

REQUEST FOR QUALIFICATION  
RFQ 2026-3  
REQUEST FOR QUALIFICATIONS - REAL ESTATE APPRAISAL  
SERVICES

City of Edinburg  
415 W. University Drive  
Edinburg, TX 78541



RELEASE DATE: June 24, 2026

DEADLINE FOR QUESTIONS: July 7, 2026

RESPONSE DEADLINE: July 14, 2026, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/cityofedinburg>

City of Edinburg  
REQUEST FOR QUALIFICATION  
Request for Qualifications - Real Estate Appraisal Services

I.	Introduction.....
II.	Legal Notice .....
III.	Instructions, Terms and Conditions.....
IV.	Specifications .....
V.	Vendor Questionnaire.....
VI.	Evaluation Criteria .....

Attachments:

B - Rules for Electronic Bidding

## 1. Introduction

### 1.1. Summary

The City of Edinburg's Engineering Department is currently seeking to retain a rotation list of qualified professional Real Estate Appraisal Services to provide Appraisals. The term of the contract will be two (2) years from 10/01/2026 – 09/30/2028. The services request is to provide the following services: appraisal of real estate properties for acquisition, lease, financial and/or strategic planning and other informational interests and purposes by the City. Generally, the selected real estate appraiser(s) will be expected to perform the services in accordance with the Scope of Services and in accordance with the requirements of this solicitation. The City of Edinburg reserves the right to issue multiple awards under this solicitation as deemed in its own best interests.

### 1.2. Contact Information

**Project Contact:**

**Mardoqueo Hinojosa**

City Engineer

415 W. University Drive

Edinburg, TX 78539

Email: [mhinojosa@cityofedinburg.com](mailto:mhinojosa@cityofedinburg.com)

Phone: [\(956\) 388-8211](tel:(956)388-8211)

**Procurement Contact:**

**Lorena Fuentes**

Finance Manager

415 W. University Drive

Edinburg, TX 78539

Email: [lfuentes@cityofedinburg.com](mailto:lfuentes@cityofedinburg.com)

Phone: [\(956\) 388-8972](tel:(956)388-8972)

**Department:**

Engineering

**Department Head:**

Mardoqueo Hinojosa

Engineering Director

### 1.3. Timeline

<b>Release Project Date</b>	June 24, 2026
<b>Question Submission Deadline</b>	July 7, 2026, 3:00pm
<b>Proposal Submission Deadline</b>	July 14, 2026, 3:00pm

## 2. Legal Notice

### 2.1. Notice to Respondents

The City of Edinburg is soliciting sealed proposals from qualified vendors for Request for Qualifications - Real Estate Appraisal Services.

Sealed Proposals must be submitted electronically or received by the City Secretary's Office no later than:

3:00 pm, Tuesday, July 14, 2026.

All sealed proposals must be received either electronically or at the designated location by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract and shall be considered void and unacceptable.

All proposals will be opened, and respondent's names publicly read aloud promptly in the City Hall Community Room, at 415 W. University Dr., Edinburg, TX 78539, at 3:00 pm, Tuesday, July 14, 2026.

To obtain a copy of the Request for Qualifications or submit an electronic proposal please visit:

<https://procurement.opengov.com/portal/cityofedinburg>

If a Respondent chooses to submit a Hard Copy Proposal, it must be delivered in a sealed envelope with a return address and clearly marked "City of Edinburg RFQ No. RFQ 2026-3 to the City Secretary's Office prior to the RFQ opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the proposals. The respondent's firm name shall appear on the outside of the envelope.

Submit Hard Copy Proposals to:

**If submitting Electronic:** <https://procurement.opengov.com/portal/cityofedinburg>

**If Hand-Delivering Bids:** 415 W. University Drive

c/o City Secretary Department (1st Floor)

RFQ No. RFQ 2026-3

If you have any questions or require additional information contained in the RFQ, you may contact Lorena Fuentes, Interim Purchasing Manager. Please be sure to submit your questions via OpenGov Procurement at the website listed above no later than 3:00 pm on Tuesday, July 7, 2026.

The City reserves the right to reject any or all proposals and to waive informalities or technicalities and to accept the Proposal deemed the most advantageous to the City, and hold the proposal for a period of 90 days without taking action.

### 3. Instructions, Terms and Conditions

#### 3.1. General Instructions

##### **PURPOSE**

The purpose of these solicitation documents is to execute a Professional Services Contract for: RFQ 2026-3 Request for Qualifications - Real Estate Appraisal Services

##### **INTENT**

The services to be provided under this RFQ shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for RFQ. There is no intention to disqualify any respondent who can meet the requirements.

##### **DEVIATION FROM SPECIFICATION**

Please read your requirements thoroughly and be sure that the RFQ offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made a part of your RFQ. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

##### **SUBMITTAL OF "HARD COPY" RFQ**

If submitting a Hard Copy RFQ, it must be submitted in a sealed envelope by the vendor. **Submit two (2) complete sets of the response, one (1) original marked "ORIGINAL," and one (1) Digital Copy in a flash drive.** Each RFQ must be completely filled out and SUBMITTED IN ORIGINAL FORM complete with all supporting documentation. RFQs submitted by facsimile (fax) will not be accepted. Submittal of an RFQ in response to this solicitation constitutes an offer by the respondent. Once submitted, RFQs become the property of the City of Edinburg and as such the City reserves the right to use any ideas contained in any RFQ regardless of whether that respondent/firm is selected. Submission of a RFQ in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFQ, unless clearly and specifically noted in the RFQ submitted and confirmed in the contract between the City and the successful respondent otherwise. RFQs which do not comply with these requirements may be rejected at the option of the City. RFQs must be filed with the City of Edinburg before the deadline day and hour. No late RFQs will be accepted. Failure to meet RFQ requirements may be grounds for disqualification.

**If Hand-Delivering Bids:** 415 W. University Drive

c/o City Secretary Department (1st Floor)

**If submitting Electronic:** <https://procurement.opengov.com/portal/cityofedinburg>

##### **AUTHORIZATION TO BIND RESPONDENT TO RFQ**

RFQs MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your RFQ. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this

information. The legal status of the Respondent whether corporation, partnership, or individual, shall also be stated in the RFQ. A corporation shall execute the RFQ by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent shall give full names and addresses of all partners. All partners shall execute the RFQ. Partnership and Individual Respondent shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

#### **ALTERATIONS/AMENDMENTS TO RFQ**

RFQ CANNOT be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No RFQ may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

#### **NO RESPONSE TO RFQ**

If unable to submit a RFQ, respondent should return inquiry giving reasons.

#### **LIST OF EXCEPTIONS**

The respondent shall attach to his/her RFQ a list of any exceptions to the specifications/ requirements.

#### **TIME ALLOWED FOR ACTION TAKEN**

The City of Edinburg may hold RFQ's **90 days** after deadline without taking action. Respondents are required to hold their RFQ's firm for same period of time.

#### **RIGHT TO REJECT/AWARD**

The City of Edinburg reserves the right to reject any or all RFQs, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Edinburg.

#### **NUMBER OF CONTRACTS**

THE CITY reserves the right to award one, more than one, or no contract(s) in response to this RFQ.

#### **INDEMNIFICATION CLAUSE**

The Respondent agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Assistant Purchasing Manager, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

#### **ADDENDA AND MODIFICATIONS**

Respondent shall carefully examine the RFQ forms, specifications/requirements, and instructions to Respondents. Should the respondent find discrepancies in, or omissions from

specifications/requirements, or other documents, or should he/she be in doubt as to their meaning, he/she should request an interpretation via the OpenGov portal:<https://procurement.opengov.com/portal/cityofedinburg> and obtain clarification by addendum prior to submitting any RFQ. Explanations, interpretations, and supplemental instructions shall be in the form of written Addenda which shall become a part of the Contract documents. Said Addenda shall be available thru the e-procurement portal and e-mailed to all prospective Respondents. All Addenda issued in respect to this project shall be considered official changes to the original RFQ documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative nor binding. It shall be the Respondent(s) responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, Respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their RFQ Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original solicitation documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such Respondent from its terms and requirements. The City may issue a written addendum no later than five calendar days prior to the date bids must be received. Addendums are available online at <https://procurement.opengov.com/portal/cityofedinburg>

#### **SYNONYM**

Where in this solicitation package SERVICES is used, its meaning shall refer to the request for qualifications Request for Qualifications - Real Estate Appraisal Services as specified.

#### **ASSIGNMENT**

Respondents are advised that the City of Edinburg shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFQ in whole or in part, to a third party without the written approval of the City of Edinburg.

#### **RESPONDENT'S EMPLOYEES**

Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

#### **INTERPRETATIONS**

Any questions concerning the project and/or specifications/requirements with regards to this solicitation for statement(s) of qualifications shall be directed to the designated individuals as outlined in the RFQ. Such interpretations, which may affect the eventual outcome of this request for statements of qualifications, shall be furnished in writing to all prospective Respondents via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Edinburg in accordance with paragraph entitled "**Addenda and Modifications**".

#### **STATUTORY REQUIREMENTS**

It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having

jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents.

#### **RFQ PREPARATION COSTS**

The City of Edinburg shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a RFQ or for any work performed prior to execution of contract.

#### **CONFIDENTIAL INFORMATION**

Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

#### **VERBAL THREATS**

Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Respondent/Consultant on contract.

#### **RIGHT TO AUDIT**

The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

#### **PAST PERFORMANCE**

Respondent's past performance shall be taken into consideration in the evaluation of RFQ submittal.

#### **JURISDICTION**

Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

#### **VENUE**



The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

#### **CONSIDERATION OF LOCATION OF BIDDER'S PRINCIPAL PLACE OF BUSINESS**

The City may give local vendors, whose principal place of business is located within the City of Edinburg, and whose bid is within five percent (5%) of the lowest bid price preference as allowed by Section 271.9051 of the Local Government Code.

#### **AWARD**

Respondents are advised that the City of Edinburg is soliciting RFQs and award shall be made to the respondent that in the opinion of the City of Edinburg is the best qualified.

The City of Edinburg reserves the right to award contract(s) based solely on the written proposals. The City also reserves the right to request oral interviews.

#### **FINAL SELECTION AND THE CITY COUNCIL APPROVAL**

Selection shall be made of one or more proposers deemed to be fully qualified and best suited among those submitting Proposals on the basis of the evaluation factors included in the Request for Qualifications, if so stated in the Request for Qualifications. Negotiations shall be conducted with the proposers selected. After negotiations have been conducted with each proposer selected, the agency shall select the proposer which, in its opinion, has made the best proposal, and shall award the contract to that proposer. The City may cancel this Request for Qualifications or reject the Qualifications at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed the most advantageous. Should the City determine in writing and in its sole discretion that only one proposer is fully qualified, or that one proposer is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that proposer. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated. After the selection of the most qualified firm(s), scope of services and billing rates will be negotiated and used as attachments to the City's Professional Services Agreement. This Agreement will then be submitted to the City Council for approval. If the City and the selected firm cannot successfully negotiate an agreement, then the City will enter into negotiations with the next best qualified firm on the evaluation rating list. This procedure may be repeated until one (1) or more firms has been selected and approved by the City Council.

#### **PAYMENT**

**The City of Edinburg will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been completed, introduced to the City, and found to meet City of Edinburg specifications/requirements. No other method of payment will be considered.**

#### **CONFIDENTIALITY OF INFORMATION AND SECURITY**

Should the successful respondent become the holder of and have access to confidential information in the process of fulfilling its responsibilities in connection with an awarded contract the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws

and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Respondent agrees that they will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

#### **TERMINATION OF CONTRACT**

The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, the successful vendor's performance is not acceptable, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice.

#### **HISTORICALLY UNDERUTILIZED BUSINESS**

Firm(s)/Sub Firm(s) will be required to comply with the President's Executive Order No. 11236 and Order No. 11375 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Firm(s)/Sub Firm(s) must comply with the Title VI of the Civil Rights Act of 1964, Minority and Women Owned Business Enterprise standards and affirmative action requirements.

#### **ETHICAL STANDARD**

No City official or employee shall have interest in any contract resulting from this bid.

**IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.**

### **3.2. INSURANCE REQUIREMENTS**

Staff may waive insurance requirements for contracts \$0 - \$4,999.99, including but not limited to contracts for food, materials, supplies, and construction. Workers' Compensation in amounts which satisfy statutory coverage shall be required for construction projects.

The following insurance requirements will be included in all City contracts of \$5,000 - \$14,999.99. In contracts not involving building and construction projects, as that activity is defined in TEX. LABOR CODE §406.096, contractors may obtain alternative form of worker accident insurance with minimum limits of liability of \$100,000 per claim.

#### **Minimum Insurance Requirements**

##### **Type of Coverage Limits of Liability**

Worker's Compensation Statutory Coverage

Comprehensive General Liability

(City named as additional insured)

Bodily Injury \$250,000 each person/\$500,000 each occurrence

Property Damage \$100,000 each occurrence/\$100,000 aggregate

or \$500,000 combined single limits

The following insurance requirements will be included in all **City contracts of \$15,000 or more.**

(1) The successful bidder will be required to carry the following insurance coverage and limits of coverage, as well as list the City as an additional insured to liability coverage as requested by the City. In addition, the successful bidder shall provide the City with evidence of coverage and furnish acceptable proof of payment of insurance premiums.

(2) The successful bidder will be required to secure and/or have insurance coverage in force with an admitted property and casualty insurance company licensed by the State of Texas to conduct business in the State of Texas.

(3) In contracts not involving building and construction projects, as that activity is defined in TEX. LABOR CODE §406.096, contractors may obtain alternative form of worker accident insurance with minimum limits of liability of \$100,000 per claim

#### **Minimum Insurance Requirements**

##### **Type of Coverage Limits of Liability**

##### **Worker's Compensation** Statutory Coverage

Employer's Liability Bodily Injury by Accident:

\$100,000 each accident

Bodily Injury by Disease:

\$100,000 each employee/\$500,000 policy limit

##### **Comprehensive General Liability**

Bodily Injury \$250,000 each person/\$500,000 each occurrence

Property Damage \$100,000 each occurrence/\$100,000 aggregate

or \$500,000 combined single limits

##### **Comprehensive Auto Liability**

Bodily Injury \$100,000 each person/\$500,000 each occurrence

Property Damage \$100,000 each occurrence/\$100,000 aggregate

or \$500,000 combined single limits

##### **City's Protective Liability**

Bodily Injury \$250,000 each person/\$500,000 each occurrence

Property Damage \$100,000 each occurrence/\$100,000 aggregate  
or \$500,000 combined single limits

**Policies must name the City of Edinburg as an Additional Insured.**

Certificates of insurance naming the CITY as an additional insured shall be submitted to the CITY for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the CITY prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence that adequate replacement coverage is provided to the CITY. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, the Contract shall automatically terminate.

## 4. Specifications

### 4.1. Scope of Services

The City of Edinburg is seeking statements of qualifications from firms interested in providing the City with the services of a licensed real estate appraiser(s) to provide Real Estate Appraisal Services on an “as needed” basis. The required services will consist of the appraisal of real estate properties for acquisition, lease, financial and/or strategic planning and other informational interests and purposes by The City. Generally, the selected real estate appraiser(s) will be expected to perform the services in accordance with the Scope of Services and in accordance with the requirements of this solicitation.

1. The real estate appraiser shall perform at a minimum the following tasks:

1. Provide “fair market value” for viable real estate acquisitions by the City;
2. Prepare market analysis reports that will establish “fair market value” on properties;
3. Research markets and identify potential properties’ values selected for acquisition or disposal by the City;
4. Provide professional opinions and reasonable conclusions on value in land developments, business viability, tax appraisals and eminent domains on the City properties and surrounding areas;
5. Prepare comparable reports on the City properties or potential properties as required.
6. Assist the City personnel and/or Broker Agent in the evaluation of real estate acquisition process;
7. Present oral presentations to the City Board of Trustees, as requested by the City; and
8. Ensure all State of Texas laws and procedures regarding real estate appraisals are followed.
9. Appraisal Report Review

2. The firm(s) is to provide real estate appraisal services for various properties on an as needed basis. Services may include, but are not limited to, typical appraisal services pertaining to:

1. Single family structures;
2. Multifamily structures and complexes;
3. Commercial properties including retail, industrial and office;
4. Vacant land, including residential and commercial; and
5. Mixed Use.

3. Appraisal services must comply with all provisions of the Uniform Standards of Professional Appraisal Practice (USPAP), the USPAP Competency Rule, as well as all provisions of local, state and federal applicable laws, ordinances and regulations and may include the following:

1. Income approach appraisals;
2. Cost approach appraisals; and
3. Comparison approach appraisals.

4. Selected firm(s) must be licensed and/or certified in accordance with the Texas Appraiser Licensing and Certification Act, Texas Occupations Code, Chapter 1103, as amended.

#### 4.2. Submittal Requirements

The RFQ must be submitted according to the instructions outlined herein. Each response should include, at a minimum, the following items not excluding the selection process criteria:

1. Transmittal letter – Indicate interest and commitment to perform services for the City of Edinburg, include contact information (physical address, telephone, fax, cell phone, and email address) for the primary person responsible for your RFQ who will be the point of contact for the City on all correspondence and communications pertaining to the RFQ. State whether any addendums to this RFQ have been received by your firm and whether consideration of their content has been included in your RFQ. The letter must be signed by an officer of the firm who is authorized to bind the firm to contract and shall contain a statement to this effect;
2. Firm Qualification and Experience – Discuss the firm's experience and history in performing real estate appraisal services in a timely manner, particularly for other governmental agencies in the past five (5) years. Discuss the firm's uniqueness to best perform these services for the City. Identify the office location that will be providing the services and the approach to handling part-time staffing needs for smaller assignments.
3. Team Member Qualifications and Experience – Submit resumes summarizing qualifications and experience of project manager, key staff and any support staff likely to be assigned to the work.
4. References – Provide at least three (3) references (names and current phone numbers) from recent work and List all past projects with the City of Edinburg for each proposed team member.

Include a brief description of the projects associated with the reference, and the role of the individual.

5. Insurance - Provide information on the types and amounts of insurance carried by the PSP, including General Liability, Auto Coverage, Worker's Compensation, and Professional Liability Coverage. A list of any insurance claims against the firm within the past 5 years.
6. Professional Services Agreement – Provide a statement that the Professional Services Agreement has been read, that the firm will meet the prerequisite insurance requirements, and the firm, if selected, agrees to enter in to such agreement.
7. Contact Information – Each firm must submit the firms two (2) different contact information (Name, Title, Address, Phone Number, Mobile Number, and Email Address).
8. Presentation – Electronic submittal only.

## 5. Vendor Questionnaire

### 5.1. [Proposal\\*](#)

Please upload your entire proposal here as **one complete PDF document**.

Please do not upload multiple files.

\*Response required

### 5.2. [If you have any proprietary documents, please attach the redacted document here.](#)

### 5.3. [Please upload your current insurance certificate.\\*](#)

Please upload your current insurance certificate.

\*Response required

### 5.4. [Required Forms](#)

#### 5.4.1. [Please fill out and sign the Conflict of Interest Disclosure form and upload here\\*](#)

Please download the below documents, complete, and upload.

- [CONFLICT\\_OF\\_INTEREST.pdf](#)

\*Response required

#### 5.4.2. [Please fill out and sign the General Questionnaire and upload here\\*](#)

Please download the below documents, complete, and upload.

- [GENERAL\\_QUESTIONNAIRE.pdf](#)

\*Response required

#### 5.4.3. [Please fill out the Litigation Disclosure Form and upload here\\*](#)

Please download the below documents, complete, and upload.

- [LITIGATION\\_DISCLOSURE\\_FORM.pdf](#)

\*Response required

#### 5.4.4. [Please fill out and sign HB 89 and upload here\\*](#)

##### **HB 89**

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract



**Please download the below documents, complete, and upload.**

- [HOUSE BILL 89 VERIFICATION.pdf](#)

\*Response required

*5.4.5. Please fill out and sign the Senate Bill 13 and upload here\**

**SB 13 ENERGY COMPANY BOYCOTTS**

The 87th Texas Legislature approved new legislation, effective Sept. 1, 2021, which amends Texas Local Government Code 2274.001. Subtitle F, Title 10, Chapter 809 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required, or
- 2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the contract. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency.

**Please download the below documents, complete, and upload.**

- [SENATE BILL 13 VERIFICATION...](#)

\*Response required

*5.4.6. Please fill out and sign the Senate Bill 19 and upload here\**

**SB 19 FIREARM ENTITIES AND TRADE ASSOCIATIONS DISCRIMINATIONS**

The 87th Texas Legislature approved new legislation, effective Sept. 1, 2021, which amends Texas Local Government Code Section 1. Subtitle F, Title 10 of the Texas Government Code 2274.002, Respondent verifies that it:

- 1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and
- 2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency.

**Please download the below documents, complete, and upload.**

- [SENATE BILL 19 VERIFICATION...](#)

\*Response required

*5.4.7. Please fill out and sign the Non-Collusion Affidavit and upload here\**

## NON-COLLUSION AFFIDAVIT

Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

**Please download the below documents, complete, and upload.**

- [CITY OF EDINBURG NONCOLLUSI...](#)

\*Response required

*5.4.8. Please fill out and sign the Conflict of Interest form and upload here\**

### CONFLICT OF INTEREST

#### CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Edinburg not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

\*Response required

*5.4.9. If awarded the 1295 form will need to be provided.\**

### 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. For more information go to the Texas Ethics Commission web page at

<https://www.ethics.state.tx.us/filinginfo/1295/>

☐ Yes

☐ No

\*Response required

*5.4.10. Draft Agreement\* Response not required./For reference only*

Please download the below documents. \*FOR REFERENCE ONLY

- [RFQ Draft Agreement 2026-20...](#)

## 6. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<b>Ability to meet Schedules and Deadlines</b>	Points Based	30 <i>(30% of Total)</i>
2.	<b>Overall Qualification of Team</b>	Points Based	40 <i>(40% of Total)</i>
3.	<b>Stability and References</b>	Points Based	15 <i>(15% of Total)</i>
4.	<b>Previous Experience with City</b>	Points Based	10 <i>(10% of Total)</i>
5.	<b>Presentation</b>	Points Based	5 <i>(5% of Total)</i>