District reserves the right to reject any and all Qualification Statements, waive all irregularities, and to choose the most advantageous price for each item.
1.11.2 **RIGHT TO HOLD QUALIFICATIONS STATEMENTS**: The District reserves the right to hold Qualification Statements for 60 days before awarding the contract.

1.11.3 **RIGHT TO EXTEND AWARDED CONTRACT**: The District and the vendor may mutually agree to extend the contract on a monthly basis, or other agreed upon period, if needed.

1.11.4 **RIGHT TO AMEND RFQ**: The District reserves the right to amend the RFQ prior to bid opening date. The District may also consider and accept an alternate Qualification Statement as provided herein when most advantageous to District.

1.11.5 **RIGHT OF NEGOTIATIONS**: The District reserves the right to conduct discussions and negotiate final scope and price.

1.11.6 **RIGHT TO CHANGE THE SCOPE OF WORK**: The District reserves the right to change the scope of work subject to the availability of funds during the period the RFQ is guaranteed to be firm.

1.12 **AVAILABILITY OF FUNDS**: All awards are subject to approval upon availability of funds.

1.13 **LAWS AND REGULATIONS**: This RFQ complies with Section 2254.004 of the Texas Education Code. In addition, all applicable federal, state and municipal laws having jurisdiction on the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

1.14 **VENUE**: It is understood and agreed by both the successful Firm and the District that venue for any litigation from this contract shall lie in Webb County, Texas.

1.15 **SALES TAX EXEMPTION**: The District hereby claims exemption from payment of taxes for the purchase of taxable goods and/or services under the Internal Revenue Code Section 501 (c) (3) and the Revised Civil Statutes of Texas, Chapter 20, Title 122A, as a Non-Profit Educational Institution.

1.16 **CERTIFICATION OF FRANCHISE TAX STATUS**: Respondents are advised that the successful respondent will be required to submit certification of franchise tax status as required by State Law under Chapter 171.255. The contractor agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.

1.17 **CONFLICT OF INTEREST**: If a Firm, proposer, contractor or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of Laredo College would have in any contract resulting from this solicitation, the firm must disclose this information to Laredo College. Persons submitting a proposal or response to this solicitation must comply with all applicable laws, ordinances, and regulations of Government Code. The person/proposer submitting a response to this solicitation must complete (as applicable), sign and submit Conflict of Interest Questionnaire Form attached to this RFQ as **ATTACHMENT “A”**.
1.18 **FELONY NOTIFICATION:** Bidders are hereby notified that in accordance with Section 44.034 of the Texas Education Code, a person or business entity that enters into a contract with Laredo College District must give notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. Furthermore, the District may terminate a contract with a person or business entity if the District determines that the person or business entity failed to give this notice or misrepresented the conduct resulting in the conviction. This requirement does not apply to a publicly held cooperation. Service Provider must complete the Felony Conviction Notification Form attached to this RFQ as ATTACHMENT “B”.

1.19 **CERTAIN PROPOSALS AND CONTRACTS PROHIBITED:** Under Section 2155.004, Texas Government Code, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. All vendors must certify their eligibility by acknowledging the following statement, "Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate." If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.

1.20 **NON COLLUSION STATEMENT:** The proposer affirms that he/she is duly authorized to execute a contract, that this company, corporation, firm, partnership or individual has not prepared this Qualification Statement in collusion with any other Proposer, and that the contents of this Qualification Statement as to prices, terms or conditions of said Qualification Statement 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 Qualification Statement. The proposer also affirms that they have not given; offered to give, do not intend to give at any time hereinafter any economic opportunity, future employment, gift, loan, gratuity, specified discount, trip, favor, or service to a private service in connection with this contract. Proposer further affirms that after the opening of this Qualification Statement, proposer (or any representative of proposer's company) will not discuss the contents of this Qualification Statement with any person affiliated with District, other than the Purchasing Director or its Designee, prior to the awarding of this bid/Qualification Statement. Failure to observe this procedure will cause the Qualification Statement to be rejected.

1.21 **PREVAILING WAGE RATE DETERMINATION:** Respondents are advised that the Texas Prevailing Wage Law will be administered in accordance with the policies and procedures set forth in LC Manual Policy document entitled “Prevailing Wage on Public Works”. The penalty for violation of prevailing wage rates is $60 for each worker, laborer, or mechanic employed for each calendar day or part of a calendar day the worker is paid less than the wage rates specified in the contract. ATTACHMENT “C”
1.22 **DELINQUENCY IN PAYING CHILD SUPPORT:** Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

1.23 **STATE REGISTRATION OF ENGINEERING FIRMS:** Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation, or joint stock association.

1.24 **REQUIRED NOTICES OF WORKERS' COMPENSATION INSURANCE COVERAGE:** The Texas Workers' Compensation Commission has adopted a new rule, 28 TAC, sec. 110.110, relating to REPORTING REQUIREMENTS FOR BUILDING OR CONSTRUCTION PROJECTS FOR GOVERNMENTAL ENTITIES. The rule applies to all building or construction contracts advertised for bid on or after September 1, 1994. The rule implements sec. 406.096, Texas Labor Code, which requires workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity. The requirements of the rule are set forth in Article 6 of the Uniform General Conditions. ATTACHMENT “D”

1.25 **BONDS (Performance and Payment):** The contractor must provide a certificate of coverage to the District prior to being awarded the contract. Proposer may be disqualified for not providing this required document. In accordance with Government Code 2253 Public Work Performance and Payment Bonds, a governmental entity that makes a public works contract with a prime contractor shall require the contractor, before beginning the work, to execute to the governmental entity:

- A performance bond if the contract is in excess of $100,000; and
- A payment bond is required for contracts in excess of $25,000.00

A bond required by this code must be executed by a corporate surety in accordance with Section I, Chapter 87, Acts of the 56" Legislature, Regular Session 1959 (Article 7.19-1, Vernon's Texas Insurance Code). A bond executed for a public work contract with the District, must be made payable to and its form must be approved by the District. In accordance with the applicable insurance code, the successful bidder shall submit the required bonds when a contract is made and BEFORE the contractor begins work.
SECTION 2

SECTION 2 REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS: The Request for Qualifications will be evaluated using a point system (100). Firms should submit (10) 2” binders with the following tabs.

2.1 PART ONE: STATEMENT OF INTEREST

2.1.1 Include name, address, and telephone submitting the proposal.

2.1.2 Provide a statement of interest for this engagement including a narrative describing the prime firm’s unique qualifications as they pertain to this engagement.

2.1.3 Provide a brief history of the Firm.

2.1.4 Provide a name of one or more individual authorized to represent the Firm in its dealings and contracts.

2.2 PART TWO: PRIME FIRM: The Firm must be managed by a licensed architect and must maintain or be willing to open a local office. The Firm must have adequate personnel to handle the additional District overload if they are awarded the contract.

2.2.1 Provide resumes giving the experience and qualifications of the principals and key professional members for the prime firm that will be involved with the contract, including their experience and the number of years with the prime firm.

2.2.2 Describe the proposed project assignments and lines of authority and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).

2.2.3 List licensed in-house Architects/Engineers, including Principals on the date of this submittal, including name, discipline, and the number of years with the firm.

2.2.4 Provide the name of one or more individual authorized to represent the Firm in its dealings and contracts.

2.2.5 State the county where the Firm is headquartered in. If headquartered outside Webb County, state if the Firm is willing to open a local office in Webb County.

2.3 PART THREE: PROJECT TEAM:

2.3.1 Provide an organization chart showing the roles of the prime firm and each consultant firm or individual included.
2.3.2 For each consultant firm or individual that the prime firm proposes:

- Identify the consultant and provide a brief history about the consultant.
- Describe the consultant’s proposed role in the project and its related project experience.
- Provide any licenses, registrations or certifications applicable to the proposed work.
- List a project(s) that the prime firm and the consultant have worked together on during the last five years.
- Provide a statement of the consultant’s availability for the project(s)
- Provide resumes giving the experience and expertise of principals and key professional members of the consultant who will be assigned to the project(s).

2.4 PART FOUR: REPRESENTATIVE PROJECTS:

2.4.1 Provide a list containing verifiable experience over the last five years. The project list should have the following headings:

- Project Name and location
- Color images (photographic or machine reproductions)
- The Owner’s name and the name of the Owner’s Representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone and current e-mail address.
- Final Cost of Project
- Completion date
- Type and scope of projects (school, government, commercial, etc.)

2.4.2 This list shall contain a minimum of 5 completed projects over one million dollars. Three of the projects must have been completed for government entities. References shall be considered relevant based on specific project participation and experience with Respondent. The Owner reserves the right to contact any other references at any time during the RFQ process. Failure to submit references may result in the Respondent’s ineligibility to participate in the final Proposal Process.

2.4.3 Provide a list of current projects over one million dollars. The list shall have the following headings:

- Project Name and location
- The Owner’s name and the name of the Owner’s Representative who serving as the day-to-day liaison during the design and construction phases of the project, including telephone and current e-mail address.
- Cost of Project
- Type and scope of projects (school, government, commercial, etc.)
2.4.4 Identify and describe the proposed Team’s past experience providing A/E Services for projects with the last five (5) years for higher education projects. Select and present only the three most relevant projects listed first. (A Project submitted under 2.4.1 may also be used in this section; however, the Facilities Master Planning unique attributes of the project should be highlighted in this section.) Provide the same information and reference information as requested in section 2.4.1 above for each project listed.

2.4.5 Identify and describe the proposed Team’s past experience providing Programming and Designing multiple facilities on a single site within the last five (5) years. Select and present only the three most relevant project listed first. (A Project submitted under 2.4.1 may also be used in this section; however, the Programming and Designing multiple facilities on a single site unique attributes of the project should be highlighted in this section.) Provide the same information and reference information as requested in section 2.4.1 above for each project listed.

2.5 PART FIVE: PRIME FIRM’S ABILITY TO PROVIDE SERVICES

2.5.1 Provide the following information for the Prime Firm:

- Legal name of the company as registered with the Secretary State of Texas
- Address of the office that will be providing services
- Number of years in business
- Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)
- Number of Employees by skill group
- Annual revenue totals for the past ten (10) years

2.5.2 Provide the three (3) most recent audited financial statements documenting your firm’s financial stability.

2.5.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

2.5.4 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.

2.5.5 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

2.5.6 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.

2.5.7 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.
2.6 PART SIX: REFERENCES

2.6.1 Provide a minimum of five (5) references for Laredo College to contact. The references shall include: Owner's name, owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the owner representative's telephone number, and e-mail address.

2.7 PROPOSAL FORMAT:

2.7.1 Table of Contents: Include a Table of Contents that includes page number references. The Table of Contents should be in sufficient detail to facilitate easy reference of the sections of the Proposal Statement as well as any separate attachments which should also be listed in the Table of Contents.

2.7.2 Page Size and Binders: Proposal Statement must be typed on letter-size (8.5” x 11”) paper. The cover must clearly show the project name and number, as well as the name and return address of the Respondent.

2.7.3 Divider Tabs: Separate and identify each criteria response by use of a divider sheet with an integral tab for ready reference.

2.7.4 Pagination: All pages of the Proposal Statement should be numbered sequentially in Arabic numerals (1, 2, 3, etc.).

2.8 PREPARATION AND SUBMITTAL INSTRUCTIONS: Respondents must complete, sign and return Section 3 as part of their Proposal Statement response. Failure to sign and return these forms may cause the Respondent to be rejected.
SECTION 3

COMPLIANCE CERTIFICATION

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

THIS SECTION MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT’S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT DISTRICT'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

3.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the District and Respondent; (3) the District has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.

3.2 By signature hereon, Respondent offers and agrees to furnish to the District the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

3.3 By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Qualifications.

3.4 By signature hereon, a corporate Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, Texas Tax Code, or that the corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable.

3.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, et. seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated
directly or indirectly the Qualifications made to any competitor or any other person engaged in such line of business.

3.6 By signature hereon, Respondent represents and warrants that:

3.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;

3.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;

3.6.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances;

3.6.4 Respondent understands (i) the requirements and specifications set forth in this RFQ and (ii) the terms and conditions set forth in the Contract under which Respondent will be required to operate;

3.6.5 Respondent, if selected by the District, will maintain insurance as required by the Contract;

3.7 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that the District will rely on such statements, information and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the District immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

3.8 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent’s Qualifications.

3.9 By signature hereon, Respondent certifies as follows:

3.9.1 “Under Section 231.006, Texas Family Code, the vendor or applicant certifies that the individual or entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.”

3.9.2 “Under Section 2155.004, Texas Government Code, the vendor or applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.”

3.9.3 “Under Section 2254.004, Texas Government Code, the vendor or applicant certifies that each individual or business entity which is an engineer or architect proposed by Respondent as a member of its team was selected based on demonstrated competence and qualifications only.”
3.10 By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of Laredo College District, or Respondent has not been an employee of the District within the immediate twelve (12) months prior to your RFQ response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.

3.11 By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ. (ref. Section 2155.004 Texas Government Code).

3.12 Respondent represents and warrants that all articles and services quoted in response to this RFQ meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.

3.13 By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

3.14 By signature hereon, Respondent agrees that any payments that may become due under any agreements or other contractual arrangements, which may result from the submission of Respondent’s Qualifications, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.

Compliance Certification Signature:
Submitted by:

_____________________________ (Company Name)

_____________________________ (Authorized Signature)

_____________________________ (Print Name / Title)

_____________________________ (Date)

State of Texas
VIN No: ______________________

OR

FEI No: _______________________

If Sole Owner:

SSN No: ______________________

If a Corporation:

RFQ 21-0725 ARCHITECTURAL /ENGINEERING PROFESSIONAL SERVICES   Page 17 of 24
Respondent’s State of Incorporation: ________________________________

Respondent’s Charter No: ________________________________

________________________
(Street Name)

________________________
(Mailing Address)

________________________
(City, State, Zip Code)

________________________
(Telephone Number)
ATTACHMENT “A”
CONFLICT OF INTEREST QUESTIONNAIRE

<table>
<thead>
<tr>
<th>CONFLICT OF INTEREST QUESTIONNAIRE</th>
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<tr>
<td>FORM CIQ</td>
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For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1. Name of vendor 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Name of local government officer about whom the information is being disclosed.

   Name of Officer

4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

      ☐ Yes ☐ No

   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

      ☐ Yes ☐ No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6. ☐ Check this box if the vendor has given the local government officer a or family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7. Signature of vendor doing business with the governmental entity

   Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 11/30/2015
ATTACHMENT “B”

FELONY CONVICTION AFFIDAVIT AND NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History. Subsection (a), states “… a person or business entity that enters into a Contract with the a District must give advance notice to the District if the person or an owner of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “… a school District may terminate a Contract with a person or business entity if the District determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract”.

❑ This Notice is not required if your firm is a publicly held corporation. Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code 44.034.

❑ I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Applicant’s Signature: _________________________________________________________

Address: _____________________________________________________________________

❑ City, State, and Zip Code: ______________________________________________________

❑ Print name of the Authorized Company Official: ____________________________________

❑ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature/Date of Company Official: _______________________________ Date: ______________

❑ My firm is not owned nor operated by anyone who has been convicted of a felony or I have never been convicted of a felony.

Signature/Date of Company Official: _______________________________ Date: ______________

❑ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____________________________________________________________

(Attach additional sheet if necessary)

Details of Conviction(s): ___________________________________________________________________

(Attach additional sheet if necessary)

Signature/Date of Company Official: _______________________________ Date: ______________
ATTACHMENT “C”

PREVAILING WAGE RATES

As per Supplementary Conditions, Article VII, Section 7.4, Contractor shall comply with the requirements of the District adopted prevailing wage rates as per Schedules of Prevailing Wage Rates which incorporate the following:

1. General Decision TX140090, Publication Date 01/03/2021 for Building Construction Projects, County of Webb, and
2. General Decision TX140008, Publication Date 01/03/2021 for Heavy (excluding tunnels and dams) and Highway Construction Projects, County of Webb.

The penalty for violation of prevailing wage rates is $60 for each worker, laborer, or mechanic employed for each calendar day or part of a calendar day the worker is paid less than the wage rates specified in the contract.

I fully understand and intend to comply with the requirements of this Attachment if awarded the Contract.

COMPANY ____________________________________________

ADDRESS ____________________________________________

CITY, STATE, ZIP CODE ________________________________

AREA CODE / TELEPHONE ______________________________

AREA CODE / FAX ________________________________

PRINT NAME ________________________________

_______________________________
SIGNATURE NAME ____________________________ TITLE ____________________________ DATE __________

THE STATE OF TEXAS

This Affidavit was acknowledged before me on this the _____ day of _____________ of the year ______.

_______________________________
Notary Public
ATTACHMENT “D”

INSURANCE SPECIFICATIONS

PROPOSER IS TO PROVIDE LETTER FROM THEIR RESPECTIVE INSURANCE PROVIDER CONFIRMING ABILITY TO PROVIDE INSURANCE REQUIREMENTS AS STATED IN THIS RFP.

1. Prior to execution of the Contract Agreement, the Architect / Engineer Firm will submit a Certificate of Insurance showing existing coverage and to maintain State of Texas Workers Compensation Insurance. Employers Liability Insurance, Comprehensive or Commercial General Liability Insurance on an occurrence basis.

2. Minimum Limits of Liability shall be written not less than the following:
   (a) Workers Compensation
       Statutory Workers Compensation Insurance
       And Employee Liability
   (b) Comprehensive General Liability Insurance Including
       Completed Operations
       1. Combined Single Limit
          Bodily Injury and Property Damage $2,000,000 Each Occurrence
          $5,000,000 Aggregate
          OR
          2. Bodily Injury
             $2,000,000 Each Occurrence
             $5,000,000 Aggregate
             Property Damage
             $2,000,000 Each Occurrence
             $5,000,000 Aggregate
   (c) Comprehensive Automobile Liability Insurance
       1. Each Occurrence Limit $2,000,000
       2. General Aggregate $5,000,000
       3. Products/Completed Operations Aggregate $5,000,000
       4. Personal and Advertising Injury Limit $2,000,000
   (d) Comprehensive Automobile Liability Insurance
       1. Combined Single Limit
          Bodily injury and Property Damage $1,000,000 Each Occurrence
          OR
          2. Bodily Injury
             $500,000 Each Person
             $1,000,000 Each Occurrence
          3. Property Damage
             $500,000 Each Occurrence
   (e) Excess / Umbrella $10,000,000

4. The Architect / Engineer Firm Risk shall cause all its Subcontractors to maintain similar insurance (especially statutory Workers Compensation), except Comprehensive Commercial and General Liability Insurance shall be $2,000,000 aggregate, at no expense to District Coverage will maintain in
effect all insurance coverage required herein without cancellation. All policies shall contain a provision that the coverage afforded shall not be canceled or neither renewed, nor restrictive modifications or changes added until at least thirty (30) days prior written notice has been given to District.

5. In the event the Architect / Engineer Firm fails to maintain any insurance coverage required under this Agreement, District may terminate the Contract Agreement.

6. The Architect / Engineer Firm shall continue to carry completed operations insurance for at least two (2) years after the final payment to the Architect / Engineer Firm.

*I fully understand and intend to comply with the requirements of this Attachment if awarded the Contract.*

COMPANY ________________________________

ADDRESS ________________________________

CITY, STATE, ZIP CODE __________________________

AREA CODE / TELEPHONE __________________________

AREA CODE / FAX __________________________

PRINT NAME ________________________________

SIGNATURE NAME ______________ TITLE ______________ DATE ______________

THE STATE OF TEXAS

This Affidavit was acknowledged before me on this the _____ day of __________ of the year ______.

______________________________

Notary Public
ATTACHMENT “E”

Form W-9
Request for Taxpayer Identification Number and Certification
Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return. Name is required on this line; do not leave this line blank)
2. Business name/disregarded entity name, if different from above
3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor
   - Corporation (C or S)
   - Partnership
   - Trust/estate
   - Single-member LLC
   - Limited liability company
   - Other (see instructions)
   Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)
   Applies to accounts maintained outside the U.S.
5. Address (number, street, and apt. or suite no.)
6. City, state, and ZIP code
7. List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out Item 2 above if you have not been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Signature of U.S. person

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amounts reportable on an information return. Examples of information returns include, but are not limited to, the following:
• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)

General Instructions
Sign Here