

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

**UTILITY ASSET MANAGEMENT CONSULTANT & PROGRAM  
OVERSIGHT SERVICES  
UTILITIES DEPARTMENT**

**Public Notice**

The City of Laredo subject to the Terms and Conditions of this Request for Qualifications to engage in and contract services from qualified firms to serve as an Asset Management Consultant and Program Manager for a practical, data-driven utility asset management program covering water and wastewater infrastructure for the Utilities Department. The City of Laredo strongly encourages electronic statement of qualification (SOQ) submissions through Cit-E-Bid, which is the preferred method for SOQ delivery. Electronic submissions help ensure timely receipt and efficient processing. While electronic submission is preferred, hand-delivered SOQs will also be accepted. If submitting in person, SOQs will also be received at City Hall. Copies of the RFQ requirements may be obtained from the Finance Department – Purchasing Division, 5512 Thomas Ave., Laredo, Texas 78041 or by downloading from our website: [www.cityoflaredo.com](http://www.cityoflaredo.com) or through Cit-E-Bid: <https://cityoflaredo.ionwave.net/Login.aspx>

Statement of Qualifications will be received at the City Secretary Office, 1110 Houston St., 3<sup>rd</sup>. floor, Laredo, Texas 78040 until **5:00 P.M on July 16, 2026 and all SOQs received will be opened and publicly acknowledged at 2:00 P.M. at the Office of the City Secretary on July 17, 2026.**

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

**Request for Qualifications: Utility Asset Management Consultant and Program Oversight Services  
RFQ 2026-066**

Electronic SOQ submission:  RFQ documents may be accessed and submitted through Cit-E-Bid:  <a href="https://cityoflaredo.ionwave.net/Login.aspx">https://cityoflaredo.ionwave.net/Login.aspx</a>	<b>Hand-delivered statements of qualifications are to be submitted in a sealed envelope clearly marked:</b> City of Laredo – City Secretary C/O Mario Maldonado Jr. City Hall – Third Floor 1110 Houston Laredo, Texas 78040
---	--

**Respondents submitting hand-delivered SOQs to the City Secretary's Office on the due date must allow sufficient time for check-in at the City Hall reception desk. The City is not responsible for any delays caused by the check-in process. SOQs will not be accepted after the specified deadline, regardless of circumstances. Please plan accordingly to ensure timely submission. The City of Laredo reserves the right to reject any and all SOQ responses, and to waive any minor irregularities.**

\*\*\*\*\*If the respondent submits both an electronic SOQ and a properly completed manual SOQ, the Purchasing Division will use the electronic SOQ. If the respondent submits an electronic SOQ and a manual SOQ that is not complete, the Purchasing Division will use the electronic SOQ.\*\*\*\*\* SOQ forms can be downloaded and printed through Cit-E-Bid. \*\*\*\*\*Mailed SOQ (i.e. USPS, FedEx, UPS), telegraphic, or facsimile SOQ will not be considered.\*\*\*\*\*

**CITY OF LAREDO  
PURCHASING DIVISION**

---



**City of Laredo  
Purchasing Division  
Notice to Bidders**

Notice is hereby given that the City of Laredo is now accepting sealed proposals, subject to the Terms and Conditions of this Request for Qualifications and other contract provisions, to engage in and contract services from qualified firms to serve as Asset Management Consultant and Program Manager for a practical, data-driven utility asset management program covering water and wastewater infrastructure for the Utilities Department. The City of Laredo **strongly encourages electronic bid submissions** through Cit-E-Bid, which is the **preferred method** for bid delivery. Electronic submissions help ensure timely receipt and efficient processing. While electronic submission is preferred, hand-delivered proposals will also be accepted. If submitting in person, proposals will also be received at City Hall. Copies of the specifications may be obtained from the Finance Department – Purchasing Division, 5512 Thomas Ave., Laredo, Texas 78041 or by downloading from our website: [www.cityoflaredo.com](http://www.cityoflaredo.com) or through Cit-E-Bid: <https://cityoflaredo.ionwave.net/Login.aspx> Hand delivered proposals will be received at the City Secretary Office, 1110 Houston St., 3rd. floor, Laredo, Texas 78040 **until 5:00 P.M. on July 16, 2026**; and all proposals received will be opened and **acknowledged at 2:00 P.M.** at the Office of the City Secretary on **July 17, 2026**.

Hand delivered proposals are to be submitted in a sealed envelope clearly marked:

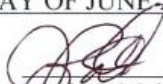
**Request for Qualifications: Utility Asset Management Consultant and Program Oversight  
Services – Utilities Department  
RFQ 2026-066**

<b>Electronic bid submission:</b>  Specifications may be accessed and submitted through Cit-E-Bid:  <a href="https://cityoflaredo.ionwave.net/Login.aspx">https://cityoflaredo.ionwave.net/Login.aspx</a>	<b>Hand-delivered proposals are to be submitted in a sealed envelope clearly marked:</b> City of Laredo – City Secretary C/O Mario Maldonado Jr. City Hall – Third Floor 1110 Houston Laredo, Texas 78040
---	--

**Vendors/contractors submitting hand-delivered proposals to the City Secretary’s Office on the due date must allow sufficient time for check-in at the City Hall reception desk. The City is not responsible for any delays caused by the check-in process. Proposals will not be accepted after the specified deadline, regardless of circumstances. Please plan accordingly to ensure timely submission.**

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

WITNESS MY HAND AND SEAL, ON THIS 22<sup>nd</sup> DAY OF JUNE 2026.

  
\_\_\_\_\_  
Mario I. Maldonado Jr.  
City Secretary

**CITY OF LAREDO  
PURCHASING DIVISION**

---

**GENERAL TERMS AND CONDITIONS FOR STATEMENT OF QUALIFICATIONS**

- 1.0 GENERAL CONDITIONS.** Interested firms (Respondents) are required to submit statements upon the following expressed conditions:
- A. Respondents shall thoroughly examine the RFQ requirements, schedule instructions and other contract documents. Once the award has been made, failure to read all RFQ requirements, instructions, and the contract documents, of the City shall not be cause to alter the original contract.
  - B. Respondents shall make all investigations necessary to thoroughly inform themselves regarding the services being requested. No pleas of ignorance by the Respondent of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Respondent to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the expectation of services to be priced by an awarded Respondent.
  - C. Respondents are advised that City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.
- 2.0 PREPARATION OF SUBMITTALS.** Submittals shall be prepared in accordance with the following:
- A. For hand delivered submittals only, all information required by the RFQ form shall be furnished. The Respondent shall print or type the business name and manually sign the required forms. For Electronic submittals, this information shall be submitted electronically on Cit-E-Bid system. If Respondent submits both manual and electronic SOQs, the electronic SOQ will replace the manual SOQ and shall be considered the only valid SOQ.
  - B. Alternate SOQs will not be considered unless authorized by the invitation for additional SOQs or any applicable addendum.
- 3.0 DESCRIPTION OF SUPPLIES.** Not applicable for this request.
- 4.0 SUBMISSION OF HAND DELIVERED STATEMENTS**
- A. Statement of qualifications and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the opening.
  - B. Unless otherwise noted on the Notice to Respondents cover sheet, all hand delivered statements of qualifications must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street, Laredo, Texas 78040.
  - C. SOQ forms can be downloaded and printed through Cit-E-Bid. **Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, emails or facsimile SOQs will not be considered.**
  - D. The City shall pay no costs or other amounts incurred by any entity in responding to this RFQ, or as a result of issuance of this RFQ.
- 5.0 REJECTION OF STATEMENT OF QUALIFICATIONS.** The City may reject an SOQ if:
- A. Respondent misstates or conceals any material fact in the SOQ.
  - B. SOQ does not strictly conform to the law or the requirements of the SOQ.
  - C. Respondent is in arrears on existing contracts or taxes with the City of Laredo.
  - D. In the event that a Respondent is delinquent in the payment of City of Laredo taxes on the day the SOQ is opened, including state and local taxes, such fact may constitute grounds for rejection of the SOQ or cancellation of the contract. A Respondent is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes
  - E. No SOQ submitted herein shall be considered unless the Respondent warrants that, upon execution of a contract with the City of Laredo, Respondent will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Respondent will submit such reports as the City may therefore require assuring compliance with said practices.
  - F. The City may reject all SOQs or any part of an SOQ whenever it is deemed necessary.
- 6.0 WITHDRAWAL OF STATEMENT OF QUALIFICATIONS** SOQs may not be withdrawn after they have been publicly opened, unless approved by the City Council.
- 7.0 LATE SOQs OR MODIFICATION of SOQs** and modifications received after the time set for the SOQ receiving deadline will not be considered. Late SOQs will be returned to the Respondent unopened.

**CITY OF LAREDO  
PURCHASING DIVISION**

---

**8.0 CLARIFICATIONS OR OBJECTION TO STATEMENT OF QUALIFICATIONS** If any person contemplating submitting an SOQ for this contract is in doubt as to the true meaning of the RFQ requirements, or other SOQ documents or any part thereof, they may submit to the City Purchasing Agent. All requests for information shall be made in writing through email or Question & Response section on Cit-E-Bid system no later than seven (7) days prior to the scheduled date for opening to:

CITY OF LAREDO PURCHASING AGENT  
5512 Thomas Avenue Laredo,  
TX 78041

Any Respondent submitting questions shall make reference to a specific RFQ number, section, page and item of this solicitation. Questions untimely submitted may not elicit a response. It is the Respondent's responsibility to follow up and make certain that the request was received. In case there are changes, additions, and/or edits to the original scope, an addendum will be issued by the Purchasing Agent to all Respondents through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other interpretations of the SOQ during the RFQ process. Respondent, or any persons acting on their behalf, shall not contact any City official or employee staff except those specifically designated in this or another subsequent solicitation document. The following sequence of activities must take place in filing a protest: To be performed by protesting Respondent: Within ten (10) calendar days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting Respondent must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest. To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response to the protesting Respondent of the decision. If the protesting Respondent is not satisfied with the decision of the City Purchasing Officer, such protesting Respondent may appeal to the City Manager of the City of Laredo. If the protesting Respondent cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the selection of the awarded Respondent and approval of a negotiated contract after selection. Such appeal may be made only after exhausting all administrative procedures through the City Manager. All protests must be duly submitted via Certified Mail to: City of Laredo – Purchasing Agent

5512 Thomas Ave. Laredo, Texas 78041.

**9.0 RESPONDENT DISCOUNTS** Not applicable for this contract.

**10.0 AWARD OF CONTRACT** The selection and award shall be based on the basis of demonstrated competence and qualifications to perform the services. The firm selected will be the firm which, in the opinion of the City, is the best qualified. No professional fees shall be discussed in the SOQ response. Following selection of an awarded Respondent, the City shall negotiate with the selected Respondent to identify a required scope of services and pricing. The professional fees proposed under the contract following negotiation with the selected Respondent may not exceed any maximum established by law. The Respondent shall bear the burden of proof of compliance with the City of Laredo RFQ requirements. A duly authorized purchase order number shall reference item/services description, item number, quantity and price. Invoices shall reference the assigned purchase order number to avoid any duplication (2 CFR 200.318 (d)). Contract terms are the responsibility of the awarded Respondent(s) that has been negotiated with, and the respective City user department(s).

**11.0 ENTIRE AGREEMENT**

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

**12.0 PAYMENTS & INVOICING** All invoices to the City of Laredo have a 30-day term from receipt of completion of services. All invoices must show the purchase order number and invoices shall be legible. Invoices shall be mailed to the Accounts Payable Office, City Hall, P.O. Box 210, Laredo, Texas 78042. Electronic Funds Transfer (EFT) payments are also available; if electronic payments are preferred, an Electronic Funds Transfer (EFT) Authorization form needs to be completed and returned via e-mail to: [jjolly@ci.laredo.tx.us](mailto:jjolly@ci.laredo.tx.us). For more information, please contact Mr. Jorge Jolly, Accounts Payable Manager at (956) 791-7328.



**13.0 PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD.** A person or entity who seeks or applies for a city contract or any other person acting on behalf of such person entity is prohibited from contacting city officials and employees regarding such a contract after a Request for Qualification (RFQ) has been released. This no-contact provision shall conclude when the awarded Respondent has been selected, negotiation has been completed, and the contract is awarded. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their SOQ from consideration.

**14.0 TITLE VI ASSURANCE** The City of Laredo along with the Texas Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S. C. ss 2000d to 2000d-4) and the Regulations, hereby notifies all providers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit Statements of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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

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

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

§137.53 ENGINEER STANDARDS OF COMPLIANCE WITH PROFESSIONAL SERVICES PROCUREMENT ACT

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

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

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

**16.0 INSURANCE REQUIREMENTS (NON-CONSTRUCTION)**

The successful Respondent(s) shall furnish the City with a Certificate of Insurance herein required upon execution of the contract and shall maintain said policies in full force and effect at all times during the term of this contract.

(a) Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, Coverage must be amended to provide for an each-project aggregate limit of insurance. An alternative would be to have separate limits for all lines of General Liability coverage for each project.

(b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limit of \$1,000,000 each-occurrence each accident/\$1,000,000 by disease each-occurrence/\$1,000,000 by disease aggregate.

(c) Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non- owned, and hired car coverage.

**CITY OF LAREDO  
PURCHASING DIVISION**

---

(d) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor. The independent subcontractor performing onsite labor will extend completed operations to additional insured parties.

(e) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement.

(f) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as a primary and non-contributory additional insured with respect to General Liability and Automobile Liability. The additional insured for General Liability shall include operations and completed operations. Completed operations are to be kept in force for a period of 10 years.
2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.
9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

(g) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Certificates of insurance shall be accompanied by a copy of each required endorsement including the notice of cancellation or termination provisions to the City of Laredo for each required type of insurance.

(h) Upon receipt of a verified claim and at the request of the City of Laredo, Respondent shall furnish The City of Laredo with certified copies of all required insurance policies.

## **17.0 CONTRACT REQUIREMENTS**

### **17.1 CODE OF ETHICS ORDINANCE 2012-0-126**

Respondents doing business with the City of Laredo shall comply with all provisions of the City of Laredo's Code of Ethics.

### **17.2 PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD**

A person or entity who seeks or applies for a city contract or any other person acting on behalf of such person or entity, is prohibited from contacting city officials and employees regarding such a contract after a Request for Qualification (RFQ) has been released. This no contact provision shall conclude when the contract is awarded. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration.

### **17.3 NON-COLLUSIVE AFFIDAVIT (Attached)**

The City may require that Respondents submit a Non-Collusive Affidavit. The Respondent will be required to state that the

**CITY OF LAREDO  
PURCHASING DIVISION**

---

party submitting an SOQ, that such SOQ is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent or Person, to put in a sham SOQ or to refrain from responding, and has not in any manner, directly or indirectly, sought by agreement or collusion,

or communication or conference, with any person, to secure any advantage

against the City of Laredo or any person interested in the proposed contract; and that all statements in said SOQ are true.

**17.4 CONTRACT DISCLOSURE FORMS (Attached)**

The City of Laredo requires the following forms to be completed as a part of this SOQ for consideration;

1. Company Information Questionnaire,
2. Conflict of Interest Questionnaire,
3. Non-Collusive Affidavit
4. Discretionary Contracts Disclosure
5. Certificate of Interested Parties (Form 1295) **\*\*Upon Award of SOQ Only\*\***

**17.5 CONFLICT OF INTEREST FORMS (Attached)**

Conflict of Interest Disclosure: A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature.

**17.6 TEXAS ETHICS COMMISSION (Form 1295, Attached)**

Certificate of Interested Parties (Form 1295)

**Implementation of House Bill 1295:** In an effort to comply with state law the certificate of interested parties must be filled out once a Respondent has been granted a contract. All of this information can be found on the state of Texas website, please use this link provided, <https://www.ethics.state.tx.us/tec/1295-Info.htm>

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

In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this will result in the cancellation of the contract.

**18.0 DISQUALIFICATION & DEBARMENT CERTIFICATION**

By submitting this Statement of Qualifications, the Respondent certifies that it is not currently debarred or eligible for debarment from the City of Laredo pursuant to **Ordinance No. 2017-O-098**, and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas. The contract parties are further prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Engineer certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive Federal funds and, when requested by the City, to furnish a copy of the certification.

Additionally, in accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a Respondent for goods or services unless the contract contains a written verification from the Respondent that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The

**CITY OF LAREDO  
PURCHASING DIVISION**

---

signatory executing this contract on behalf of Respondent verifies that the company does not boycott Israel and will not boycott Israel during the term of this contract.

**S.B. 252 (V. Taylor/S. Davis)** is a bill relating to government contracts with terrorists. The bill provides that: (1) a governmental entity, including a city, may not enter into a governmental contract with a Respondent that is identified on a list prepared and maintained by the comptroller and that does business with Iran, Sudan, or a foreign terrorist organization; and (2) a company that the United States government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, its federal sanctions regime relating to Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition under the bill.

**Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

Respondents that apply for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**19.0 Addendum**

The City of Laredo reserves the right to issue addenda to solicitations as necessary. Addenda are used to clarify, revise, or otherwise modify solicitation documents. All submitting parties are responsible for acknowledging receipt of each addendum issued. Failure to acknowledge any issued addendum will result in the submission being returned and considered incomplete.

**Important Notice:**

Addendum notifications will be sent to the email address associated with each submission. It is the submitting party's responsibility to monitor the provided email address and ensure that all addenda are received and acknowledged. Failure to acknowledge any issued addendum will result in the submission being returned and considered incomplete.



**Request for Qualifications**  
**Utility Asset Management Consultant and Program Oversight Services**  
**Utilities Department**

---

**20.0 Scope of Work**

The City of Laredo subject to the Terms and Conditions of this Request for Qualifications from qualified Respondents to serve as an Utility Asset Management Consultant and Program Manager for a practical, data-driven utility asset management program covering water and wastewater infrastructure for the Utilities Department. The City of Laredo strongly encourages electronic SOQ submissions through Cit-E-Bid, which is the preferred method for SOQ delivery. Electronic submissions help ensure timely receipt and efficient processing. While electronic submission is preferred, hand-delivered SOQs will also be accepted. If submitting in person, proposals will also be received at City Hall. Copies of the proposal specifications may be obtained from the Finance Department – Purchasing Division, 5512 Thomas Ave., Laredo, Texas 78041 or by downloading from our website: [www.cityoflaredo.com](http://www.cityoflaredo.com) or through Cit-E-Bid: <https://cityoflaredo.ionwave.net/Login.aspx>

- 20.1 This scope of work is intended to be attached to the City’s Request for Qualifications template. It describes the professional consulting services requested. Respondents should submit qualifications only. Do not include pricing, fee schedules, hourly rates, or any other cost information in the RFQ response.

**21.0 Proposal Contacts**

- 21.1 All questions for this request for qualifications shall be submitted through Cit-E-Bid by July 1, 2026 before 2:00 P.M.

- 21.2 For additional questions regarding these specifications please contact:

Contact	Phone#	Email
XXXXXXXXXXXX	(956) 721-2000	<a href="mailto:xxxxx@ci.laredo.tx.us">xxxxx@ci.laredo.tx.us</a>

**22.0 Purpose**

The City of Laredo Utilities Department seeks a qualified professional firm or consultant team to serve as Utility Asset Management Consultant and Program Manager for a practical, data-driven utility asset management program covering water and wastewater infrastructure.

- 22.1 The selected consultant shall support the City in assessing existing utility assets, validating available asset data, developing a leak detection and water loss control strategy, preparing a separate procurement package for contracted valve exercising services, assisting the City with technical evaluation of valve exercising proposals, overseeing the valve exercising contractor, integrating field results into the asset management program, and preparing risk-based repair, rehabilitation, and replacement priorities. Services will also include development of a funding strategy for improvements (identifying funding options both internal and external to the City), developing a coordination strategy for pairing up maintenance replacements with upsizing needs when feasible, inclusion of water and wastewater system model updates to assist in regular re-prioritizing of system improvements for water and wastewater, developing a coordination strategy with development planning to ensure that infrastructure needs for new developments also account for needed existing infrastructure improvements. Anticipated services may or may not also include supporting the City in updating their efforts to update the existing water and/or wastewater master plans and capital improvements plans.
- 22.2 The intent of this Scope of Work is to move the Utilities Department from a primarily reactive infrastructure response model toward a proactive, risk-based asset management program that improves operational readiness, reduces water loss, supports emergency response, protects public health, and strengthens long-term capital planning.

**23.0 Separate Consulting Structure**

The City intends to use three separate contracts:

- 23.1 Contract 1: RFQ for Utility Asset Management Consultant and Program Oversight Services. This contract is the subject of this Scope of Work.
- 23.2 Contract 2: Request for Proposals, or other City-approved procurement for Contracted Valve Exercising Field Services. This separate contract will provide the field labor, equipment, production capacity, valve exercising, valve locating, field documentation, and deficiency reporting services. The Asset Management Consultant will assist the City in preparing the Contracted Valve Exercising Field Services RFP, as well as assisting the City in evaluating proposals and making a recommendation of award to a properly qualified contractor. The Asset Management Consultant will also assist the City in managing the successful completion of the Contracted Valve Exercising Field Services service contract. This a contractor-based effort, as the hourly cost will be too high to pay any consultant to do this work (the average consultant cost is going to be \$100+ per hour, versus a contractor at \$25-50 per hour).
- 23.3 Contract 3: Request for Proposals, or leak detection services to support the scope discussed earlier in this RFQ.. This separate contract will provide the field labor, equipment, production capacity, leak testing, leak locating, field documentation, and deficiency reporting services. The Asset Management Consultant will assist the City in preparing the Contracted Leak Detection Testing and Field Evaluation Services RFP, as well as assisting the City in evaluating proposals and making a recommendation of award to a properly qualified contractor. The Asset Management Consultant will also assist the City in managing the successful completion of the Contracted Leak Detection Testing and Field Evaluation Services service contract.
- 23.4 The Asset Management Consultant shall not be responsible for physically exercising all valves unless separately authorized by the City. The consultant's primary role is to develop the asset management framework, prioritize assets, assist with preparation and technical evaluation of the separate valve exercising procurement, provide technical oversight, verify data quality, and integrate field results into the City's asset management program.
- 23.5 The valve exercising contractor shall be separately procured and shall provide the labor, supervision, equipment, field crews, traffic control support, valve exercising equipment, data collection tools, and production capacity necessary to perform valve locating, exercising, documentation, and deficiency reporting.
- 23.6 The Asset Management Consultant shall not be responsible for physically conducting leak detection testing. The consultant's primary role under this task is to assist with preparation and technical evaluation of the separate leak detection testing procurement, provide technical oversight, verify data quality, and integrate field results into the City's asset management program.
- 23.7 The leak detection testing contractor shall be separately procured and shall provide the labor, supervision, equipment, field crews, traffic control support, leak detection testing equipment, data collection tools, and production capacity necessary to perform leak locating, documentation, and deficiency reporting.

**24.0 Conflict-of-Interest Restriction**

To preserve procurement integrity, the selected Asset Management Consultant shall be prohibited from submitting a proposal as the prime contractor or subcontractor for the separate Valve Exercising Field Services Contract or for the separate Leak Detection Testing and Field Evaluation Services Contract, if the consultant assists in preparing the RFP, technical specifications, evaluation criteria, scoring materials, independent cost assumptions, or technical evaluation support for either procurement. The Consultant will only participate in these projects from the standpoint of providing the City with project management support of these projects, as an extension of City Utilities staff.

**CITY OF LAREDO**  
**PURCHASING DIVISION**

---

- 24.1 The consultant may provide technical assistance to the City during the valve exercising procurement and leak detection testing procurement, but final procurement decisions, scoring authority, ranking, award recommendation, and contract approval for each project shall remain solely with the City.

**25.0 Background**

The City of Laredo Utilities Department operates and maintains critical water and wastewater infrastructure, including water transmission lines, water distribution lines, valves, hydrants, wastewater collection lines, force mains, manholes, lift stations, treatment-related assets, and related appurtenances.

- 25.1 The City's current estimated leakage/non-revenue water baseline is approximately 13.5 percent. This figure is provided as a planning estimate and shall be validated by the selected consultant. The consultant shall distinguish between real losses, apparent losses, authorized unbilled consumption, data quality limitations, metering issues, billing/accounting issues, unauthorized consumption, and physical leakage.
- 25.2 The City requires a program that identifies which assets should be assessed first, which valves must be located and exercised first by the separate valve exercising contractor, which line segments are most critical, which assets should be repaired or replaced first, and how the Utilities Department should sustain this program after completion of the initial contract term.
- 25.3 The City requires a program that identifies which assets should be assessed first, which apparent water losses (via potential leaks) must be located and addressed first by the separate leak detection contractor, which line segments are most critical, which leaks should be addressed first, and how the Utilities Department should sustain this program after completion of the initial contract term.

**26.0 Primary Objectives**

The selected consultant shall help the City achieve the following objectives:

- 26.1 Establish a practical asset management framework for water and wastewater infrastructure.
- 26.2 Review and improve existing asset inventory information, including GIS, work-order, maintenance, inspection, break-history, leak-history, and capital project data.
- 26.3 Develop an asset hierarchy, asset data standards, and data dictionary that can be maintained by City staff.
- 26.4 Validate the City's estimated 13.5 percent leakage/non-revenue water baseline and identify major contributors to water loss.
- 26.5 Develop a prioritized leak detection and water loss control program.
- 26.6 Develop the technical scope, field data standards, contractor qualifications, production requirements, and performance measures for a separate valve exercising contractor procurement and a separate leak detection testing procurement.
- 26.7 Assist the City with technical evaluation and scoring support for the separate valve exercising procurement and separate leak detection testing procurement, subject to City Purchasing and Legal requirements.
- 26.8 Provide technical oversight and quality assurance/quality control for the separately contracted valve exercising field services and separately contracted leak detection testing and field evaluation services.
- 26.9 Identify critical valves, inoperable valves, missing valves, inaccessible valves, paved-over valves, buried valves, and valves requiring repair or replacement based on contractor results and City records.
- 26.10 Develop a risk-based assessment methodology for water lines, wastewater lines, valves, and related assets.

**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 26.11 Prioritize assessment needs based on condition, criticality, leakage potential, consequence of failure, likelihood of failure, operational importance, and data confidence.
- 26.12 Prepare a prioritized repair, rehabilitation, and replacement schedule for valves, water lines, wastewater lines, and leak-related repairs.
- 26.13 Develop a five-year capital improvement recommendation and ten-year renewal forecast.
- 26.14 Integrate asset management recommendations into City-approved GIS, maintenance management, work-order, and planning systems to the extent feasible.
- 26.15 Prepare implementation-ready or procurement-ready packages for priority corrective work.
- 26.16 Train City staff to continue the asset management, leak detection, valve exercising oversight, and replacement prioritization program after consultant completion.

**27.0 General Requirements**

The initial consultant program shall be completed within a minimum of 18 months with a maximum of 24 months from Notice to Proceed.

- 27.1 The City may include three optional twelve-month extension periods for additional field verification, leak detection contractor oversight, valve exercising contractor oversight, implementation support, data integration, staff training, priority package development, or other related asset management services.
- 27.2 The 18 to 24 month program is intended to establish the City's asset management framework, validate the estimated 13.5 percent leakage/non-revenue water baseline, support procurement and oversight of a separate valve exercising contractor, develop risk-based replacement priorities, and prepare implementation packages. The program is not intended to complete replacement of all deficient assets within the initial eighteen to twenty-four-month period. Full systemwide exercising, assessment, repair, rehabilitation, and replacement shall continue through annual operations, maintenance, and capital improvement programs.

**28.0 General Requirements**

The selected consultant shall:

- 28.1 Assign a qualified project manager responsible for schedule, scope, quality, coordination, reporting, and deliverables.
- 28.2 Coordinate with the Utilities Department, Engineering, Operations, GIS, Information Technology, Finance, Purchasing, and other City-designated representatives.
- 28.3 Conduct work in a manner that minimizes disruption to water and wastewater operations.
- 28.4 Obtain City authorization before any field activity involving system access, flow monitoring, pressure monitoring, leak detection, site entry, confined space entry, right-of-way work, or coordination with valve exercising field activities.
- 28.5 Support the City in establishing procedures requiring the separate valve exercising contractor to obtain City authorization before any valve operation.
- 28.6 Comply with applicable safety requirements, including traffic control, confined space, personal protective equipment, field crew safety, and City-specific operational requirements.
- 28.7 Protect sensitive utility infrastructure information and comply with City data security and confidentiality requirements.



**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 28.8 Provide all deliverables in editable digital formats acceptable to the City.
- 28.9 Ensure that asset data, GIS data, maps, reports, photographs, models, dashboards, and field documentation produced under this project become the property of the City.
- 28.10 Avoid proprietary data structures unless specifically authorized by the City.
- 28.11 Provide quality assurance and quality control for all field data, GIS data, scoring models, cost estimates, schedules, and final recommendations.
- 29.0 Gated Authorization, City Satisfaction, and Stop/Go Authority**

The consultant work shall proceed through gates. Advancement from one gate to the next shall depend on City acceptance of deliverables, satisfactory progress, responsiveness to City direction, quality of work, schedule performance, budget performance, and continued need for the services.
- 29.1 The City shall have no obligation to authorize later gates if the City determines that consultant progress, deliverable quality, coordination, responsiveness, schedule performance, data quality, oversight effectiveness, or value to the City is unsatisfactory.
- 29.2 Each gate shall require written City acceptance before the consultant proceeds to the next major phase of work, unless otherwise authorized in writing by the City. The consultant shall have no automatic right to proceed to later gates solely because the contract has been awarded.
- 29.3 The City may pause, modify, reduce, expand, or terminate consultant services at any gate based on City satisfaction with progress and deliverables. The City may consider the following when determining whether to authorize the next gate:
  - 29.3.1 Timeliness of consultant performance.
  - 29.3.2 Quality and completeness of deliverables.
  - 29.3.3 Responsiveness to City comments.
  - 29.3.4 Usefulness of recommendations.
  - 29.3.5 Accuracy and completeness of data.
  - 29.3.6 Coordination with City staff.
  - 29.3.7 Quality of procurement support.
  - 29.3.8 Effectiveness of valve exercising contractor oversight and/or effectiveness of leak detection contractor oversight.
  - 29.3.9 Integration of valve exercising results into the asset management model and integration of leak detection results into the asset management model.
  - 29.3.10 Ability to maintain schedule.
  - 29.3.11 Ability to work within budget.
  - 29.3.12 Value provided to the City.
  - 29.3.13 Compliance with City direction and contract requirements.

**CITY OF LAREDO  
PURCHASING DIVISION**

<b>Gate</b>	<b>Estimated Timing</b>	<b>Primary Purpose</b>	<b>Key Deliverables</b>	<b>City Acceptance / Stop-Go Decision</b>
Gate 0	Months 1-2	Mobilization and project controls	Project charter, work plan, gated schedule, communications plan, data request, QA/QC plan, risk register	Proceed only after City accepts project controls and confirms governance.
Gate 1	Months 3-4	Current-state assessment and initial prioritization	Current-state assessment, data gap analysis, initial valve priority categories, initial high-risk assets, initial leak-response areas	Proceed only if the City is satisfied with assessment quality, prioritization logic, and responsiveness.
Gate 2	Months 5-7	Valve exercising RFP package development and Leak detection RFP package development	Draft RFP scope, technical specifications, contractor qualifications, evaluation criteria, work packet template, field data standards for each RFP package	Proceed only if the City accepts the valve exercising procurement package and/or the leak detection procurement package and elects to advertise or otherwise proceed.
Gate 3	Months 8-10	Procurement support and contractor selection assistance	Technical question responses, proposal review matrix, evaluation memorandum, interview support, scope clarification support for each RFP package	Proceed only if procurement progresses satisfactorily for each RFP package and the City accepts consultant support.
Gate 4	Months 11-20	Oversight of valve exercising contractor and integration, and oversight of leak detection contractor and integration	Monthly oversight reports, production tracking, data quality review, deficiency lists, updated risk scoring for each service contract	Proceed only if consultant oversight, data integration, and reporting are satisfactory for each service contract.
Gate 5	Months 21-24	Final prioritization, implementation plan, review, revisions, and handoff	Final Asset Management Plan, final valve program, final leak detection program, final replacement priorities, five-year CIP recommendation, ten-year forecast, implementation package, draft deliverable reviews, deliverable revisions, training	Final acceptance depends on usefulness, completeness, training, implementation readiness, and City satisfaction.

**30.0 Task 1: Project Initiation, Governance, and Work Plan**

The selected consultant shall conduct a project kickoff meeting with City representatives and prepare a detailed project work plan.

**30.1 At minimum, the selected consultant shall provide:**

- 30.1.1 Project charter.
- 30.1.2 Detailed twenty-four-month schedule.
- 30.1.3 Gated implementation plan.
- 30.1.4 Communications plan.
- 30.1.5 Meeting schedule.
- 30.1.6 Data request list.
- 30.1.7 Field safety coordination plan.

- 30.1.8 Quality assurance and quality control plan.
- 30.1.9 Risk register.
- 30.1.10 Stakeholder matrix.
- 30.1.11 Monthly progress report template.
- 30.2 The project work plan shall identify major tasks, subtasks, milestones, deliverables, City review periods, fieldwork windows, decision points, and acceptance criteria.
- 31.0 Task 2: Existing Data and Current-State Assessment**

The selected consultant shall assess the current condition of the City utility asset management practices, records, data systems, and operational workflows.
- 31.1 The assessment shall include review of available:
  - 31.1.1 GIS asset data.
  - 31.1.2 Water distribution system maps and current distribution model.
  - 31.1.3 Wastewater collection system maps and current wastewater collection model.
  - 31.1.4 Record drawings and as-built drawings.
  - 31.1.5 Valve records, valve cards, and valve maps.
  - 31.1.6 Water line and wastewater line inventory data.
  - 31.1.7 Pipe age, material, diameter, installation date, and location data.
  - 31.1.8 Work-order and maintenance records and interviews with operations staff to collect anecdotal data.
  - 31.1.9 Break history.
  - 31.1.10 Leak history.
  - 31.1.11 Customer complaint history.
  - 31.1.12 Water loss audit information.
  - 31.1.13 Production meter data.
  - 31.1.14 Customer billing and consumption data.
  - 31.1.15 Authorized unbilled consumption records.
  - 31.1.16 Hydrant flushing records.
  - 31.1.17 Sanitary sewer overflow records.
  - 31.1.18 CCTV inspection records, if available.
  - 31.1.19 Manhole inspection records, if available.
  - 31.1.20 Capital improvement project records.

31.1.21 Operational and emergency response records.

31.1.22 Existing software, databases, spreadsheets, dashboards, and reports used by the Utilities Department.

31.1.23 Current water master plan and wastewater master plan reports and exhibits, tables, and supporting documents.

31.2 The selected consultant shall interview City staff to document current practices, data gaps, operational challenges, reporting needs, emergency response concerns, and capital planning priorities.

31.3 Deliverables for this task shall include:

31.3.1 Current-state assessment report.

31.3.2 Data gap analysis.

31.3.3 Data quality and confidence assessment.

31.3.4 Recommended asset hierarchy.

31.3.5 Recommended data dictionary.

31.3.6 Recommended level-of-service measures.

31.3.7 Recommended key performance indicators.

31.3.8 Recommended immediate improvements to data capture and maintenance workflows.

31.3.9 Initial scope assumptions for the separate valve exercising procurement.

**32.0 Task 3: Asset Inventory, Data Standards, and System Integration**

The selected consultant shall develop a standardized asset inventory framework for water and wastewater assets.

32.1 The framework shall include:

32.1 Asset classes and subclasses.

32.2 Unique asset identification method.

32.3 Required data fields.

32.4 Optional data fields.

32.5 GIS attribute standards.

32.6 Work-order and maintenance data requirements.

32.7 Field data collection forms.

32.8 Photo documentation standards.

32.9 Location accuracy standards.

32.10 Data validation rules.

32.11 Data ownership responsibilities.



32.12 Data update procedures.

32.13 Recommended integration approach for GIS, CMMS, work-order, dashboards, and planning tools. The selected consultant shall provide all data in formats approved by the City. Deliverables shall be usable by City staff and shall not require the City to purchase proprietary software unless expressly authorized.

**33.0 Task 4: Water Loss Baseline Validation and Leak Detection Program**

The selected consultant shall validate the City's estimated 13.5 percent leakage/non-revenue water baseline and develop a prioritized leak detection and water loss control program. The selected consultant will utilize the field data collected by the separately contracted leak detection and field evaluation services contractor to complete the following evaluations in Section 33.1.

33.1 The selected consultant shall evaluate available water loss data and distinguish between:

33.1.1 Real losses.

33.1.2 Apparent losses.

33.1.3 Meter inaccuracies.

33.1.4 Data handling errors.

33.1.5 Billing/accounting issues.

33.1.6 Authorized unbilled consumption.

33.1.7 Unauthorized consumption.

33.1.8 Leakage from transmission lines.

33.1.9 Leakage from distribution lines.

33.1.10 Leakage from service lines.

33.1.11 Leakage from valves, hydrants, fittings, tanks, reservoirs, and appurtenances.

33.1.12 Data quality limitations that affect confidence in the baseline estimate.

33.2 The selected consultant shall develop a leak detection prioritization model considering:

33.2.1 Pressure zones.

33.2.2 Age and material of pipe.

33.2.3 Pipe diameter.

33.2.4 Break history.

33.2.5 Leak history.

33.2.6 Customer complaints.

33.2.7 Known low-pressure areas.

33.2.8 High-consequence areas.

33.2.9 Critical customers.

33.2.10 Large-diameter transmission and distribution mains.

33.2.11 Areas with recurring repairs.

33.2.12 Areas with high estimated real losses.

33.2.13 Areas with unreliable or incomplete data.

33.2.14 Areas where leak detection is likely to produce measurable benefit.

33.3 The selected consultant shall prepare a leak detection field plan that may include acoustic leak detection, leak correlators, listening surveys, pressure monitoring, temporary flow monitoring, district metered area analysis where feasible, hydrant and valve appurtenance checks, and targeted field verification.

33.3.1 Deliverables for this task shall include:

33.3.1.1 Water loss baseline validation memorandum.

33.3.1.2 Water loss data quality assessment.

33.3.1.3 Prioritized leak detection plan.

33.3.1.4 Leak detection field procedures.

33.3.1.5 Confirmed leak inventory, if field verification is authorized.

33.3.1.6 Suspected leak inventory, if field verification is authorized.

33.3.1.7 Leak repair prioritization matrix.

33.3.1.8 Leak detection maps.

33.3.1.9 Recommended water loss performance measures.

33.3.1.10 Recommendations for improving annual water loss tracking and reporting.

**34.0 Task 5: Valve Exercising RFP Presentation**

The selected consultant shall assist the City in preparing the separate procurement package for contracted valve exercising field services.

34.1 This assistance shall include, as directed by the City:

34.1.1 Drafting the technical scope of work for valve exercising services.

34.1.2 Preparing valve exercising work categories and production assumptions.

34.1.3 Recommending minimum contractor qualifications.

34.1.4 Developing technical specifications for valve locating, exercising, documentation, and reporting.

34.1.5 Developing required field data forms and GIS/CMMS-ready data requirements.

34.1.6 Developing contractor safety, traffic control, and operational coordination requirements.

34.1.7 Preparing valve priority categories.

- 34.1.8 Preparing documentation and acceptance standards.
- 34.1.9 Developing recommended unit-price or lump-sum bid items.
- 34.1.10 Developing performance measures and service-level requirements.
- 34.1.11 Preparing contractor reporting requirements.
- 34.1.12 Preparing draft evaluation criteria for City review.
- 34.1.13 Assisting with responses to technical questions during procurement.
- 34.1.14 Assisting with review of technical submittals.
- 34.1.15 Assisting with pre-proposal or pre-bid meeting materials.
- 34.1.16 Assisting with procurement-ready maps, exhibits, and asset lists.

- 34.2 The consultant shall prepare valve exercising work packet templates for use by the future valve exercising contractor. Each work packet should include valve identification, location map, GIS reference, pressure zone, pipe size, valve size, valve type, normal position if known, expected close direction if known, expected number of turns if known, critical customers or facilities affected, isolation area, nearby hydrants or flushing points, water quality considerations, traffic control or site access considerations, operational risk level, required City approval level, emergency restoration procedure, and required field documentation.

**35.0 Task 6: Technical Evaluation and Scoring Support for Valve Exercising Procurement**

The selected consultant may assist the City with technical evaluation of responses received for the separate Valve Exercising Field Services Contract. The consultant role shall be advisory only unless otherwise approved by the City Attorney and Purchasing Division.

- 35.1 The consultant may assist with:
  - 35.1.1 Reviewing technical qualifications.
  - 35.1.2 Reviewing contractor experience.
  - 35.1.3 Reviewing proposed field methodology.
  - 35.1.4 Reviewing equipment and staffing plans.
  - 35.1.5 Reviewing production-rate assumptions.
  - 35.1.6 Reviewing data management approach.
  - 35.1.7 Reviewing safety approach.
  - 35.1.8 Reviewing quality control approach.
  - 35.1.9 Reviewing references and comparable project experience.
  - 35.1.10 Preparing technical evaluation summaries for the City.
  - 35.1.11 Identifying technical risks, exceptions, or deficiencies in proposals.
  - 35.1.12 Supporting interviews, demonstrations, or clarification meetings.
  - 35.1.13 Preparing recommended scope clarifications for the selected contractor.

**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 35.2 The consultant shall not make the final award decision. Final scoring, ranking, negotiation, and award recommendation shall remain with the City-designated evaluation committee, Purchasing Division, City management, and applicable approval authority.

**36.0 Task 7: Oversight of Valve Exercising Contractor**

After award of the separate Valve Exercising Field Services Contract, the selected Asset Management Consultant shall provide technical oversight and quality assurance support as directed by the City.

- 36.1 Oversight services may include:

- 36.1.1 Reviewing contractor work plans.
- 36.1.2 Reviewing valve exercising work packets before field deployment.
- 36.1.3 Confirming that assigned valves align with City-approved priorities.
- 36.1.4 Coordinating contractor work with the asset management risk model.
- 36.1.5 Reviewing daily field reports.
- 36.1.6 Reviewing weekly production summaries.
- 36.1.7 Reviewing valve status classifications.
- 36.1.8 Reviewing GIS and CMMS data uploads.
- 36.1.9 Reviewing photo documentation.
- 36.1.10 Verifying data completeness and consistency.
- 36.1.11 Identifying incomplete, inaccurate, or unacceptable records.
- 36.1.12 Recommending rejection or correction of deficient contractor records.
- 36.1.13 Tracking contractor progress against production targets.
- 36.1.14 Tracking critical valves completed.
- 36.1.15 Tracking leak-response valves completed.
- 36.1.16 Tracking inoperable, inaccessible, missing, buried, paved-over, or damaged valves.
- 36.1.17 Integrating valve exercising results into the asset management model.
- 36.1.18 Preparing monthly oversight reports for the City.
- 36.1.19 Supporting contractor progress meetings.
- 36.1.20 Recommending corrective action if contractor performance is unsatisfactory.

- 36.2 The City shall retain operational control over all valve operation. The valve exercising contractor shall not operate any valve without City authorization.

**37.0 Task 8: Water Line and Wastewater Line Risk Assessment**

The selected consultant shall develop a risk-based assessment methodology for water and wastewater line assets.



**CITY OF LAREDO**  
**PURCHASING DIVISION**

---

- 37.1 For water lines, the assessment shall consider, as data are available:
  - 37.1.1 Pipe age.
  - 37.1.2 Pipe material.
  - 37.1.3 Pipe diameter.
  - 37.1.4 Installation date.
  - 37.1.5 Break history.
  - 37.1.6 Leak history.
  - 37.1.7 Pressure zone.
  - 37.1.8 Hydraulic importance.
  - 37.1.9 Fire flow or emergency service importance.
  - 37.1.10 Proximity to hospitals, schools, emergency facilities, major employers, industrial customers, transportation corridors, drainage channels, rail corridors, and other critical customers or infrastructure.
  - 37.1.11 Soil or corrosion risk, where data are available.
  - 37.1.12 Redundancy.
  - 37.1.13 Isolation capability.
  - 37.1.14 Valve operability.
  - 37.1.15 Repair difficulty.
  - 37.1.16 Water quality risk.
  - 37.1.17 Customer impact.
  - 37.1.18 Consequence of failure.
  - 37.1.19 Likelihood of failure.
  - 37.1.20 Remaining useful life assumptions.
  - 37.1.21 Data confidence.
- 37.2 For wastewater lines, the assessment shall consider, as data are available:
  - 37.2.1 Pipe age.
  - 37.2.2 Pipe material.
  - 37.2.3 Pipe diameter.
  - 37.2.4 Depth.
  - 37.2.5 Slope.

- 37.2.6 Hydraulic capacity.
- 37.2.7 Cleaning history.
- 37.2.8 Maintenance history.
- 37.2.9 Sanitary sewer overflow history.
- 37.2.10 Infiltration and inflow indicators.
- 37.2.11 CCTV condition data.
- 37.2.12 Manhole condition data.
- 37.2.13 Force main risk.
- 37.2.14 Critical crossings.
- 37.2.15 Bypass complexity.
- 37.2.16 Environmental sensitivity.
- 37.2.17 Regulatory risk.
- 37.2.18 Customer impact.
- 37.2.19 Consequence of failure.
- 37.2.20 Likelihood of failure.
- 37.2.21 Data confidence.

- 37.3 The consultant shall not assume that every line segment must be physically inspected during the initial eighteen-month program. The consultant shall use available records, desktop analysis, staff knowledge, targeted field verification, leak detection findings, valve operability data, and condition information to produce a defensible priority ranking.

**38.0 Task 9: Leak Detection Testing RFP Presentation**

The selected consultant shall assist the City in preparing the separate procurement package for contracted leak detection and field evaluation services.

- 38.1 This assistance shall include, as directed by the City:
- 38.1.1 Drafting the technical scope of work for leak detection services.
  - 38.1.2 Preparing leak detection work categories and production assumptions.
  - 38.1.3 Recommending minimum contractor qualifications.
  - 38.1.4 Developing technical specifications for leak locating, documentation, and reporting.
  - 38.1.5 Developing required field data forms and GIS/CMMS-ready data requirements.
  - 38.1.6 Developing contractor safety, traffic control, and operational coordination requirements.
  - 38.1.7 Preparing leak correction priority categories.

- 38.1.8 Preparing documentation and acceptance standards.
  - 38.1.9 Developing recommended unit-price or lump-sum bid items.
  - 38.1.10 Developing performance measures and service-level requirements.
  - 38.1.11 Preparing contractor reporting requirements.
  - 38.1.12 Preparing draft evaluation criteria for City review.
  - 38.1.13 Assisting with responses to technical questions during procurement.
  - 38.1.14 Assisting with review of technical submittals.
  - 38.1.15 Assisting with pre-proposal or pre-bid meeting materials.
  - 38.1.16 Assisting with procurement-ready maps, exhibits, and asset lists.
- 38.2 The consultant shall prepare leak detection work packet templates for use by the future leak detection contractor. Each work packet should include leak identification process, location map, GIS reference, pressure zone, pipe size, pipe type, critical customers or facilities affected, isolation area, nearby hydrants or flushing points, water quality considerations, traffic control or site access considerations, operational risk level, required City approval level, emergency restoration procedure, and required field documentation.
- 39.0 Task 10: Technical Evaluation and Scoring Support for Leak Detection Procurement**  
The selected consultant may assist the City with technical evaluation of responses received for the separate Leak Detection and Field Evaluation Services Contract. The consultant role shall be advisory only unless otherwise approved by the City Attorney and Purchasing Division.
- 39.1 The consultant may assist with:
- 39.1.1 Reviewing technical qualifications.
  - 39.1.2 Reviewing contractor experience.
  - 39.1.3 Reviewing proposed field methodology.
  - 39.1.4 Reviewing equipment and staffing plans.
  - 39.1.5 Reviewing production-rate assumptions.
  - 39.1.6 Reviewing data management approach.
  - 39.1.7 Reviewing safety approach.
  - 39.1.8 Reviewing quality control approach.
  - 39.1.9 Reviewing references and comparable project experience.
  - 39.1.10 Preparing technical evaluation summaries for the City.
  - 39.1.11 Identifying technical risks, exceptions, or deficiencies in proposals.
  - 39.1.12 Supporting interviews, demonstrations, or clarification meetings.
  - 39.1.13 Preparing recommended scope clarifications for the selected contractor.

**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 39.2 The consultant shall not make the final award decision. Final scoring, ranking, negotiation, and award recommendation shall remain with the City-designated evaluation committee, Purchasing Division, City management, and applicable approval authority.

**40.0 Task 11: Oversight of Leak Detection Contractor**

After award of the separate Leak Detection and Field Evaluation Services Contract, the selected Asset Management Consultant shall provide technical oversight and quality assurance support as directed by the City.

- 40.1 Oversight services may include:

- 40.1.1 Reviewing contractor work plans.
- 40.1.2 Reviewing valve exercising work packets before field deployment.
- 40.1.3 Confirming that assigned potential leak areas align with City-approved priorities.
- 40.1.4 Coordinating contractor work with the asset management risk model.
- 40.1.5 Reviewing daily field reports.
- 40.1.6 Reviewing weekly production summaries.
- 40.1.7 Reviewing piping and leak status classifications.
- 40.1.8 Reviewing GIS and CMMS data uploads.
- 40.1.9 Reviewing photo documentation.
- 40.1.10 Verifying data completeness and consistency.
- 40.1.11 Identifying incomplete, inaccurate, or unacceptable records.
- 40.1.12 Recommending rejection or correction of deficient contractor records.
- 40.1.13 Tracking contractor progress against production targets.
- 40.1.14 Tracking critical leaks completed.
- 40.1.15 Tracking leak-response completed.
- 40.1.16 Integrating leak detection results into the asset management model.
- 40.1.17 Preparing monthly oversight reports for the City.
- 40.1.18 Supporting contractor progress meetings.
- 40.1.19 Recommending corrective action if contractor performance is unsatisfactory.

- 40.2 The City shall retain operational control over all leak corrections. The leak detection contractor shall not operate any component of the City's water distribution system without City authorization.

**41.0 Task 12: Water Line and Wastewater Line Risk Assessment**

The selected consultant shall develop a risk-based assessment methodology for water and wastewater line assets.

- 41.1 For water lines, the assessment shall consider, as data are available:



**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 41.1.1 Pipe age.
- 41.1.2 Pipe material.
- 41.1.3 Pipe diameter.
- 41.1.4 Installation date.
- 41.1.5 Break history.
- 41.1.6 Leak history.
- 41.1.7 Pressure zone.
- 41.1.8 Hydraulic importance.
- 41.1.9 Fire flow or emergency service importance.
- 41.1.10 Proximity to hospitals, schools, emergency facilities, major employers, industrial customers, transportation corridors, drainage channels, rail corridors, and other critical customers or infrastructure.
- 41.1.11 Soil or corrosion risk, where data are available.
- 41.1.12 Redundancy.
- 41.1.13 Isolation capability.
- 41.1.14 Valve operability.
- 41.1.15 Repair difficulty.
- 41.1.16 Water quality risk.
- 41.1.17 Customer impact.
- 41.1.18 Consequence of failure.
- 41.1.19 Likelihood of failure.
- 41.1.20 Remaining useful life assumptions.
- 41.1.21 Data confidence.
- 41.2 For wastewater lines, the assessment shall consider, as data are available:
  - 41.2.1 Pipe age.
  - 41.2.2 Pipe material.
  - 41.2.3 Pipe diameter.
  - 41.2.4 Depth.
  - 41.2.5 Slope.
  - 41.2.6 Hydraulic capacity.

- 41.2.7 Cleaning history.
- 41.2.8 Maintenance history.
- 41.2.9 Sanitary sewer overflow history.
- 41.2.10 Infiltration and inflow indicators.
- 41.2.11 CCTV condition data.
- 41.2.12 Manhole condition data.
- 41.2.13 Force main risk.
- 41.2.14 Critical crossings.
- 41.2.15 Bypass complexity.
- 41.2.16 Environmental sensitivity.
- 41.2.17 Regulatory risk.
- 41.2.18 Customer impact.
- 41.2.19 Consequence of failure.
- 41.2.20 Likelihood of failure.
- 341.2.21 Data confidence.

- 41.3 The consultant shall not assume that every line segment must be physically inspected during the initial twenty-four-month program. The consultant shall use available records, desktop analysis, staff knowledge, targeted field verification, leak detection findings, valve operability data, and condition information to produce a defensible priority ranking.

**42.0 Task 13: Condition, Criticality, Risk, and Data Confidence Scoring**

The selected consultant shall develop a transparent scoring methodology that City staff can maintain and update.

- 42.1 The methodology shall include:
  - 42.1.1 Condition score.
  - 42.1.2 Likelihood of failure score.
  - 42.1.3 Consequence of failure score.
  - 42.1.4 Criticality score.
  - 42.1.5 Leakage or water loss impact score, where applicable.
  - 42.1.6 Valve operability score, where applicable.
  - 42.1.7 Operational importance score.
  - 42.1.8 Regulatory risk score.

- 42.1.9 Customer impact score.
- 42.1.10 Constructability or repair complexity factor.
- 42.1.11 Data confidence score.
- 42.1.12 Overall risk score.
- 42.1.13 Recommended action category.
- 42.1.14 Recommended planning horizon.
- 42.1.15 Recommended funding or delivery path.
- 42.2 The consultant shall develop scoring categories that distinguish between immediate corrective action, near-term repair, near-term replacement, further assessment required, monitor and maintain, planned renewal, and no immediate action required. Assets with high consequence of failure and low data confidence shall be flagged for targeted field verification.
- 43.0 Task 14: Prioritized Assessment Schedule**

The selected consultant shall prepare a prioritized assessment schedule for valves, water lines, wastewater lines, and leakage areas.
- 43.1 The schedule shall identify:
  - 43.1.1 Assets requiring immediate assessment.
  - 43.1.2 Assets requiring assessment within twelve months.
  - 43.1.3 Assets requiring assessment within twenty-four months.
  - 43.1.4 Assets recommended for recurring annual or periodic assessment.
  - 43.1.5 Assets requiring additional information before a repair or replacement decision can be made.
  - 43.1.6 Assets that can be deferred due to lower risk or adequate condition information.
- 43.2 The assessment schedule shall be based on condition, criticality, likelihood of failure, consequence of failure, leakage potential, operational importance, public health risk, regulatory risk, emergency response needs, available redundancy, valve operability, constructability, and data confidence.
- 44.0 Task 15: Prioritized Repair, Rehabilitation, and Replacement Schedule**

The selected consultant shall prepare a prioritized repair, rehabilitation, and replacement schedule for valves, water lines, wastewater lines, and leak-related repairs.
- 44.1 The schedule shall include:
  - 44.1.1 Immediate corrective actions recommended for completion within zero to six months.
  - 44.1.2 Near-term corrective actions recommended for completion within six to eighteen months.
  - 44.1.3 Five-year capital improvement priorities.
  - 44.1.4 Ten-year renewal and replacement forecast.
  - 44.1.5 Assets requiring additional assessment before replacement decisions are made.

- 44.1.6 Assets suitable for City crew repair.
- 44.1.7 Assets suitable for on-call contractor repair.
- 44.1.8 Assets requiring formal engineering design.
- 44.1.9 Assets requiring capital project delivery.
- 44.1.10 Assets that should be coordinated with street, drainage, development, utility relocation, or other public works projects.
- 44.1.11 Planning-level cost estimates.
- 44.1.12 Recommended project packaging.
- 44.1.13 Recommended delivery method.
- 44.1.14 Priority maps and tables.
- 44.2 The replacement schedule shall incorporate condition, criticality, leakage impact, failure history, valve operability, consequence of failure, water quality risk, service interruption risk, public safety risk, regulatory exposure, constructability, lifecycle cost, and available funding considerations.
- 45.0 Task 16: Implementation Packages and Procurement Support**

The selected consultant shall prepare implementation-ready or procurement-ready packages for priority corrective work identified through the asset management program.
- 45.1 The City will determine the number and type of packages to be prepared. At minimum, the consultant shall prepare one priority implementation package before the end of the eighteen-month program.
- 45.2 Implementation packages may include:
  - 45.2.1 Scope of work.
  - 45.2.2 Technical memorandum.
  - 45.2.3 Project location maps.
  - 45.2.4 Asset lists.
  - 45.2.5 Repair or replacement recommendations.
  - 45.2.6 Planning-level or engineer's opinion of probable cost, as applicable.
  - 45.2.7 Recommended construction or service delivery approach.
  - 45.2.8 Technical specifications, if authorized.
  - 45.2.9 Procurement exhibits, if authorized.
  - 45.2.10 GIS data updates.
  - 45.2.11 Work-order recommendations.
  - 45.2.12 Coordination requirements.

**46.0 Task 17: Asset Management Plan**

The selected consultant shall prepare a final Asset Management Plan for the City of Laredo Utilities Department.

46.1 The plan shall include:

46.2.1 Executive summary.

46.2.2 Asset management policy framework.

46.2.3 Governance and roles.

46.2.4 Asset hierarchy.

46.2.5 Asset inventory summary.

46.2.6 Data standards and data dictionary.

46.2.7 Current-state assessment.

46.2.8 Level-of-service recommendations.

46.2.9 Key performance indicators.

46.2.10 Water loss baseline validation summary.

46.2.11 Leak detection and water loss control program.

46.2.12 Valve exercising RFP and Leak Detection RFP and contractor oversight summaries.

46.2.13 Final valve exercising program and recurring schedule.

46.2.14 Final leak detection program and recurring schedule.

46.2.15 Water line risk assessment methodology.

46.2.16 Wastewater line risk assessment methodology.

46.2.17 Condition, criticality, risk, and data confidence scoring methodology.

46.2.18 Prioritized assessment schedule.

46.2.19 Prioritized valve repair and replacement schedule.

46.2.20 Prioritized repair, rehabilitation, and replacement schedule.

46.2.21 Five-year capital improvement recommendation.

46.2.22 Ten-year renewal forecast.

46.2.23 Staffing and resource recommendations.

46.2.24 Data maintenance procedures.

46.2.25 GIS and maintenance management integration recommendations.

46.2.26 Training plan.

46.2.27 Annual update process.

46.2.28 Continuous improvement roadmap.

**47.0 Task 18: Training and Final Handoff**

The selected consultant shall provide training to City staff to support long-term continuation of the asset management program.

47.1 Training shall include:

47.1.1 Asset management principles.

47.1.2 Asset hierarchy and data standards.

47.1.3 Field data collection procedures.

47.1.4 Leak detection documentation.

47.1.5 Water loss tracking and reporting.

47.1.6 Valve exercising contractor oversight and documentation review.

47.1.7 Leak detection contractor oversight and documentation review.

47.1.7 Condition and criticality scoring.

47.1.8 Risk model updates.

47.1.9 GIS and work-order data update procedures.

47.1.10 Replacement prioritization procedures.

47.1.11 Capital planning workflow.

47.1.12 Annual program update procedures.

47.2 The selected consultant shall provide editable training materials, standard operating procedures, final datasets, maps, dashboards or reports, and all final project files.

**48.0 Minimum Consultant Deliverables**

The selected consultant shall provide, at minimum:

48.1 Project charter.

48.2 Detailed twenty-four-month work plan.

48.3 Gated schedule and stop/go acceptance matrix.

48.4 Monthly progress reports.

48.5 Current-state assessment report.

48.6 Data gap analysis.

48.7 Asset hierarchy.

48.8 Asset data dictionary.



**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 48.9 Data confidence assessment.
- 48.10 GIS and maintenance management integration recommendations.
- 48.11 Water loss baseline validation memorandum.
- 48.12 Leak detection prioritization model.
- 48.13 Leak detection field plan.
- 48.14 Leak repair prioritization matrix.
- 48.15 Valve Exercising RFP technical scope.
- 48.16 Valve exercising contractor qualification requirements.
- 48.17 Valve exercising technical specifications.
- 48.18 Valve exercising field data standards.
- 48.19 Valve work packet template.
- 48.20 Valve exercising contractor reporting requirements.
- 48.21 Valve exercising contractor performance measures.
- 48.22 Valve exercising contractor technical evaluation criteria.
- 48.23 Valve exercising contractor technical proposal review memorandum, if requested by the City.
- 48.24 Valve exercising contractor oversight plan.
- 48.25 Valve exercising contractor oversight reports.
- 48.26 Valve exercising Data quality review summaries.
- 48.27 Valve exercising updated GIS/CMMS data review logs.
- 48.28 Deficient valve tracking report.
- 48.29 Valve repair and replacement priority list.
- 48.30 Leak Detection RFP technical scope.
- 48.31 Leak detection contractor qualification requirements.
- 48.32 Leak detection technical specifications.
- 48.33 Leak detection field data standards.
- 48.34 Leak detection work packet template.
- 48.35 Leak detection contractor reporting requirements.
- 48.36 Leak detection contractor performance measures.
- 48.37 Leak detection contractor technical evaluation criteria.

**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 48.38 Leak detection contractor technical proposal review memorandum, if requested by the City.
- 48.39 Leak detection contractor oversight plan.
- 48.40 Leak detection contractor oversight reports.
- 48.41 Leak detection data quality review summaries.
- 48.42 Leak detection updated GIS/CMMS data review logs.
- 48.43 Critical leak tracking report.
- 48.44 Leak correction priority list.
- 48.45 Water line risk model.
- 48.46 Wastewater line risk model.
- 48.47 Condition, criticality, risk, and data confidence scoring methodology.
- 48.48 Prioritized assessment schedule.
- 48.49 Prioritized water line replacement schedule.
- 48.50 Prioritized wastewater line rehabilitation or replacement schedule.
- 48.51 Five-year capital improvement recommendation.
- 48.52 Ten-year renewal forecast.
- 48.53 Planning-level cost estimates.
- 48.54 Project maps.
- 48.55 Implementation-ready or procurement-ready priority package.
- 48.56 Final Asset Management Plan.
- 48.57 Training materials.
- 48.58 Standard operating procedures.
- 48.59 Final GIS-ready and City-approved digital data package.
- 48.60 Final executive presentation.

**49.0 Performance Measures**

The selected consultant shall recommend and track key performance indicators for the initial program and for future City use. Recommended indicators shall include, at minimum:

- 49.1 Percentage of critical valves verified by the valve exercising contractor.
- 49.2 Percentage of critical valves exercised by the valve exercising contractor.
- 49.3 Number of inoperable valves identified.
- 49.4 Number of deficient valves referred for corrective action.

**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 49.5 Number of valves added or corrected in GIS.
- 49.6 Number of suspected leaks identified.
- 49.7 Number of confirmed leaks identified.
- 49.8 Number of leaks repaired or referred for repair.
- 49.9 Estimated water recovery from confirmed repairs, where reasonably calculable.
- 49.10 Change in validated water loss indicators over time.
- 49.11 Number of high-risk water line segments identified.
- 49.12 Number of high-risk wastewater line segments identified.
- 49.13 Percentage of priority assets assigned a condition score.
- 49.14 Percentage of priority assets assigned a criticality score.
- 49.15 Percentage of priority assets assigned a data confidence score.
- 49.16 Number of priority projects advanced into capital planning.
- 49.17 Number of staff trained.
- 49.18 Timeliness of deliverables.
- 49.19 Data completeness and quality improvements.
- 50.0 Consultant Qualifications**  
Respondents shall demonstrate experience in:
  - 50.1 Municipal water utility asset management.
  - 50.2 Municipal wastewater utility asset management.
  - 50.3 Valve exercising program development and contractor oversight.
  - 50.4 Leak detection program development and contractor oversight.
  - 50.5 Preparation of scopes of work and technical specifications for utility field services.
  - 50.6 Leak detection and water loss control.
  - 50.7 Water loss audit review and validation support.
  - 50.8 Water distribution and transmission system assessment.
  - 50.9 Wastewater collection system assessment.
  - 50.10 GIS-based utility asset inventories.
  - 50.11 CMMS or work-order system integration.
  - 50.12 Risk-based capital planning.
  - 50.13 Field data collection and quality control.

**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 50.14 Utility operations and maintenance workflows.
- 50.15 Public-sector project delivery.
- 50.16 Staff training and knowledge transfer.
- 50.17 Texas municipal utility work or comparable municipal utility experience.
- 50.18 The proposed team should include, as appropriate, a project manager, water asset management lead, wastewater asset management lead, water loss/leak detection lead, valve exercising procurement and oversight lead, GIS/data management lead, risk and capital planning lead, cost estimator, and quality assurance manager.

**51.0 City Responsibilities**

The City will provide available information reasonably required to complete the work, including available GIS data, maps, drawings, work-order records, maintenance records, water loss audit information, break history, leak history, staff interviews, capital project information, and access to City staff.

- 51.1 The City will designate a project manager and technical representatives from Utilities, Operations, Engineering, GIS, Information Technology, Finance, Purchasing, and other departments as needed.
- 51.2 The City will coordinate operational approval before any valve exercising, leak detection, field verification, site access, or other activity that could affect water service, pressure, water quality, wastewater operations, public access, traffic, or safety.

**52.0 Assumptions and Limitations**

The selected consultant shall state all assumptions used in developing recommendations, including assumptions related to asset age, material, remaining useful life, cost estimating, leakage estimates, break history, condition scoring, criticality scoring, and data confidence.

- 52.1 The selected consultant shall not represent planning-level cost estimates as final construction costs. Any final design, bidding, construction, replacement, or rehabilitation work shall be separately authorized by the City.
- 52.2 The selected consultant shall not assume that all valves, lines, manholes, or appurtenances will be physically inspected within the initial eighteen-month term. The program shall prioritize field assessment based on risk, criticality, leakage potential, operational importance, and data confidence.

**53.0 Final Program Outcome**

At the conclusion of the initial twenty-four-month program, the City expects to have:

- 53.1 A practical utility asset management framework that can be maintained by City staff.
- 53.2 A validated understanding of the City's estimated 13.5 percent leakage/non-revenue water baseline.
- 53.3 A prioritized leak detection and water loss control program.
- 53.4 A completed technical package for the separate valve exercising field services procurement.
- 53.5 Consultant-supported technical evaluation materials for the valve exercising procurement, if requested by the City.
- 53.6 Technical oversight and data quality review of the valve exercising contractor, if the separate contract is awarded during the consultant term.
- 53.7 A prioritized valve exercising schedule and recurring valve exercising program framework.

**CITY OF LAREDO  
PURCHASING DIVISION**

---

- 53.8 A critical valve inventory and deficient valve correction list based on available records and contractor results.
- 53.9 A completed technical package for the separate leak detection services procurement.
- 53.10 Consultant-supported technical evaluation materials for the leak detection procurement, if requested by the City.
- 53.11 Technical oversight and data quality review of the leak detection contractor, if the separate contract is awarded during the consultant term.
- 53.12 A prioritized leak detection schedule and recurring leak detection program framework.
- 53.13 A critical valve inventory and deficient valve correction list based on available records and contractor results.
- 53.14 A prioritized assessment schedule for valves, water lines, wastewater lines, and leakage areas.
- 53.15 Risk-ranked water line and wastewater line priorities.
- 53.16 A prioritized repair, rehabilitation, and replacement schedule.
- 53.17 A five-year capital improvement recommendation.
- 53.18 A ten-year renewal forecast.
- 53.19 At least one implementation-ready or procurement-ready priority package.
- 53.20 Updated GIS-ready and City-approved asset data.
- 53.21 Standard operating procedures for asset management, leak detection documentation, valve exercising contractor data review, and annual program updates.
- 53.22 Staff trained to continue the program.
- 53.23 Improved operational readiness, emergency response capability, capital planning, and infrastructure renewal decision-making.

**54.0 Certificate of Insurances**

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

**Insurance Requirements**

Prior to the commencement of any work, under this agreement, the selected Consultant shall furnish a completed Certificate of Insurance to the Risk Management Division and City Secretary’s Office, which shall be completed and signed by an agent authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon and which shall furnish and contain all required information referenced or indicted thereon.

The CITY shall have no duty to pay or perform under this contract until such completed and signed Certificate of Insurance shall have been delivered to Employee Health & Wellness Division and City Secretary’s Office, and no officer, employee or elected official shall have authority to waive this requirement.

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

**CITY OF LAREDO  
PURCHASING DIVISION**

---

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

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

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

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

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

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

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

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

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

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

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



**CITY OF LAREDO  
PURCHASING DIVISION**

---

**55.0 Required Format and Contents of Submitted SOQ (Documentation Shall be Uploaded onto Cit-E-Bid)**

For an SOQ to be considered it must contain the following minimum information presented in the following format: (Font 11", Word or PDF). **\*\*\*Documentation shall uploaded onto Cit-E-Bid\*\*\***

**56.0 Required Submittals**

The City will evaluate each SOQ based on the Respondent's proven experience, understanding of water utility asset management, quality of approach, innovation, and ability to deliver practical results for the City.

**56.1 Section I: Proven Water Utility Asset Management Experience (30 Points)**

The City will give the highest consideration to firms with direct, verifiable experience completing asset management projects for municipal water utilities in Texas or comparable utilities nationwide.

**56.1.1 Sub-Criteria**

Sub-Criteria	Points
Completed municipal water utility asset management projects in Texas or nationwide	8
Relevant case studies involving valves, water mains, hydrants, meters, leak detection, or related water distribution infrastructure	4
Experience with condition assessment, risk/criticality scoring, replacement prioritization, and capital planning	6
Demonstrated results from prior projects, not just reports or recommendations	4
Strong references from public-sector utility clients	8
<b>Subtotal</b>	<b>30</b>

**56.2 Section II: Understanding of Water Utility Asset Management. (25 Points)**

The City will evaluate how well the Respondent understands the practical needs of a water utility, including day-to-day operations, long-term infrastructure planning, and the connection between field conditions, data, budgets, and service reliability.

**56.2.1 Sub-Criteria**

Sub-Criteria	Points
Understanding of asset inventory, data quality, condition assessment, and lifecycle planning	5
Understanding of valve exercising, leak detection, non-revenue water, and distribution system operations	4
Knowledge of risk-based prioritization for repair, replacement, and rehabilitation	4
Ability to connect asset management to capital improvement planning and budget forecasting	8
Understanding of GIS, CMMS, field data collection, and work-order integration	4
<b>Subtotal</b>	<b>25</b>

**CITY OF LAREDO  
PURCHASING DIVISION**

---

**56.3    Section III: Creativity, Innovation, and Practical Approach. (20 Points)**

The City is looking for a Respondent that can bring fresh ideas while still providing realistic, usable, and cost-effective solutions. Innovation will be scored higher when it improves operations, reduces staff burden, strengthens decision-making, or helps the City maintain the program after the contract is complete.

**56.3.1    Sub-Criteria**

Sub-Criteria	Points
Practical and innovative approach to asset data collection, field verification, and data validation	5
Effective use of tools such as mobile field collection, GIS dashboards, risk models, and digital reporting	5
Creative approach to supporting valve exercising, leak detection, and replacement prioritization despite limited City staffing	4
Scalable recommendations that can be maintained by City staff after project completion	3
Examples of successful innovation used on prior utility projects	3
<b>Subtotal</b>	<b>20</b>

**56.4    Section IV: Technical Methodology and Work Plan. (15 Points)**

The City will evaluate whether the Respondent has a clear, organized, and realistic plan for completing the work. The work plan should include defined phases, measurable deliverables, City review points, and a practical schedule.

**56.4.1    Sub-Criteria**

Sub-Criteria	Points
Clear phased work plan with milestones, deliverables, and City approval points	4
Sound methodology for assessing valves, lines, asset condition, and system criticality	4
Practical approach to developing a replacement schedule and capital prioritization plan	3
Support for preparing, scoring, and overseeing future valve exercising and leak detection contracts	2
Realistic schedule, quality control process, and risk-management approach	2
<b>Subtotal</b>	<b>15</b>

**56.5    Section V: Project Team Qualifications, Capacity, and Knowledge Transfer. (10 Points)**

The City will evaluate the qualifications, experience, availability, and capacity of the Respondent's proposed project team. The City will also consider how well the proposer plans to train staff and leave behind tools, documentation, and procedures that can be used after the project ends.

**56.5.1    Sub-Criteria**

Sub-Criteria	Points
Qualifications and direct experience of the project manager and key technical staff	3
Capacity to complete the work within the required schedule	2
Experience working with municipal utilities and public-sector staff	2
Training, documentation, and knowledge-transfer plan for City staff	2
Availability and responsiveness of the proposed team	1
<b>Subtotal</b>	<b>10</b>

**CITY OF LAREDO  
PURCHASING DIVISION**

**57.0 Evaluation Criteria**

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

The selection committee may select all, some or none of the **Top Scoring Respondents** for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected respondent is subject to the action of the City of Laredo City Council.

- 57.1 Negotiations may be conducted with the responsible Respondent who submits a proposal determined to be reasonably susceptible of being selected for award. All Respondents will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of SOQs. Revisions to SOQs may be permitted after submission and before award for the purpose of obtaining best and most accurate information.

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

Sections	Criteria	Max Points
I	Proven Water Utility Asset Management Experience.	30
II	Understanding of Water Utility Asset Management.	25
III	Creativity, Innovation, and Practical Approach.	20
IV	Technical Methodology and Work Plan.	15
V	Project Team Qualifications, Capacity, and Knowledge Transfer.	10
	Total	100

**Rating of Definitions for Percentage Method**

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

**CITY OF LAREDO  
PURCHASING DIVISION**

Evaluation Form (Example)

Sections	Criteria	Max Points	% Meeting Criteria	Sample Points
I	Proven Water Utility Asset Management Experience.	30	50%	15.00
II	Understanding of Water Utility Asset Management.	25	60%	15.00
III	Creativity, Innovation, and Practical Approach.	20	70%	14.00
IV	Technical Methodology and Work Plan.	15	80%	12.00
V	Project Team Qualifications, Capacity, and Knowledge Transfer.	10	90%	13.50
			Total Raw Score	69.50

**58.0 Minimum Qualifications**

Respondents must provide at least three completed or substantially completed municipal water utility asset management projects within the last fifteen years. At least one project must include water distribution assets such as valves, water mains, hydrants, leak detection, GIS integration, CMMS integration, condition assessment, criticality scoring, or replacement prioritization.

The City is not seeking general consulting experience alone. Firms must show direct and verifiable experience with water utility asset management. Firms that cannot demonstrate this experience may be deemed nonresponsive or may receive reduced scores. This contract will be awarded to the top scoring Respondent based on the stated evaluation criteria.

**59.0 Term of Contract**

The term of this contract shall not exceed a period of eighteen to twenty-four months beginning as of the date of its execution. It is expressly understood by the parties that contract is contingent upon the agreement and acceptance by the Laredo City Council. The All annual contracts shall bound by the terms of this RFQ document. The City reserves the right to renew this program for an additional three one year extension periods.

**59.1 Termination of Contract**

This contract shall be for an initial period of eighteen (18) to twenty-four (24) months from the commencement date. Either party will have the right to terminate the contract by giving written notice to the other party at least 3 months before the end of the initial period of the contract or at least 30 days at any point after the end of the initial period. Either party may terminate this contract by written notice to the other at any time if the other party:

59.1.1 Commits a breach of this contract and, in the case of a breach capable of remedy, fails to remedy the breach within 10 days of being required to do so in writing; or becomes insolvent, or has a liquidator, receiver, manager or administrative receiver appointed.

CITY OF LAREDO  
PURCHASING DIVISION

**60.0    Respondent Information Questionnaire**

**Respondent Information/Business Questionnaire:**

**Please complete all information requested below and submit with your SOQ package**

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this SOQ in collusion with any other Respondent, and that the contents of this SOQ as to terms or conditions of said SOQ have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this SOQ the Respondent agrees to the City of Laredo specifications and all terms and conditions stipulated in the submitted SOQ document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct ".

Name of Offeror (Business) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
of person authorized to sign SOQ

Print Name \_\_\_\_\_  
of person authorized to sign SOQ

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Bidders Principal/Corporate Place of Business Address: \_\_\_\_\_

Indicated Status of Business:

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Other: \_\_\_\_\_

If other state business status: \_\_\_\_\_

State how long under its present business name: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

**CITY OF LAREDO  
PURCHASING DIVISION**

---

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

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

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

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

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

Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business in default?    Yes / No

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

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

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

State if company is a certified minority business enterprise:

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

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

This company is not a certified minority business:    ☐

***The above minority information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company***



## **61.0    Conflict of Interest Disclosure**

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by Respondents or potential Respondents to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature.

Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the **City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040**, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members.

The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is *a* Class C misdemeanor.

The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from [http://www.ethics.state.tx.us/whatsnew/conflict\\_forms.htm](http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm).

The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of **Conflicts of Interest Questionnaire (Form CIQ)** include:

- 1. Mayor**
- 2. Council Members**
- 3. City Manager**
- 4. Members of the Fire Fighters and Police Officers Civil Service Commission.**
- 5. Members of the Planning and Zoning Commission.**
- 6. Members of the Board of Adjustments**
- 7. Members of the Building Standards Board**
- 8. Parks & Leisure Advisory Committee Member,**
- 9. Historic District Land Board Member,**
- 10. Ethics Commission Board Member,**
- 11. The Board of Commissioners of the Laredo Housing Authority**
- 12. The Executive Director of the Laredo Housing Authority**
- 13. Any other City of Laredo decision making board member**

If additional information is needed please contact the Purchasing Agent at 956-794-1731

**CITY OF LAREDO  
PURCHASING DIVISION**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

**OFFICE USE ONLY**

Date Received

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

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

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

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

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

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

CITY OF LAREDO  
PURCHASING DIVISION

62.0

AFFIDAVIT

**Project:**

Form of Non-Collusive Affidavit

AFFIDAVIT

STATE OF TEXAS {}  
COUNTY OF WEBB {}

---

Being first duly sworn, deposes and says:

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

The party making the foregoing SOQ, that such SOQ is genuine and not collusive or shame; that said Respondent has not colluded, conspired, connived or agreed directly or indirectly, with any Respondent or Person, to put in a sham SOQ or to refrain from responding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to secure any advantage against the City of Laredo or any person interested in the proposed Contract; and that all statements in said SOQ are true.

\_\_\_\_\_  
Signature of:  
Respondent, if the Respondent is an individual  
Partner, if the Respondent is a Partnership  
Officer, if the Respondent is a Corporation

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

**My commission expires:**

\_\_\_\_\_

59.0



## City of Laredo Discretionary Contracts Disclosure

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

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

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

### \*1. Name of person submitting this disclosure form.

\_\_\_\_\_  
First M.I. Last Suffix

### \*2. Contract Information.

a) Contract or Project name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Originating Department(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

**CITY OF LAREDO  
PURCHASING DIVISION**

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

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

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

☐ List of subcontractors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

**\*7. Disclosure of political contributions.**

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than \$100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections.

- a) Any individual seeking contract with the city (Question 3)
- b) Any owner or officer of entity seeking contract with the city (Question 3)
- c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4)
- d) Any subcontractor or owner/office of subcontracting entity retained for the contract (Question 5)
- e) The spouse of any individual listed in response to (a) through (d) above
- f) Any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

☐ Not applicable. No campaign or officeholder contributions have been made in the preceding 24 months by these individuals.

☐ List of contributors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Updates on Contributions Required**

Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contract identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

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

**CITY OF LAREDO  
PURCHASING DIVISION**

Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials?

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

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

**\*Acknowledgements**

☐ **Updates Required**

I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calendar days after the contract has been awarded.

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

I understand that a person or entity who seeks or applies for a city contract or any other person acting on behalf of that person or entity is prohibited from contracting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released.

This no-contract provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required with city officials or employees, the contact will take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration.

**\*Conflict of Interest Questionnaire (CIQ)**

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

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

**\*Oath**

☐ I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company or DBA

\_\_\_\_\_  
Date

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

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



## **64.0 Certificate of Interested Parties (Form 1295)**

In an effort to comply with state law the certificate of interested parties must be filled out once a Respondent has been granted a contract. All of this information can be found on the State of Texas website, please use this link provided, <https://www.ethics.state.tx.us/tec/1295-Info.htm>.

### **Implementation of House Bill 1295**

#### **64.1 Certificate of Interested Parties (Form 1295):**

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

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

#### **64.2 Filing Process:**

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

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

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

Additional Information:

[HB 1295](#)

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

New Chapter 46, Ethics Commission Rules:

[46.1. Application](#)

[46.3. Definitions](#)

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

**CITY OF LAREDO  
PURCHASING DIVISION**

<b>CERTIFICATE OF INTERESTED PARTIES</b>			<b>FORM 1295</b>	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.			<b>OFFICE USE ONLY</b>	
<b>1 Name of business entity filing form, and the city, state and country of the business entity's place of business.</b>				
<b>2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.</b>				
<b>3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.</b>				
<b>4</b>	<b>Name of Interested Party</b>	<b>City, State, Country (place of business)</b>	<b>Nature of Interest (check applicable)</b>	
			<b>Controlling</b>	<b>Intermediary</b>
<b>5 Check only if there is NO Interested Party.</b> <input style="float: right;" type="checkbox"/>				
<b>6 AFFIDAVIT</b> <span style="float: right;">I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.</span>				
<div style="text-align: right; margin-bottom: 10px;">           _____            Signature of authorized agent of contracting business entity         </div> <div style="text-align: left; margin-bottom: 10px;">           AFFIX NOTARY STAMP / SEAL ABOVE         </div> <div style="text-align: center; margin-bottom: 10px;">           Sworn to and subscribed before me, by the said _____, this the _____ day            of _____, 20 _____, to certify which, witness my hand and seal of office.         </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;">             _____              Signature of officer administering oath           </div> <div style="width: 30%;">             _____              Printed name of officer administering oath           </div> <div style="width: 30%;">             _____              Title of officer administering oath           </div> </div>				
<b>ADD ADDITIONAL PAGES AS NECESSARY</b>				

Form provided by Texas Ethics Commission

[www.ethics.state.tx.us](http://www.ethics.state.tx.us)

Adopted 10/5/2015

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

**CITY OF LAREDO  
PURCHASING DIVISION**

---

**65.0 Respondent Instructions:**

Statement of Qualifications will be received at the City Secretary Office, 1110 Houston St., 3<sup>rd</sup>. floor, Laredo, Texas 78040 until **5:00 P.M on July 16, 2026; and all SOQs received will be opened and publicly acknowledged at 2:00 P.M. at the Office of the City Secretary on July 17, 2026.**

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

**RFQ: Utility Asset Management Consultant and Program Oversight Services  
RFQ 2026-066**

Statement of Qualifications can be downloaded and submitted through Cit-E-Bid:  
<https://cityoflaredo.ionwave.net/Login.aspx>

or

Hand Delivered:

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