

City of Weslaco

"The City on the Grow"



David Suarez, Mayor
Gerardo "Jerry" Tafolla, Mayor Pro-Tem, District 4
Leo Muñoz, Commissioner, District 1
Greg Kerr, Commissioner, District 2
Olga M. Noriega, Commissioner, District 3
Letty Lopez, Commissioner, District 5
Josh Pedraza, Commissioner, District 6

Mike R. Perez, City Manager

CITY OF WESLACO

Invitation for Request for Qualifications

The City of Weslaco hereby requests sealed Qualifications for the following:

Architectural Design Services for a New Fire Station Combined Police Station / Central Fire Station

RFQ No.: 2016-17-14

Sealed qualifications addressed to Homer Rhodes / Purchasing Office, Finance Department, will be accepted at the Weslaco City Hall, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 p.m.** on **February 22, 2017** at which time they will be opened and read aloud. Please mark envelope,

Architectural Design Services for a New Fire Station Combined Police Station / Central Fire Station

RFQ No.: 2016-17-14

An informative, non-mandatory Pre-Qualification Conference meeting followed by a Walk-Through will be held at 10:00 am on February 8, 2017 at Weslaco City Hall – Purchasing Conference Room C, located at 255 S. Kansas Avenue, Weslaco, Texas.

Potential Vendors/Respondents are advised that the documents can be downloaded from the City of Weslaco web page address: www.weslacotx.gov, and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling 956.447.2240. Be advised that if your company is contemplating on submitting a proposal based on qualifications for this project you must submit a **"VENDOR'S NOTICE OF INTENT TO SUBMIT"** form to the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company.

The City of Weslaco reserves the right to accept or reject any or all RFQ's, to waive any informalities, and to accept the vendor to be the best and most advantageous to the City and to hold RFQ's for a period of sixty (60) days without taking action, for the purpose of reviewing and investigation of vendor's qualifications prior to award. Submissions received past the aforementioned date and time will not be accepted by the Purchasing Office.

City of Weslaco

Homer Rhodes,
Purchasing Office / Finance Department
hrhodes@weslacotx.gov



City of Weslaco

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL DESIGN SERVICES
FOR A NEW FIRE STATION AND COMBINED
POLICE STATION / CENTRAL FIRE STATION**

RFQ # 2016-17-14

**Pre-Bid Conference: February 8, 2017
CLOSING DATE: February 22, 2017
CLOSING TIME: 3:00 p.m.**

Request for Qualifications

Qualified professional individuals/firms interested in responding to this Request for Qualifications (RFQ) should include information requested in the following paragraphs. All information shall have been updated within the past three (3) months. Failure to provide the information requested or falsification of any information provided shall result in disqualification of the consultant.

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL DESIGN SERVICES FOR A NEW FIRE STATION AND COMBINED POLICE STATION / CENTRAL FIRE STATION

ACKNOWLEDGMENT OF RECEIPT

Please fill in the requested information below as acknowledgment that you have received the Request for Professional Qualifications noted above. If your firm is interested in participating, this sheet must be completed and e-mailed or faxed prior to February 10, 2017 to the attention of:

Mr. Homer Rhodes, Purchasing Agent
City of Weslaco – Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
Phone: (956) 447-2240
Fax: (956) 969-8452
e-mail: hrhodes@weslacotx.gov

Name of Firm: _____

Address: _____

City, State Zip: _____

Telephone Number: _____ Fax Number: _____

e-mail: _____

_____ YES, Our company does have an interest in responding.

_____ NO, Our company does not have an interest in responding.

Name: (Print) _____ Title: _____

Signature: _____ Date: _____

NOTICE TO RESPONDENTS
PLEASE RETURN THIS FORM UPON RECEIPT

City of Weslaco Purchasing Office

INVITATION

Request for Qualifications

Description	Number	Opening
Request for Qualifications for Architectural Design for a New Fire Station and Combined Police Station / Central Fire Station	RFQ 2016-17-14	February 22, 2017

Sealed qualifications will be received by the City of Weslaco, at the Office of **Homer Rhodes, Purchasing Agent**, located at **City Hall, 255 S. Kansas Avenue, Weslaco, Texas 78596**, (956) 447-2240, e-mail: hrhodes@weslacotx.gov.

Copies of the qualification(s) documents consisting of detailed specifications, general requirements or other information may be obtained at the Purchasing Department.

Interested Bidders/Proposer(s) are invited to attend the Bid/Proposal opening at the Purchasing Office on the dates specified. Presence is not mandatory. Specifications may also be viewed and downloaded at: <http://www.weslacotx.gov/Bids.htm>

Schedule

January 23: First Advertisement of RFQ

January 30: Second Advertisement of RFQ

February 8: Pre-bid Conference at Purchasing Conference Room

February 10: Requests for Clarifications Due

February 22: Bids Due

Homer Rhodes, Purchasing Agent

I. INTRODUCTION

The City of Weslaco ("City"), invites the submittal for Requests for Qualifications (RFQs) from design firms interested in providing professional architectural and engineering services for the design of a New Fire Station and Combined Police Station / Central Fire Station. This project will be funded with the City of Weslaco Municipal Funds.

The City of Weslaco reserves the right and/or option to select one or more firms to perform the Scope of Work as defined within the RFQ. If selected, the City of Weslaco does not guarantee, promise, convey, imply, infer, suggest or agree a firm(s) will provide architectural/engineering design services for both facilities. Furthermore, the City of Weslaco reserves the right and/or option to add, reduce and or/reject portions of the Scope of Work for any selected firm(s) at any point in time. Said rights and/or options shall continue through the procurement, design and construction phases of the project(s).

The Architectural/engineering team will provide all services necessary to assess and verify existing conditions; review and verify design standard requirements; MEP commissioning; organize weekly team meetings; provide specifications for furniture, fixtures and equipment (FF&E); signage; provide computer-aided design and drafting (CADD) documentation; prepare bidding documents; provide permitting services; estimate construction costs at each submission; assist with bidding and award activities; value engineering; arrange and conduct meetings; perform construction phase services, coordinate commissioning activities; and assist in the warranty review.

Initially the team will be coordinating closely with the City's Project Manager(s)/City Engineer to develop a program for the Project Implementation.

The following services will be required initially:

- A. **Assessment of Existing Conditions**. Initially, the selected firm will need to gather any existing records (e.g. environmental assessments) or documents (e.g. Record Drawings, site surveys, etc.) that indicate existing conditions. These documents will need to be verified by on-site inspection of the premises. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the design effort. The selected firm will prepare an in-depth site access study.
- B. **Planning**. Phase I design services include Pre-design/ Programming (a needs assessment and additional surveys will need to be provided) services for the project. The Architect/Engineer will be responsible for coordination with major stakeholders and Project Manager(s)/City Engineer for the "right sizing" of the structure. The selected firm will prepare an in-depth site access study.

If the City chooses to continue with this project, the following services will be required:

- A. **Design Services**. Includes Phase I and Phase II services. Phase I services include Schematic Design and Design Development. Phase II services involve

the development of Contract Documents. Contract Documents shall be suitable for the solicitation of competitive construction bids. All permit and other discrepancies must be resolved and changes incorporated into the Contract Documents before approval can be given by the City for the 100% submittal, and subsequent initiation of the bidding process. Professional architectural and engineering services will include, but are not limited to, construction drawings using CADD; CSI-style specifications; Phasing coordination; commissioning procedures and documents; specifications for FF&E; and bidding phase assistance. Ongoing coordination with the City's Project Manager(s)/City Engineer will be required.

- B. **Architectural Review**. Designs will require review by agencies other than the City of Weslaco, including but not limited to City Departments and local utility companies and/or organizations.
- C. **Construction Phase Services**. Construction administration plus ongoing coordination with the City's Project Manager(s)/City Engineer; and post-construction services which covers items, such as commissioning and warranties, for a period following the completion of construction.

II. SCOPE OF WORK

The scope of work includes but is not limited to, a fire station and a combined police department / central fire station. The new facilities shall, at a minimum:

- Integrate functionally and architecturally with the emergency first responder requirements;
- Utilize existing infrastructure;
- Drive areas requiring sufficient egress/ingress, sufficient approach and departure angles and vehicle flow for disabled vehicles;
- Ensure secure access and control of building and employee parking;
- Accommodate police, fire and employee vehicles;
- Sufficient offices and open office space layout to serve law enforcement functions;
- Allow for booking process and incarceration of 10 prisoners daily;
- Contain single incarceration cells not less than eight feet high from finished floor to ceiling and not less than five feet wide from wall to wall. They shall contain not less than 40 square feet of floor space. They shall have one bunk, toilet, lavatory, table, and seat;
- Contain multiple occupancy cells containing two to eight bunks and not less than 40 square feet of floor space for the first bunk plus 18 square feet of floor space for each additional bunk. Each multiple occupancy cell shall have one toilet and lavatory.
- Contain a violent cell with flushing type floor drains with outside controls. Cell shall contain not less than 40 square feet of floor space. Walls, floor, and bench shall be completely covered with a material to protect the inmate from self-injury. The type of material used to cover the walls, floor, and bench shall be fire resistive and nontoxic.

The selected firm for this project is required to be familiar with and abide by all mandated Federal and State Fire and Police facility requirements. This project has an aggressive schedule. It is the intent that the selection committee will make a recommendation to the City Commission within four (4) weeks of the submittal date.

III. OBJECTIVE

The City of Weslaco, proposes to retain a highly qualified design firm to provide the services described herein. Architectural/Engineering firms with significant experience in the design and programming of fire and public safety buildings, phased construction, municipal projects, and feasibility studies will be given prime consideration for this project.

- The City of Weslaco will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ.
- Addenda will be provided to known RFQ holders registered with the City of Weslaco.
- No Addendum will be issued later than noon (local time) on Tuesday before the Submittal Date, except Addenda with minor clarifications, withdrawing RFQ, or postponing the Submittal Date.
- The City of Weslaco expressly reserves the right to accept or reject any all qualifications submitted.
- This request for Request for Qualifications does not commit the City of Weslaco to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates the City of Weslaco to award a contract or to pay any costs incurred in the preparation of a response.
- The City of Weslaco specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of the City of Weslaco.

IV. QUALIFICATIONS

The selected architect or firm must possess the ability, experience, and reputation for quality service necessary to produce high quality and functional projects. To insure the firms are capable of providing an acceptable level of service to the City, the following minimum qualifications must be met:

- Firm must have extensive experience in dealings with municipal governments and the ability to direct, coordinate and prepare design sketches, working drawings and specifications for projects for the City of Weslaco.
- The selected firm(s) must have an architect licensed in the State of Texas
- The selected firm(s) must be capable of providing observation services during the construction process. Review of the Contractor's **Request for Payments**,

shop drawings, product submittals and field questions or problems must be part of the required work.

- Firm must carry adequate professional liability insurance and the insurance must be maintained for the duration of the contract. A copy of the insurance must be provided to the City upon approval of the contract.

V. SELECTION PROCESS

The City is seeking a highly qualified Architect/Engineer, experienced in providing the professional programming, planning and design services outlined in the Scope of Work. The required qualifications may be demonstrated in the experience of Respondent's team members. A Selection Committee composed of representatives from the City of Weslaco will review the RFQs.

The City of Weslaco reserves the right and/or option to select one or more firms to perform the Scope of Work as defined within the RFQ. If selected, the City of Weslaco does not guarantee, promise, convey, imply, infer, suggest or agree a firm(s) will provide architectural/engineering design services for both facilities. Furthermore, the City of Weslaco reserves the right and/or option to add, reduce and or/reject portions of the Scope of Work for any selected firm(s) at any point in time. Said rights and/or options shall continue through the procurement, design and construction phases of the project(s).

The Team, if applicable, will be selected in a two-step process:

- **Step 1** – The RFQ will be ranked based on the selection criteria and relative weights set out in Section VII.A. of this RFQ. Respondents can receive up to 100 points for the RFQs. The City reserves the right to exercise the option to select the top three ranking firms to give a presentation/ interview for final selection.
- **Step 2** – The presentation/ interviews, if exercised by the City, will be ranked based on the selection criteria and relative weights set out in section VII.B. of this RFQ. Respondents can receive up to 100 points for the presentation/ interview.

The apparent successful Respondent will be Respondent that offers the best value to the City based on RFQ and the presentation/ interview scores, if applicable. The City will first attempt to negotiate a contract at a fair and reasonable price with the apparent successful Respondent. If a satisfactory contract cannot be negotiated, the City will formally end negotiations in writing and proceed to negotiate with the next Respondent in order of the combined RFQ and presentation/ interview scores, if applicable, until a contract is reached or negotiations with all ranked Respondents end.

Submission of a RFQ and/or subsequent presentation/ interview indicates Respondent's acceptance of the evaluation protocol and Respondent's recognition that some subjective judgment must be made by the City during the assigning of points.

VI. SUBMITTALS

Each Respondent shall submit **nine (9) sealed original hard copies (marked Original) and one compact disc / USB**. Submittals shall be delivered to the City of Weslaco purchasing office at or before **3 p.m., local time, Wednesday, February 22, 2017**:

Mailing address:

City of Weslaco
255 S. Kansas Avenue
Weslaco, Texas 78596
Attention: Homer Rhodes – Purchasing Agent
Telephone: (956) (956) 447-2240 Fax: (956) 969-8452

Physical Address:

City of Weslaco
255 S. Kansas Avenue
Weslaco, Texas 78596
Attention: Homer Rhodes – Purchasing Agent
Telephone: (956) (956) 447-2240 Fax: (956) 969-8452

Only timely received submittals meeting the requirements of this request for qualifications shall be considered. No submittal shall be considered or accepted which is submitted by a firm(s) that is in default under the terms of any existing agreement with the City of Weslaco, or which has failed to perform its obligations faithfully under any previous agreement with the City. An authorized representative of the firm shall sign submittals.

QUESTIONS REGARDING THIS REQUEST FOR QUALIFICATIONS

Questions regarding this project shall be submitted in **writing only** and directed to:

City of Weslaco
255 S. Kansas Avenue
Weslaco, Texas 78596
Attention: Homer Rhodes – Purchasing Agent
Telephone: (956) (956) 447-2240 Fax: (956) 969-8452

Amendments or revisions to this Request for Qualifications resulting from written questions will be developed as expeditiously as possible, and will be distributed to all parties requesting the original proposal package or on the original mailing list at the Purchasing Department.

Interested firms are encouraged to review the project and make an on-site review of the different aspects involved in the project.

Within thirty (30) days after the date of opening the responses, the City shall evaluate and rank each request of qualifications submitted in the criteria set forth in the request for qualifications.

Late submittals will not be reviewed for any reason. All submittals must be provided in a sealed box/envelope clearly labeled on the outside.

To enable the City to efficiently evaluate the RFQs, Respondents are urged to strictly follow the required format in preparing their RFQ. **Electronic submittals must be bookmarked to follow the required format.**

The hard copy of the RFQ shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than 20 pages + letters of commitment + Exhibits. Pages shall be no larger than letter size 8 ½" x 11" and the prevailing font size shall be no less than 11 pt. Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, etc. are neither required nor desired.

NOTE: The hard copies shall be labeled **"ORIGINAL"** on the outside cover and shall contain original documents where specified below.

Each RFQ shall be organized in the following order:

A. Outside Cover and/or first page: Shall contain the name of the RFQ, the name of the Respondent, and the submittal date.

B. Table of Contents: The next page shall be a table of contents.

C. Divider 1 – Transmittal Letter

The first page following the divider shall be a one-page letter transmitting the RFQ to Homer Rhodes, Purchasing Agent, City of Weslaco. The transmittal letter shall say that the signer of the document is authorized by the Respondent to sign the document. The transmittal letter shall contain the names of the proposed Project Manager, and the proposed project team. At least one copy of the transmittal letter shall contain the original signature of a partner, principal or officer of Respondent.

D. Divider 2 – Team Organization

1. *List of Team Members:* On one page, list the Team member firms along with the primary responsibilities (e.g. Structural Engineer, MEP Engineer, etc.) they will have on the Team, the number of years they have been in business, and the number of employees on staff. Please indicate the lead firm.

2. *Organization Chart:* The next page shall be a simple organization chart of the Team, showing the reporting structure of the people proposed to do the work.

3. Resumes of the key members actively involved with (e.g. Project Manager, Team lead, etc.) each firm proposed in the team.

E. Divider 3 - Project Experience

In tabular format list the following:

1. *Project Listing* - List all projects in progress or completed within past five years meeting the following criteria:

- a. Fire Stations and Public Safety Buildings
- b. Estimated or actual construction cost greater than \$4 million.
- c. In progress or completed

2. Arrange the projects in descending order of contractual completion date from latest to earliest.

3. Provide the following information for each project, in the order listed:

- a. Project Name and location
- b. Owner Name; Contact Person; Telephone; E-mail
- c. Note delivery method for each project, i.e. CMAR, Design Build, Lump Sum.
- d. Scope Summary (Include major similarities that would specifically qualify your company for Project)
- e. Actual or Estimated Construction Cost
- f. Percent complete or date completed
- g. Contractual completion dates (NTP thru bid)

4. *Project Brief* - The Respondent shall select three projects to highlight, as best representing the firm's project experience, and provide a briefing sheet for each. Each briefing sheet shall be one-page and should contain information, which shows the capability of the firm to provide the range of services that are required by this project. The work described must have been performed within the past five years. At least one of the projects shall be for \$4 million, or more, in construction cost and for a governmental entity. Minimally, each brief shall contain:

- a. Project Name and location
- b. Year project completed or percent complete and brief explanation regarding steps Respondent took to maintain project schedule
- c. Scope Summary including a description of services provided (Include major similarities that would specifically qualify your company for this Project)
- d. Name of Client and/or Owner/Operator and current telephone number and email address
- e. Key staff involved, who are also proposed for this Project
- f. Actual or Estimated Construction Cost and brief explanation regarding steps Respondent took to adhere to Owner's budget.
- g. Give examples where your company overcame extreme adversity, specifically with reference to demanding cost controls, schedule creep, high turnover in personnel, and the efforts your company made to overcome those problems.

Graphic Information: Photographs or other graphical information used to illustrate these projects may also be incorporated into the one-page brief sheet itself.

F. Divider 4 - Narrative

1. *Narrative*: The Respondent shall provide no more than three pages of narrative that describes:

- Characteristics of your company that most set it apart from others.
- Team's working relationship
- Respondent's systems and processes for insuring quality and timely performance on projects.
- Respondent's track record of meeting deadlines and working within a budget.
- Cost estimating approach
- Approach to Value Engineering
- Respondent's understanding of the City's needs and approach to this project (budget versus architectural program)
- Identify aspects or elements of this Project that may pose unusual challenges. Discuss how you will address such challenges.
- Has your company ever been terminated from a project with or without cause? If so, provide details and owner contact's name, telephone number, and e-mail address.
- **LITIGATION SUMMARY**: A litigation summary that briefly describes any claims or lawsuits that have been filed against the firm that relate to the performance of professional services must be submitted. Identify the claim or suit by adverse party, case number, jurisdiction where filed and current status. **If no summary is given or if a general statement is given which also refers the City to inquire with a firm's counsel, the RFQ may be considered NON-RESPONSIVE and eliminated from consideration.** This statement may be submitted as a separate document in a sealed envelope, but must be provided at the same time that the RFQ is submitted.

G. Divider 5 - Quality of Service

Testimonials: Respondents may include no more than four one-page letters from clients that they have worked with on previous projects. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the Respondent. Letters shall also include contact name and telephone number.

H. Divider 6 – Exhibits

1. Affidavit of Ownership or Control
2. Brooks Act
3. Historically Under Utilized Business Certification
4. DBE Certification

VII. SELECTION CRITERIA

A. Request for Qualifications 100 Points

The RFQs will be ranked base on the selection criteria and weights set out below:

- a. Experience in similar or relevant projects by individuals who would be assigned to this project (**maximum 20 points**).
- b. A suitably sized staff to meet the peak phases of work (**maximum 5 points**).
- c. Project experience by firms and individuals with governmental entities (**maximum 15 points**).
- d. Experience by firms and individuals with Police and Fire Station design and construction (**maximum 20 points**).
- e. Demonstrable systems and processes in-house for insuring quality and timely performance on projects (**maximum 5 points**).
- f. Familiarity with current MEP certification processes (**maximum 5 points**).
- g. Understanding of City's needs and appropriateness of Team's approach to this project (**maximum 10 points**).
- h. Track record of meeting deadlines and working within a budget, (**maximum 10 points**).
- i. Applicability and quality of references (**maximum 10 points**).

B. Presentation/ Interview 100 Points

Should the City elect to conduct interviews, the top three Respondents will be short-listed to make a presentation/interview and answer questions from a panel of City of Weslaco representatives. The presentations will be ranked based on the selection criteria and relative weights set out below.

The Respondents will be given a maximum of 20 minutes to make a presentation and upon the conclusion of the presentation/interview the Respondents will have a maximum of 20 minutes to respond to questions asked by the Selection Committee.

- a. Demonstrate Team's competence, qualifications, and ability (**maximum of 20 points**).
- b. Demonstrate Team's understanding of the team approach to address the needs of the City of Weslaco while maintaining the vision, function, scheduling, and budget (**maximum of 20 points**).

- c. Appropriateness of answers given during the Question and Answer portion of the interview (**maximum 30 points**).
- d. Demonstrate competence to manage the MEP commissioning process and the deliverance of completed commissioning documentation. (**maximum 15 points**).
- e. Demonstrate Quality Assurance/ Quality Control methodology (**maximum 15 points**).

VIII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.

C. INTERVIEWS – After the screening of RFQs, Respondents may be notified, in writing, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal than to identification of the Respondent's project approach and to an appraisal of the people who would be directly involved in the project.

D. INQUIRIES – Once the project is advertised, there shall be no contact with any city official or city employee unless using the formal process through the Purchasing Department. Failure to comply, will result in the firm being disqualified for process.

Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and copies will be provided to all firms on record, of having received an RFQ. Any inquiries relating to this RFQ must be submitted in writing and received no later than **3:00 p.m. February 10, 2017**.

E. COST OF RFQS – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.

F. CONTRACT NEGOTIATIONS – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverage's, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City may make the inclusion of a "key person's clause" a part of the contract negotiations.

G. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their RFQs are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the RFQ.

H. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Weslaco Ordinances and policies which will relate to contracting with the City. More detailed guidance is available on City's website:
https://www.municode.com/library/tx/weslaco/codes/code_of_ordinances

I. The City of Weslaco reserves the right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select Respondents for the submittal of more detailed information; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.

BID REJECTION OR PARTIAL ACCEPTANCE – THE CITY OF WESLACO reserves the right to reject any or all bids. It further reserves the right to waive technicalities and formalities in bids, as well as to accept in whole or in part such bid or bids where it deems it advisable in protection of the best interests of the City.

ADDENDA

The following Addenda have been received. The modifications to the Contract Documents noted therein have been considered and all services thereto are included in the RFQ.

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

The City of Weslaco reserves the right to reject any and all RFQ's.

**CITY OF WESLACO
DISCLOSURE OF INTERESTS**

City of Weslaco, Texas requires all persons or firms seeking to do business with the City to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA." Corporations whose shares are publicly traded and listed on national or regional stock exchanges or over-the-counter markets may file a current Securities and Exchange Commission Form 10-K with the City in lieu of answering the questions below. See next page for definitions.

Date: _____

FIRM

NAME: _____

ADDRESS: _____

FIRM is: 1. Corporation () 2. Partnership () 3. Sole Owner ()
 4. Association () 5. Other () _____

DISCLOSURE QUESTIONS

If additional space is necessary, please attach a separate sheet.

1. State the name(s) of each "employee(s)" of the City of Weslaco having an "ownership interest constituting of 0% or more of the voting stock or shares of the business entity or ownership of \$2,500 or more of the fair market value of the business entity or employed by the above named "firm."

Name	Title	Department

2. State the name of each "official" of the City of Weslaco having an "ownership interest" constituting 0% or more of the ownership in the above named "firm", or employed by the above named "firm."

Name	Title	Department

3. State the names of each "board member" of the City of Weslaco having an "ownership interest" constituting 0% or more of the ownership in the above named "firm", or employed by the above named "firm."

Name	Board, Commission or Committee

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Weslaco, Texas as changes occur.

Certifying Person: _____

Title: _____
(Type or Print)

Signature of Certifying Person: _____

Date: _____
(Type or Print)

DEFINITIONS

The following definitions of terms should be used in answering the questions set forth below:

- a. **“Board member.”** A member of any board, commission, or committee appointed by the City Commission of the City of Weslaco, Texas.
- b. **“Employee.”** Any person employed by the City of Weslaco, Texas either on a full or part-time basis, but not as an independent contractor.
- c. **“Firm.”** Any entity operated for economic gain, whether professional, industrial or commercial, and whether established to produce or deal with a product or service, including but not limited to, entities operated in the form of sole proprietorship, as self-employed person, partnership, corporation, joint stock company, joint venture, receivership or trust, and entities which for purposes of taxation are treated as non-profit organizations.
- d. **“Official.”** The Mayor, members of the City Commission, City Manager, Assistant City Managers, Department and Division Heads, and Municipal Court Judge of the City of Weslaco, Texas.
- e. **“Ownership interest.”** Legal or equitable interest, whether actually or constructively held, in a firm, including when such interest is held through an agent, trust, estate or holding entity. “Constructively held” refers to holdings or control established through voting trusts, proxies, or special terms of venture of partnership agreements.”

PLEASE FILL IN INFORMATION NEEDED AND SUBMIT TO:

THE CITY OF WESLACO
PURCHASING DEPARTMENT
255 S. KANSAS AVENUE
WESLACO, TEXAS 78596

**VENDOR ACKNOWLEDGMENT FORMS
CITY OF WESLACO
NON-COLLUSIVE BIDDING CERTIFICATION**

I/We have read instructions to bidder and specifications. My/Our bid conforms with all specifications, conditions, and instructions as outlined by *CITY OF WESLACO*. Signing the Acknowledgment Form confirms that our company will enter into a binding contract with CITY OF WESLACO for item(s) awarded to our company. I/We have read instructions to bidder and specifications.

The undersigned Bidder, by signing and executing this RFQ, certifies and represents to the CITY OF WESLACO that Bidder has not been offered, conferred or agreed to confer any pecuniary benefit, as defined by §1.07(a)(6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment or advantage relating to this RFQ; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this RFQ; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the CITY OF WESLACO concerning this bid on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this RFQ; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or member of the CITY OF WESLACO in return for the person having exercised the person's official discretion, power or duty with respect to this RFQ; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or member of CITY OF WESLACO in connection with information regarding this RFQ, the submission of this RFQ, the award of this RFQ or the performance, delivery or sale pursuant to this RFQ.

Date: _____

Company Name: _____

Signature: _____

Title: _____

Note: This form must be filled in and submitted with RFQ package

CERTIFICATION FORM

DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

The bidder certifies that neither the bidder, its third party subcontractors, nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

SIGNATURE _____ TITLE _____

COMPANY _____ DATE _____

State of _____, County of _____

Subscribed and sworn to before me this day _____ of , 2017.

Notary Public _____

My Appointment Expires _____

Restrictions on Lobbying Activity

A. Prohibited Contacts During Contract Evaluation

A vendor/contractor or a vendor's/contractor's agent/representative is prohibited from contacting city officials, including elected officials, and employees regarding a proposed contract from the time a Request for Qualifications has been released until the contract has been acted on by the City Commission. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by contractors, respondents or their agents, including lobbyists, may lead to disqualification of the respondent's offer.

B. A Lobbyists or Vendor/ Contractor May Not Place City Official Under Personal Obligation

A Lobbyist or a Vendor/Contractor or any of their agents may not do any act or refrain from any act for the express purpose and intent of placing any city official under personal obligation to the Lobbyist or Vendor/ Contractor.

C. False Statements

A lobbyist or the vendor/contractor or any of their agents/representatives cannot intentionally or knowingly make any false or misleading statement of fact to any city official, or cause a copy of a document with false information to be received by an official without notifying the official in writing of the truth. Likewise, a registrant who learns that a statement in a registration form or activity report during the previous 3 years is false must correct that statement within 30 days by written notification to the Office of the City Secretary.

D. Use of False Identification

A lobbyist or the vendor/contractor or any of their agents/representatives cannot communicate with a city official in the name of any fictitious person or in the name of any real person, without that person's consent.

E. Improper Influence

A lobbyist or the vendor/contractor or any of their agents/representatives cannot cause or influence the introduction of any ordinance, resolution, appeal, application, petition, nomination, or amendment for the purpose of later being employed as a lobbyist to secure its granting, denial, confirmation, rejection, passage, or defeat.

F. Improper Representation

A lobbyist or the vendor/contractor or any of their agents/representatives cannot represent that the person can control or obtain the vote or action of any city official.

Disclosures and Requirements for City Vendors/Contractors

Lobbyists are often retained for the purpose of assisting vendor/contractor seeking to do business with the city. The standards of conduct applicable to city contractors or other vendor/contractor of lobbyists are discussed below.

A. Prohibited Contacts During Contract Evaluation

A vendor/contractor or a vendor's/contractor's agent is prohibited from lobbying activities with city officials, including elected officials, and employees regarding a proposed contract from the time a Request for Qualifications has been released until the contract is posted as a City Commission agenda item. If contact is required, such contact will be done in accordance with procedures incorporated into the RFQ document. Violation of this provision by respondents or their agents, including lobbyists, may lead to disqualification of the respondent's offer. There is a parallel no-contact provision for lobbyists and their agents.

B. The City's Discretionary Contracts Disclosure Form

When seeking a discretionary city contract, the contractor must submit a form disclosing:

- the identity of all parties to the contract;
- subcontractors;
- partners, parent or subsidiary business entities of any party to the contract; any lobbyist or public relations firm that has been employed for a purpose related to the contract.

The vendor/contractor must also disclose all political contributions totaling more than \$100 made by the parties or the other individuals or entities listed on the form made directly or indirectly to:

- any current or former member of City Commission, including the Mayor;
- any candidate for City Commission, including the Mayor;
- any political action committee (PAC) that contributes to City Commission elections.

Indirect contributions include contributions made by an individual's spouse or by the officers, owners, attorneys, or registered lobbyists of the entity.

Indirect contributions do not include contributions by owners of a business entity who hold less than 5% of the fair market value or voting stock of the entity. If a publicly traded corporation seeks to contract with the city, it will not be required to list contributions made by its shareholders whose holdings are less than 5%.

AUTHORIZED CONTACT FORM:

This RFQ has been issued by City of Weslaco Purchasing Office. The Purchasing Office shall be the vendor's sole point of contact with regard to the RFQ, its content, and all issues concerning it.

All communication regarding this RFQ shall be directed to the City of Weslaco's Purchasing Agent. The Purchasing Agent facilitating this RFQ is identified on the cover page, along with his or her telephone number, and he or she shall be the primary point of contact for discussions or information pertaining to the RFQ. Contact with any other City representative, including elected officials, for the purpose of discussing this RFQ, its content, or any other issue concerning it, is prohibited unless authorized by the Purchasing Agent.

Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other City representatives, may constitute grounds for rejection by the Purchasing Office of the vendor's bid/response.

The above stated restriction on vendor contact with City representatives shall apply until the City has awarded a purchase order or contract to a vendor or vendors.

SIGNATURE _____ TITLE _____

COMPANY _____ DATE _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public _____

My Appointment Expires: _____