

**LAREDO WEBB COUNTY AREA
METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE
VIRTUAL MEETING**

**LIVE WEB LINK: <http://laredotx.swagit.com/live>
PUBLIC ACCESS CHANNEL: Spectrum TV channel 1300
August 17th, 2020
1:30 p.m.**

In order to adhere to the current public gathering guidelines, this meeting will be held in a virtual meeting format. Citizens wishing to provide public comment may phone in their comments during the meeting, or submit them electronically through means provided. (see information below).

MEETING AGENDA

I. CHAIRPERSON TO CALL MEETING TO ORDER

II. CHAIRPERSON TO CALL ROLL

AUG 14 '20 AM 11:21
REC'D CITY SEC OFF

III. CITIZEN COMMENTS

Citizens interested in providing comments on a particular item are to submit their comments in writing via the "Online Response Form", available in the "Contact Us" of the MPO website located at <https://www.cityoflaredo.com/Planning/MPO/Index.html>. Comments are to be submitted no later than 1:15 p.m. the day of the meeting. During the meeting, a telephone number shall be provided to allow citizens the opportunity to call in to speak on a particular item. Comments are limited to three (3) minutes per speaker. No more than three (3) persons will be allowed to speak on any side of an issue. Should there be more than three (3) people who wish to speak on a specific issue, they should select not more than three (3) representatives to speak on their behalf. The presiding officer may further limit public on the interest of order or time. Speakers may not transfer their minutes to any other speaker. Comments should be relevant to MPO business and delivered in a professional manner. No derogatory remarks shall be permitted.

IV. ITEMS REQUIRING POLICY COMMITTEE ACTION:

- A. Approval of the minutes for the virtual meeting held on July 20th, 2020.
- B. A Motion to accept the ranking of firms that submitted proposals in response to the BID INVITATION issued for the development of the MPO Website Redesign Project, approve the selection of SGS Technologie L.L.C., and authorize execution of a contract in the amount of \$13,080.
- C. Discussion with possible action on the repair of IH 35 Del Mar Access Road and underpass surface. (CM. Altgelt).

D. Motion to add TxDOT Director of Transportation Planning & Development, Humberto Gonzalez Jr, P.E. into the vacant At-Large position on the MPO Policy Committee. (CM. David Salazar)

E. Discussion with possible action on Hachar-Reuthinger.

V. REPORT(S) AND PRESENTATIONS (No action required).

A. Status report by the Regional Mobility Authority (RMA).

VI. ADJOURNMENT

THIS NOTICE WAS POSTED AT THE MUNICIPAL GOVERNMENT OFFICES, 1110 HOUSTON STREET, LAREDO, TEXAS, AT A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES. SAID NOTICE WAS POSTED BY AUGUST 14TH, 2020, BY 1:30 P.M.

All meetings of the MPO Committee are open to the public. Persons who plan to attend this meeting and who may need auxiliary aid or services such as: interpreters for persons who are deaf or hearing impaired, readers of large print or Braille, or a translator for the Spanish language are requested to contact Ms. Vanessa Guerra, City Planning, 1413 Houston St. at 956-794-1613, vguerra@ci.laredo.tx.us, at least five working days prior to the meeting so that appropriate arrangements can be made. Materials in Spanish may also be provided upon request.

Disability Access Statement-This meeting is wheelchair accessible. The accessible entrances are located at 1110 Victoria and 910 Flores. Accessible parking spaces are located at City Hall, 1110 Victoria.

Ayuda o Servicios Auxiliares: Todas las reuniones del Comité del MPO están abiertas al público. Personas que planean asistir a esta reunión y que pueden necesitar ayuda o servicios auxiliares como: interpretes para personas con discapacidad auditiva, lectores de letra grande o en Braille, o un traductor para el idioma español deben comunicarse con la Sra. Vanessa Guerra, en el Departamento del Planificación de la Ciudad, 1413 Houston St. al (956) 794-1613, vguerra@ci.laredo.tx.us, al menos cinco días hábiles antes de la reunión para que los arreglos apropiados se pueden hacer. Materiales en español se proveerán a petición.

Declaración de Acceso a la Discapacidad: Esta reunión es accesible para sillas de ruedas. Las entradas accesibles están ubicadas en 1110 Victoria y 900 Flores. Los espacios de estacionamiento para discapacitados se encuentran por la calle Victoria.

Información en Español: Si usted desea esta información en español o si desea explicación sobre el contenido, por favor llámenos al teléfono (956) 794-1613 o comunicarse con nosotros mediante correo electrónico a vguerra@ci.laredo.tx.us.

CITY OF LAREDO REPRESENTATIVES:

Honorable Pete Saenz, Mayor and LWCAMPO Chairperson
Honorable Norma "Nelly" Vielma, City Councilmember, District V
Honorable Dr. Marte Martinez, City Councilmember, District VI

LAREDO MASS TRANSIT BOARD REPRESENTATIVE:

Honorable George Altgelt, City Councilmember, District VII

COUNTY OF WEBB REPRESENTATIVES:

Honorable Tano E. Tijerina, Webb County Judge
Honorable Jesse Gonzalez, Webb County Commissioner, Pct. 1
Honorable John Galo, Webb County Commissioner, Pct. 3

STATE REPRESENTATIVES:

Mr. David M. Salazar, Jr. P.E., TxDOT District Engineer

PRIVATE SECTOR


Member at large (Vacant)

*****EX-OFFICIO*****

Honorable Judith Zaffirini, State Senator, District 21
Honorable Richard Raymond, State Representative, District 42
Honorable Tracy O. King, State Representative, District 80



J. Kirby Snideman, AICP
MPO Director

for: 
Jose A. Valdez, Jr.
City Secretary

Laredo Webb County Area (LWCA)

Metropolitan Planning Organization Policy Committee Virtual Meeting



LIVE WEB LINK: <http://laredotx.swagit.com/live>
PUBLIC ACCESS CHANNEL: Spectrum TV channel 1300

MINUTES OF THE VIRTUAL JULY 20TH, 2020 MEETING

Regular members present:

Honorable Pete Saenz, City of Laredo Mayor and LWCAMPO Chairperson
Honorable Tano E. Tijerina, Webb County Judge
Honorable Dr. Marte Martinez, City Councilmember, District VI
Honorable John Galo, Webb County Commissioner, Pct. 3
David M. Salazar, Jr., TxDOT District Engineer

Regular members not present:

Honorable Norma “Nelly” Vielma, City Councilmember, District V
Honorable George Altgelt, City Councilmember, District VII
Honorable Jesse Gonzalez, Webb County Commissioner, Pct. 1
(Member At Large- Currently Vacant)

Ex-Officio Members Not Present:

Honorable Richard Raymond, State Representative, District 42
Honorable Judith Zaffirini, State Senator, District 21
Honorable Tracy O. King, State Representative, District 80

Staff (Of Participating LWCA Agencies) Present:

City: J. Kirby Snideman, City Planning/LWCAMPO Staff
Vanessa Guerra, City Planning/LWCAMPO Staff
Jason Hinojosa, City Planning/LWCAMPO Staff
Juan Mendive, City Planning/LWCAMPO Staff
Graciela Sosa-Briones, City Planning/LWCAMPO Staff
Angie Quijano, City Planning/LWCAMPO Staff
Ramon Chavez, City Engineering
Claudia San Miguel, Transit, El Metro
Eduardo Bernal, Transit, El Metro
Danny Magee, Traffic Safety Department

State: Humberto "Tito" Gonzalez, TxDOT
Roberto Rodriguez, TxDOT

Others: Guillermo Cuellar, Webb County Engineering
Luis Perez Garcia, Webb County Engineering
Antonio "Tony" Rodriguez, HNTB, Inc.

I. CHAIRPERSON TO CALL MEETING TO ORDER

Mayor Pete Saenz called the meeting to order at 1:32 p.m.

II. CHAIRPERSON TO CALL ROLL

Vanessa Guerra, MPO Division Manager, called roll and verified a quorum existed.

III. CITIZEN COMMENTS

Speakers are required to fill out witness cards, which must be submitted to MPO Staff no later than 15 minutes after the start of the meeting. Speakers shall identify themselves at the microphone. Comments are limited to three (3) minutes per speaker. No more than three (3) persons will be allowed to speak on any side of an issue. Should there be more than three (3) people who wish to speak on a specific issue, they should select not more than three (3) representatives to speak on their behalf. The presiding officer may further limit public on the interest of order or time. Speakers may not transfer their minutes to any other speaker. Comments should be relevant to City business and delivered in a professional manner. No derogatory remarks shall be permitted.

Kirby Snideman asked staff to verify if the Public Access Channel (PAC) was broadcasting for public comments.

There were no citizen's comments.

IV. ITEMS REQUIRING POLICY COMMITTEE ACTION:

A. Approval of the minutes for the virtual meeting held on June 15th, 2020.

Dr. Marte Martinez announced he was in attendance.

Judge Tijerina made a motion to **approve** the minutes for the meeting held on June 15th, 2020.

Second: CM. Galo
For: 5
Against: 0
Abstained: 0

Motion carried unanimously

B. Receive public testimony and approve Resolution No. MPO 2020-09, adopting the 2021 Unified Planning Work Program (UPWP).

Vanessa Guerra confirmed the meeting was being broadcasted.

Kirby Snideman stated a public comment period had been initiated at the last Policy Committee meeting.

Dr. Martinez made a motion to approve Resolution No. MPO 2020-09, adopting the 2021 Unified Planning Work Program (UPWP).

Second: CM. Galo
For: 5
Against: 0
Abstained: 0

Motion carried unanimously

C. Discussion with possible action on the repair of IH 35 Del Mar Access Road and underpass surface. (CM. Altgelt).

Judge Tijerina inquired on the reason for this item on the agenda.

Kirby Snideman responded that this item had been requested by CM. Altgelt and, currently any member who would like to add an item to the agenda may do so provided approval from the Chairperson of the Committee.

Judge Tijerina stated this type of items in particular may be easily addressed by contacting the Texas Department of Transportation (TxDOT) directly.

David Salazar from TxDOT agreed with Judge Tijerina's comments.

Mayor Saenz recommended this item be tabled as CM. Altgelt was not in attendance.

Dr. Martinez made a motion to table this item for next meeting.

Second: Mayor Saenz
For: 5
Against: 0
Abstained: 0

Motion carried unanimously

Dr. Martinez stated that he agreed with the fact that any member is able to request the addition of a specific item to the agenda and, the Mayor or Chairperson has authority to contact the individual member to discuss it ahead of time.

Dr. Martinez mentioned that while sometimes phone calls are made in trying to resolve certain issues, having a public discussion is important.

Dr. Martinez further commented that even though our MPO Policy Committee is geared towards the planning aspect of transportation projects, it is important to follow up on the status of repairs or maintenance of current infrastructure.

Tito Gonzalez, TxDOT Transportation Planning & Design Director, informed the Committee that TxDOT has a four-year pavement and preservation plan for the District that includes the maintenance of the area in question (from west frontage road to Shiloh), which is scheduled for February 2021. He mentioned this document is available to the public and reiterated TxDOT staff is always willing to address this type of concerns or questions via phone call or email.

D. Discussion with possible action on Hachar-Reuthinger

Guillermo Cuellar, Assistant Webb County Engineer, provided a brief update. He stated that the final environmental assessment was being reviewed in coordination with TxDOT and some minor issues were being addressed before it is sent to Austin for final review.

Mayor Saenz asked the status on the Right-of-Way title issues.

Ramon Chavez, City Engineer, stated he had received an update via e-mail from Mr. Nicholas Van Steenberg representing the Hachar Trust. They have been working on the draft agreement, as well as, finalizing various details that should be resolved in the next 30 days.

Mayor Saenz asked if this will represent a financial impact to the City or County.

Ramon Chavez stated that on July 10th, the City had received an Amended Advanced Funding Agreement (AFA) from TxDOT for the Hachar-Reuthinger project. The purpose of the amendment was to incorporate additional funds allocated to the project. A resolution by City Council will be required to authorize execution of the amended AFA and provide for the local match. This will be reviewed through the City Manager's office.

Dr. Martinez requested further details on this subject.

Tito Gonzalez explained that \$21.4 million had been allocated to the project by the MPO in June 2016, but the funds had never been formally incorporated into the existing agreement with TxDOT.

Mayor Saenz asked if local match participation would be primarily the City's responsibility or the County's as well.

Tito Gonzalez stated that would be up to both entities to determine their respective participation in the required local matching funding.

Ramon Chavez stated that the funding participation was currently being discussed with the management.

Mayor Saenz asked if local match was approximately 20%.

Ramon Chavez confirmed the percentage.

Mayor Saenz suggested collaboration from the County given that both entities will be benefiting from this project.

Ramon Chavez stated the City would reach out to County staff for alternatives.

Dr. Martinez asked if the City had already begun looking for a design team considering the environmental assessment is almost done.

Ramon Chavez stated the City had already received comments from TxDOT on its draft Request for Qualifications (RFQ).

Dr. Martinez expressed his desire to move forward with this project as soon as possible. He asked how long would the process take to be completed.

Mr. Cuellar anticipated the environmental assessment completion and funds availability by December 2020.

Mayor Saenz asked if construction would follow afterwards.

Guillermo Cuellar confirmed.

V. REPORT(S) AND PRESENTATIONS (No action required).

A. Status report by the Regional Mobility Authority (RMA)

Kirby Snideman mentioned the updated report received from the RMA was included as part of the packet.

Tony Rodriguez, HNTB Inc., gave a brief report on the status of the projects led by the Regional Mobility Authority (RMA). He mentioned there was a Board virtual meeting scheduled for Thursday, July 23rd at 10:00 am. The project priorities for upcoming years would be discussed during this meeting.

Regarding the Killam Industrial Boulevard Turning Lane project, the Plans, Specification and Estimates (PS&E) were at 100% completion, Right-of-Way had been approved by Planning & Zoning and was on track for completion by end of July, 2020. Utilities were on track for clearance by August, 2020, and water availability completion was anticipated by late July. RMA continues coordination with TxDOT for the letting of the project programmed for November.

The Los Presidentes (Cuatro Vientos to Concord Hills) project was being developed in coordination with the City of Laredo and Webb County Drainage District (WCDD). The 95% plans had been received, reviewed and submitted to City of Laredo for fall letting of this project. Construction is anticipated to start late 2020 or early 2021.

In regards to the Vallecillo Road project, the geotechnical bore holes were scheduled for the end of July. Work continues on the traffic study component and refining the final pavement design for this project.

Mayor Saenz asked for a motion to adjourn the meeting if there were no additional questions or further business to be discussed.

VI. ADJOURNMENT

CM. Galo made a motion to **adjourn** the meeting at 1:58 p.m.

Second: Dr. Martinez
For: 5
Against: 0
Abstained: 0

Motion carried unanimously

J. Kirby Snideman
MPO Director

Pete Saenz, Mayor and LWCAMPO
Chairperson

ACTION ITEM

DATE: 8-11-20	SUBJECT: MOTION(S) Motion to accept the ranking of firms that submitted proposals in response to the BID INVITATION issued for the development of the MPO Website Redesign Project, approve the selection of SGS Technologie L.L.C., and authorize execution of a contract in the amount of \$13,080.
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INITIATED BY: Staff	STAFF SOURCE: J. Kirby Snideman, Director of Planning
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PREVIOUS COMMITTEE ACTION: None

BACKGROUND:
The Unified Planning Work Program (UPWP) describes and schedules work to be undertaken by the MPO during the current fiscal period. The redesign of the MPO website is one of the objectives of Task 2.0.

2.0 Data Development and Maintenance
Expected Outcome: An updated MPO website to include online data/map viewer and updated demographic data.

Bid Invitation
Issued May 20, 2020 and closed on June 2, 2020. *(see attached Bid Tabulation and Bid Invitation)*

Eight (8) firms submitted proposals which were ranked as follows: *(see attached Score Matrix and Proposals)*

Rank	Firm	Proposal
1 st	SGS Technologie L.L.C.	\$13,080
2 nd	Regina Portillo Consulting	\$ 9,564
3 rd	LWS Media L.L.C. dba Liquid Studio Group	\$19,750
4 th	Matchfire (Cause Media Group)	\$15,000
5 th	Ambient Studios	\$15,463
6 th	MIC USA L.L.C.	\$ 7,500
7 th	Pixl Labs, L.L.C.	\$ 2,400
8 th	Global Soft Technologies	\$50,000

Staff Recommendation: *(see attached Score Matrix)*
A Committee formed by Mr. Kirby Snideman, MPO Director, Jason Hinojosa, MPO Planner and Eduardo Bernal, Transit-El Metro Representative; evaluated all eight submittals, reviewed the proposals and, developed the scores and rankings. The committee recommends SGS Technologie L.L.C. for the development of the project.

- Attachments**
- Bid Tabulation Sheet
 - Bid Proposals Score/Rankings Matrix sheet
 - Individual Bid Proposal evaluation sheets
 - Bid Invitation
 - Proposals (8) – all 8 firms
 - Draft Contract

FINANCIAL IMPACT:
The 2020 UPWP allocated up to \$100,000 to this project as well as all other identified activities in UPWP Task 2.0.

COMMITTEE RECOMMENDATION: Approval	STAFF RECOMMENDATION: Approval
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BID TABULATION

Event Number	MPO Website Redesign Proposal	Organization	City of Laredo Purchasing
Event Title	MPO Website Redesign Proposal	Workgroup	City of Laredo Purchasing
Event Description	The City of Laredo has established a local ve	Event Owner	Kendra Rodriguez
Event Type	IFB	Email	krodrigue1@ci.laredo.tx.us
Issue Date	5/20/2020 08:00:01 AM (CT)	Phone	
Close Date	6/2/2020 05:00:00 PM (CT)	Fax	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Pixl Labs, LLC	Laredo	TX	5/31/2020 09:36:05 PM (CT)	0	\$0.00
MIC USA LLC	San Antonio	TX	6/2/2020 04:28:24 PM (CT)	1	\$7,500.00
Regina Portillo Consulting (Regi	Laredo	TX	6/2/2020 02:04:22 PM (CT)	1	\$9,564.00
SGS Technologie LLC	Jacksonville	FL	6/2/2020 09:25:35 AM (CT)	1	\$13,080.00
Matchfire (Causemedia Group)	Dallas	TX	6/2/2020 04:55:00 PM (CT)	1	\$15,000.00
Ambient Studios LLC	Brea	CA	6/2/2020 04:28:52 PM (CT)	1	\$15,463.00
LWS Media LLC dba Liquid Studi	Laredo	TX	6/2/2020 04:50:16 PM (CT)	1	\$19,750.00
Global Soft Technologies LLC	New York	NY	6/2/2020 02:01:03 PM (CT)	1	\$50,000.00

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

**MPO Website Redesign Project
Proposal Scores/Rankings**

**Ranking Matrix
Point Methodology**

1st = 8 pts 5th= 4 pts
 2nd= 7 pts 6th= 3 pts
 3rd= 6 pts 7th= 2pts
 4th= 5 pts 8th= 1 pt

Selection Committee	FIRM			FIRM			FIRM			FIRM			FIRM			FIRM			FIRM					
	Raw	Rank	Pts	Raw	Rank	Pts	Raw	Rank	Pts	Raw	Rank	Pts	Raw	Rank	Pts	Raw	Rank	Pts	Raw	Rank	Pts			
	Pixal Labs, LLC			MIC USA LLC			Regina Portillo Consulting			SGS Technologie LLC			Matchfire (Cause media Group)			Ambient Studios LLC			LWS Media LLC dba Liquid Studio Group			Global Soft Tech. LLC		
Kirby Snideman MPO Director	60	7th	2	85	3rd	6	95	1st	8	93	2nd	7	80	5th	4	70	6th	3	83	4th	5	25	8th	1
Jason Hinojosa MPO Planner	48	7th	2	74	5th	4	77	4th	5	90	1st	8	71	6th	3	79	3rd	6	81	2nd	7	3	8th	1
Eduardo Bernal Transit El Metro	25	8th	1	45	6th	3	70	3rd	6	85	1st	8	75	2nd	7	65	4th	5	55	5th	4	30	7th	2
Total Points	133		5	204		13	242		19	268		23	226		14	214		14	219		16	58		4
Overall Rank		6			5			2			1			4			4			3			7	

BID PROPOSALS EVALUATION SHEET

EVALUATOR Kirby Snideman and staff MPO staff
PROJECT MPO Website Redesign
Issue Date 5/20/2020 08:00:01 AM (CT)
Close Date 6/2/2020 05:00:00 PM (CT)
Event Descriptio BID

	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM
EVALUATION CRITERIA	Pixl Labs, LLC	MIC USA LLC	Regina Portillo Consulting	SGS Technologie LLC	Matchfire (Cause media Group)	Ambient Studios LLC	LWS Media LLC dba Liquid Studio Group	Global Soft Tech. LLC
Cost (25 POINTS)	10	20	25	23	20	20	15	5
Format & Content (25 POINTS)	15	15	25	22	20	15	23	10
EXPERIENCE (50 POINTS)	35	50	45	48	40	35	45	10
Total points	60	85	95	93	80	70	83	25
Rank	7	3	1	2	5	6	4	8

BID PROPOSALS EVALUATION SHEET

EVALUATOR Jason Hinojosa
PROJECT MPO Website Redesign
Issue Date 5/20/2020 08:00:01 AM (CT)
Close Date 6/2/2020 05:00:00 PM (CT)
Event Description INFORMAL BID

Signature 

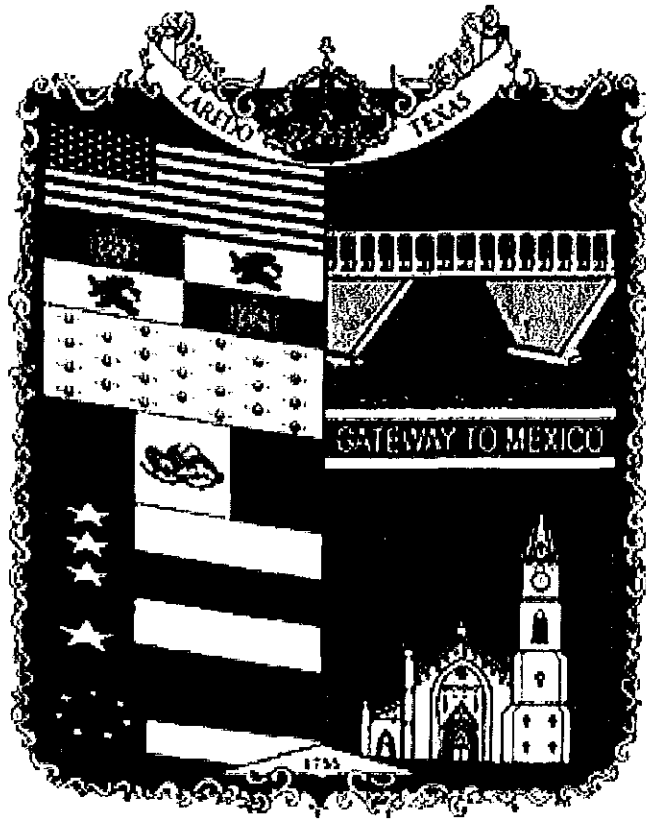
	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM
EVALUATION CRITERIA	Pixl Labs, LLC	MIC USA LLC	Regina Portillo Consulting	SGS Technologie LLC	Matchfire (Cause media Group)	Ambient Studios LLC	LWS Media LLC dba Liquid Studio Group	Global Soft Tech. LLC
Cost (25 POINTS)	1	24	23	22	20	19	21	1
Format & Content (25 POINTS)	12	15	17	23	13	18	20	1
EXPERIENCE (50 POINTS)	35	35	37	45	38	42	40	1
Total points	48	74	77	90	71	79	81	3

BID PROPOSALS EVALUATION SHEET

EVALUATOR Eduardo Bernal- El Metro
PROJECT MPO Website Redesign
Issue Date 5/20/2020 08:00:01 AM (CT)
Close Date 6/2/2020 05:00:00 PM (CT)
Event Descriptive INFORMAL BID

Signature 
 Date 7-21-20

	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM
EVALUATION CRITERIA	Pixl Labs, LLC	MIC USA LLC	Regina Portillo Consulting	SGS Technologie LLC	Matchfire (Cause media Group)	Ambient Studios LLC	LWS Media LLC dba Liquid Studio Group	Global Soft Tech. LLC
Cost (25 POINTS)	5	15	20	20	15	10	10	10
Format & Content (25 POINTS)	5	10	15	20	20	20	10	5
EXPERIENCE (50 POINTS)	15	20	35	45	40	35	35	15
Total points	25	45	70	85	75	65	55	30
Rank	8	6	3	1	2	4	5	7



MPO Website Redesign Proposal

MPO Website Redesign Proposal

Issue Date: 5/20/2020

Questions Deadline: 5/28/2020 12:00 PM (CT)

Response Deadline: 6/2/2020 05:00 PM (CT)

City of Laredo Purchasing

Contact Information

Contact: James Kirby Snideman

Address: Planning
1120 San Bernardo Ave
Laredo, TX 78040

Phone: (956) 794-1613

Email: jksnideman@ci.laredo.tx.us

BID INVITATION

Event Information

Number: MPO Website Redesign Proposal
Title: MPO Website Redesign Proposal
Type: Informal Bid
Issue Date: 5/20/2020
Question Deadline: 5/28/2020 12:00 PM (CT)
Response Deadline: 6/2/2020 05:00 PM (CT)
Notes: The City of Laredo has established a local vendor preference ordinance 2018-O-175. All informal and formal Requests for bids for contracts will be evaluated with a 5% preference for local vendors. Bidders are strongly encouraged to submit their proposals electronically through use of Cit-E-Bid or in person - hand delivery. Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile bids will not be considered.

Due to current COVID-19 crisis* Respondents are strongly encouraged to submit their proposals electronically through the use of Cit-E-Bid. If for any reason you need to hand-deliver please see instructions below:

Please call before hand delivering proposal at Purchasing Division 956-794-1730 due to COVID-19 building entrance restrictions.

Delivery address:

Purchasing Division
5512 Thomas Ave.
Laredo, TX. 78041

Ship To Information

Contact: Kendra Rodriguez
Address: Purchasing
5512 Thomas Ave
Laredo, TX 78041
Phone: (956) 794-1736
Email: krodrique1@ci.laredo.tx.us

Billing Information

Contact: Jorge Jolly
Address: Accounts Payable
City Hall
2nd
PO Box 210
Laredo, TX 78042
Phone: (956) 791-7326
Email: jjolly@ci.laredo.tx.us

Bid Attachments

CIQ_Form.pdf

Conflict of Interest Form

[Download](#)

Requested Attachments

Proposal

(Attachment required)

Submit Proposal as part of your RFP.

Bid Attributes

1 Award by Best Value

Proposal will be awarded based on evaluated criteria and to the bidder who provides the best value to the City of Laredo and who's proposed price and other factors have been considered in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code

I agree

(Required: Check if applicable)

2 Terms and Conditions Request for Proposals

TERMS AND CONDITIONS OF INVITATIONS FOR PROPOSALS These Terms and Conditions are considered standard language for all City of Laredo solicitation documents. If any specific proposal requirements differ from the general terms listed here, the specific proposal requirements shall prevail.

A response to any Request for Proposal is an offer to contract with the City based upon the terms, conditions, and specifications contained in the City's Request for Proposal. Proposals do not become contracts unless and until they are executed by the City. A contract has its inception in the award, eliminating a formal signing of a separate contract, unless requested by the City. For that that reason, most if not all the terms and conditions of the contract are contained in the Request for Proposal, unless any of the terms and conditions are modified by a Request for Proposal amendment, a contract amendment, or by mutually agreed terms and conditions in the contract documents.

GENERAL CONDITIONS Vendors are required to submit Proposals upon the following expressed conditions: (a) Vendors shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a vendor to request additional compensation. (b) Vendors shall make all investigations necessary to thoroughly inform themselves regarding facilities and locations for delivery of materials and equipment as required by the Proposal conditions. No pleas of ignorance by the vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the vendor to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor. (c) Vendors 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.

1. 0 PREPARATION OF PROPOSALS Proposals will be prepared in accordance with the following:

(a) All information required by the proposal form shall be furnished. For hand delivered submittals only, the vendor shall print or type the business name and manually sign the schedule. For electronic submittals, this information shall be submitted electronically on Cit-E-Bid system. (b) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern. (c) Alternate Proposals will not be considered unless authorized by the invitation for proposals or any applicable addendum. (d) Proposed delivery time must be shown and shall include business days. (e) Vendors will not include Federal taxes or State of Texas limited sales tax in proposal prices since the City of Laredo is exempt from payment of such taxes. An exemption certificate will be furnished upon request.

2.0 DESCRIPTION OF SPECIFICATIONS & SUBSTITUTIONS It is the responsibility of the prospective proposer to review the entire invitation to proposal packet and to notify the City of Laredo if the specifications are formulated in a manner that would restrict competition. Any such protest regarding the specifications or proposal procedures must be received by City of Laredo no less than seventy-two hours prior to the time set for proposal opening. Vendors are required to state exactly what they intend to furnish. Otherwise, when applicable, vendors will be required to furnish the items as specified.

3.0 SUBMISSION OF HAND DELIVERED PROPOSALS (a) Proposals and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the Proposal opening and the material or services. Proposal shall be typed or written on the face of the envelope. Unless otherwise noted on the Notice to Vendors cover sheet, all hand delivered Proposals must be submitted to the City of Laredo, City Secretary's Office, City Hall Third Floor, 1110 Houston Street. (b) Proposals forms can be downloaded and printed through Cit-E-Bid. **Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile bids will not be considered.** (c) Samples, when required, must be submitted within the time specified, at no expense to the City of Laredo. If not destroyed or used up during testing, samples will be returned upon request at the Vendors expense. (d) Proposals must be valid for a period of one hundred and twenty (120) days. An extension to hold proposal pricing for actual quantity bids

may be requested by the City. (e) The City shall pay no costs or other amounts incurred by any entity in responding to this RFP, or as a result of issuance of this RFP.

4.0 REJECTION OF PROPOSALS The City may reject a proposal if: (a) Vendor misstates or conceals any material fact in the proposal. (b) Proposal does not strictly conform to the law or the requirements of the proposal. (c) Vendor is in arrears on existing contracts or taxes with the City of Laredo. (d) If proposals are conditional. Vendor may qualify their Proposal for acceptance by the City on an "ALL OR NONE" basis. An "ALL OR NONE" basis proposal must include all items in the specifications. (e) In the event that a vendor is delinquent in the payment of City of Laredo taxes on the day the proposals are opened, including state and local taxes, such fact may constitute grounds for rejection of the proposal or cancellation of the contract. A vendor is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes. (f) No proposal submitted herein shall be considered, unless the vendor warrants that, upon execution of a contract with the City of Laredo, vendor will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Vendor will submit such reports as the City may therefore require assuring compliance with said practices. (g) The City may reject all proposals or any part of a proposal whenever it is deemed necessary. (h) The City may waive any minor informalities or irregularities in any proposal.

5.0 WITHDRAWAL OF PROPOSALS Proposals may not be withdrawn after they have been publicly opened, unless approved by the City Council.

6.0 LATE PROPOSALS OR MODIFICATIONS Proposals and modifications received after the time set for the submittal deadline will not be considered. Late proposals will be returned to the vendor unopened.

7.0 CLARIFICATION AND PROTEST PROCEDURE (a) It is the responsibility of the prospective proposer to review the entire invitation to proposal packet and to notify the City of Laredo if the specifications are formulated in a manner that appears ambiguous. Any request for clarification or additional information must be submitted in writing through email or Questions & Responses 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 Miguel A. Pescador, 5512 Thomas Avenue, Laredo, Texas 78041 mpescador@ci.laredo.tx.us. Any vendor submitting questions shall make reference to a specific RFP number, section, page and item of this solicitation. Questions untimely submitted may not elicit a response. It is the bidder's responsibility to follow up and make certain that the request was received. In case there are changes, additions, and/or edits to the original scope, an addendum will be issued by the Purchasing Agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other interpretations of the proposal. During the RFP process, bidder, or any persons acting on their behalf, shall not contact any City official or employee staff except those specifically designated in this or another subsequent solicitation document. Pursuant to §4.03 of the City Ethics, non-compliance with this provision may result in disqualification of the offer involved. (b) For solicitations for goods and non-professional services valued at more than \$50,000, bidders will have ten (10) calendar days prior to the time that the City Council formally considers the contract to submit a written protest relating to advertising of bid notices, deadlines, bid opening, and all other related procedures under the Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications. If the vendor does not file a written protest within this time, the vendor will have waived all rights to formally protest the intent to award. All protests regarding the bid solicitation process must be submitted in writing by certified mail to: CITY OF LAREDO PURCHASING AGENT Miguel A. Pescador, 5512 Thomas Avenue, Laredo, Texas 78041 mpescador@ci.laredo.tx.us. Within five (5) business days of receiving a timely protest, the Purchasing Agent shall provide written response to the protesting vendor of the decision following a review of the legitimacy and procedural correctness of the procurement documents. A protesting vendor may appeal to the Laredo City Manager if dissatisfied with the decision of the Purchasing Agent. Only after exhausting all administrative procedures through the City Manager is a protesting vendor then entitled to appeal the award of the contract to the Laredo City Council.

8.0 VENDOR DISCOUNTS (a) Percentage discounts within a certain period of time will be accepted but cannot be used in RFP evaluations. The period of the discount offered should be sufficient to permit payments within such period in the regular course of business by the City of Laredo. (b) In connection with any discounts offered, time will be computed from the date of receipt of supplies or service or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date the check is mailed.

9.0 INTENT OF CONTRACT (a) ANNUAL SERVICE CONTRACT: The services are based on the best available information. The purpose of this contract is to establish prices for the commodities or services needed, should the City need to purchase these commodities or services. Since the quantities are estimates, the City may purchase more than the estimated quantities, less than the estimated quantities, or not purchase any quantities at all. The needs of the City shall govern the amount that is purchased and change orders shall not be applicable. The City's obligation for performance of an annual service contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

10.0 AWARD OF CONTRACT The contract will be awarded based on (best value criteria) as follow and in accordance with the provisions of Chapter 252 and 271 of the Texas Local Government Code. If the awarded responder is unable to meet the requirements of the City, services/products may be purchased from the next best

available Vendor until a Vendor is found that can complete the requirements of the City. This RFP shall not to be construed by any party as an agreement of any kind between the City and such party. The award of a contract shall be subject to the approval of the City Council. Following an award, City in its sole option may elect to negotiate a formal agreement with Vendor that will include by reference the terms of the RFP and related responses. In the event an Agreement cannot be reached with the selected Vendor, the City reserves the right to select and negotiate with an alternate Vendor. The City reserves the right to accept any item or group of items in the proposal specifications, unless the Vendor qualifies its proposal by specific limitation. The Vendor shall bear the burden of proof of compliance with the City of Laredo specifications. When applicable, prices must be quoted F.O.B. Destination, Laredo, Texas, unless otherwise specified in the invitation to proposal. The place of delivery shall be set forth in the purchase order and/or formal contract agreement when applicable. The City shall give written notice to the Vendor if any of the following conditions exist: (1) Vendor does not provide materials in compliance with specifications and/or within the time schedule specified in proposal; (2) Vendor neglects or refuses to remove materials or equipment which have been rejected by the City of Laredo if found not to comply with the specifications; or, (3) Vendor makes an unauthorized assignment. Upon receiving written notification from the City that one of the above conditions has occurred, the Vendor must remedy the problem within seven (7) business days, to the complete satisfaction of the City, or the contract will be immediately canceled.

11.0 PAYMENT & INVOICING (a) All invoices to the City of Laredo have a 30 day term from receipt of supplies or completion of services. (b) Discount terms will be computed from the date of receipt and acceptance of supplies or services. Payment shall be deemed to be made from that date. (c) All invoices must show the purchase order number and invoices shall be legible. Items billed on invoices should be specific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are based on discounts from list, then list prices must appear on bid schedule. All invoices shall be mailed to the Accounts Payable Office, City Hall, P.O. Box 210, Laredo, Texas 78042. (d) Electronic Funds Transfer (EFT) payments are also available; if electronic payments are preferred, an Electronic Funds Transfer (EFT) Authorization form needs to be completed and returned via e-mail to: jjolly@ci.laredo.tx.us For more information please contact Mr. Jorge Jolly, Accounts Payable Manager at (956) 791-7425.

I Agree to the Terms and Conditions
(Required: Check if applicable)

3 Disqualification & Debarment Certification

DISQUALIFICATION & DEBARMENT CERTIFICATION By submitting this request for bids, proposal or statement of qualifications, the firm 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 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.

The signatory executing this contract on behalf of company 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 company 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.

I certify to the terms and conditions
(Required: Check if applicable)

4 Questionnaire Description
"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid 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 bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct".

5 Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid

(Required: Maximum 1000 characters allowed)

6 State how long under has the business been in its present business name

(Required: Maximum 1000 characters allowed)

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

(Required: Maximum 4000 characters allowed)

8 State if the Company is a certified minority business enterprise
The below 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.

9 Questions Part 1
1) Is any litigation pending against the Business? 2) Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award? 3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting? 4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? 5) 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 at default?

(Required: Maximum 4000 characters allowed)

1
0

Questions Part 2

1) Is the Business in arrears in any contract or debt? 2) Has the Business been a defaulter, as a principal, surety, or otherwise? 3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or any other reason?

(Required: Maximum 4000 characters allowed)

1
1

State if the Company is a certified minority business enterprise

- Historically Underutilized Business (HUB) Small Disadvantaged Business Enterprise (SCBC)
- Disadvantaged Business Enterprise (DBE) Other
- This company is not a certified minority business

(Required: Check only one)

1
2

Conflict of Interest Disclosure

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature. Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members. The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor. The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm. The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include: 1. Mayor 2. Council Members 3. City Manager 4. Members of the Fire Fighters and Police Officers Civil Service Commission. 5. Members of the Planning and Zoning Commission. 6. Members of the Board of Adjustments 7. Members of the Building Standards Board 8. Parks & Leisure Advisory Committee Member, 9. Historic District Land Board Member, 10. Ethics Commission Board Member, 11. The Board of Commissioners of the Laredo Housing Authority 12. The Executive Director of the Laredo Housing Authority 13. Any other City of Laredo decision making board member If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731.

1
3

Conflict of Interest Questionnaire Form CIQ

For vendor or other person doing business with local governmental entity. 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.

1
4 **Conflict of Interest Questionnaire**
If vendor acknowledges there is no conflict of interest, there are no further actions for the vendor to take. If vendor acknowledges a possible conflict of interest, vendor must download and fill out CIQ Form and submit it as part of their bid.
 I attest there is no conflict of interest I acknowledge possible conflict of interest
(Required: Check only one)

1
5 **Disclosure Form**
For details on use of this form, see Section 4.01 of the City's Ethics Code.

1
6 **This is a**
 New Submission Correction Update to previous submission
(Required: Check only one)

1
7 **Question 1. Name of person submitting this disclosure form**
Please include First Name, Middle Initial, Last Name and Suffix (if applicable)

(Required: Maximum 1000 characters allowed)

1
8 **Question 2. Contract Information**
Please include the following: a)Contract or Project Name b)Originating Department

(Required: Maximum 4000 characters allowed)

1
9 **Question 3. Name of Individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)**

(Required: Maximum 4000 characters allowed)

2
0 **Question 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 It applies to my business
(Required: Check only one)

2 1	<p>Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3</p> <p>If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 4000 characters allowed)</i></p>
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2 2	<p>Question 5. List any individuals or entities that will be subcontractors on this contract</p> <p><input type="checkbox"/> Not Applicable <input type="checkbox"/> It applies to my business</p> <p><i>(Required: Check only one)</i></p>
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2 3	<p>Question 5. List any individuals or entities that will be subcontractors on this contract</p> <p>If you selected Not Applicable on Question 5, please skip this section. If it applies to you, please list subcontractors in this section.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 4000 characters allowed)</i></p>
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2 4	<p>Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract</p> <p><input type="checkbox"/> Not Applicable <input type="checkbox"/> It applies to my business</p> <p><i>(Required: Check only one)</i></p>
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2 5	<p>Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract</p> <p>If selected Not Applicable on question 6, please skip this section. If it applies to you, please list attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 4000 characters allowed)</i></p>
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26	<p>Question 7. Disclosure of political contributions</p> <p>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 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)</p> <p><input type="checkbox"/> Not Applicable <input type="checkbox"/> It applies to my business</p> <p><i>(Required: Check only one)</i></p>
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27	<p>Question 7. Disclosure of political contributions</p> <p>If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 4000 characters allowed)</i></p>
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28	<p>Updates on contributions required</p> <p>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 contracts identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.</p>
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29	<p>Question 8. Disclosure of Conflict of Interest</p> <p>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?</p> <p><input type="checkbox"/> I am aware of conflict of interest <input type="checkbox"/> I am not aware of any conflict of interest</p> <p><i>(Required: Check only one)</i></p>
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30	<p>8. Disclosure of Conflict of Interest</p> <p>If you selected I am aware of conflict of interest in question 8, please list them in this section.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 4000 characters allowed)</i></p>
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3
1 **Question 9. 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.

I have read and understand this section
(Required: Check if applicable)

3
2 **Question 10. No Contract with City Officials or Staff during Contract Evaluation**

I understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of that person or entity is prohibited from contacting 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-contact 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 shall 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.

I have read and understand this section
(Required: Check if applicable)

3
3 **Question 11. 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 the of City Secretary.

I have acknowledge that I have been advised
(Required: Check if applicable)

3
4 **Question 11. Oath**

Please complete in this section the required information for your company: 1) Name 2) Title 3) Company or DBA 4) Date

(Required: Maximum 4000 characters allowed)

3
5 **Question 12. 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.

I swear or affirm information is correct
(Required: Check if applicable)

Bid Lines

1

The City of Laredo Purchasing Division is now accepting request for proposals for the redesign and reorganization of the content on the Laredo Webb County Area Metropolitan Planning Organization's (MPO) website.

Scope of Work:

The Laredo Webb County Area Metropolitan Planning Organization (MPO) is requesting proposals for the redesign and reorganization of the content of the website to optimize usability, functionality, transparency, and the user experience. The website design must be completed utilizing a common website builder platform (such as Weebly, Wix, Squarespace, etc) so that it can be turned over to MPO staff to manage future content.

Website Specifications:

o **Content Management System (CMS)**

- § Required submittal shall include and specify which online website builder platform will be utilized (such as Weebly, Wix, Squarespace, etc).
- § Allow non-technical employees to easily update any portion of the website with ease.
- § Unlimited custom pages.
- § Optimized for multiple devices, including computers, tablets and smart phones.

o **Features**

- § Overall design similar to CAMPO website (<https://www.campotexas.org/>)
- § Menu bar with multiple menu options
- § Search box located on every page
- § Language options for English & Spanish.
- § News and information about upcoming events; ability to register for an event.
- § Calendar page
- § Integrated PDF viewer for posted agendas and plans
- § About page with staff directory, contact information, etc.
- § Interactive map viewer utilizing data at <http://open-laredo.opendata.arcgis.com/>

- o **Existing content migration:**

- § Migrate all content including, documents and maps from the current site <http://www.laredompo.org/>

- o **Support:**

- § Train MPO staff on how to use the selected website builder platform for all future editing

- o **Site Specifications:**

- § Compatible with common web browsers, operating systems and software versions.

- § Allow for IFrame embedding of third party services.

- o **Hosting**

- § The current domain will be utilized <http://www.laredompo.org/>

- o **Reporting capabilities:**

- § Inclusion to Google Analytics with direct access.

RFP Evaluation Criteria:

- o Proposals submitted will be evaluated using the following method:

- § Cost of Website creation 25 %

- § Website format and components 25 %

- § Similar Past work 50 %

- § Total Points = 100

Proposal Submittal: Proposals shall include the following information:

o Company / Consultant Information:

§ Company Profile: Respondent shall provide a brief profile of their company; include designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); type of ownership (small business, small disadvantaged business or W/MBE business).

o Proposal:

§ Response documents should provide a straightforward, concise description of the consultant's capabilities to satisfy the requirements and specification of the RFP and criteria. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the City.

§ Include a timeline

§ Proposal including all supporting documents should not exceed 10 pages

o Proposed Costs:

§ All costs to setup the website should be included in the proposal

· This includes first year subscription costs with online website builder platform

· There should be no costs for consultant maintenance of the website as staff will be expected to maintain the website after it is completed

Quantity: 1 UOM: EA Price: \$ Total: \$

Item Notes: **Due to current COVID-19 crisis* Respondents are strongly encouraged to submit their proposals electronically through the use of Cit-E-Bid.**

- No bid
- Alternate specification
(Attach separate sheet)
- Additional notes
(Attach separate sheet)

Supplier Notes: _____

Supplier Information

Company Name: _____
Contact Name: _____
Address: _____

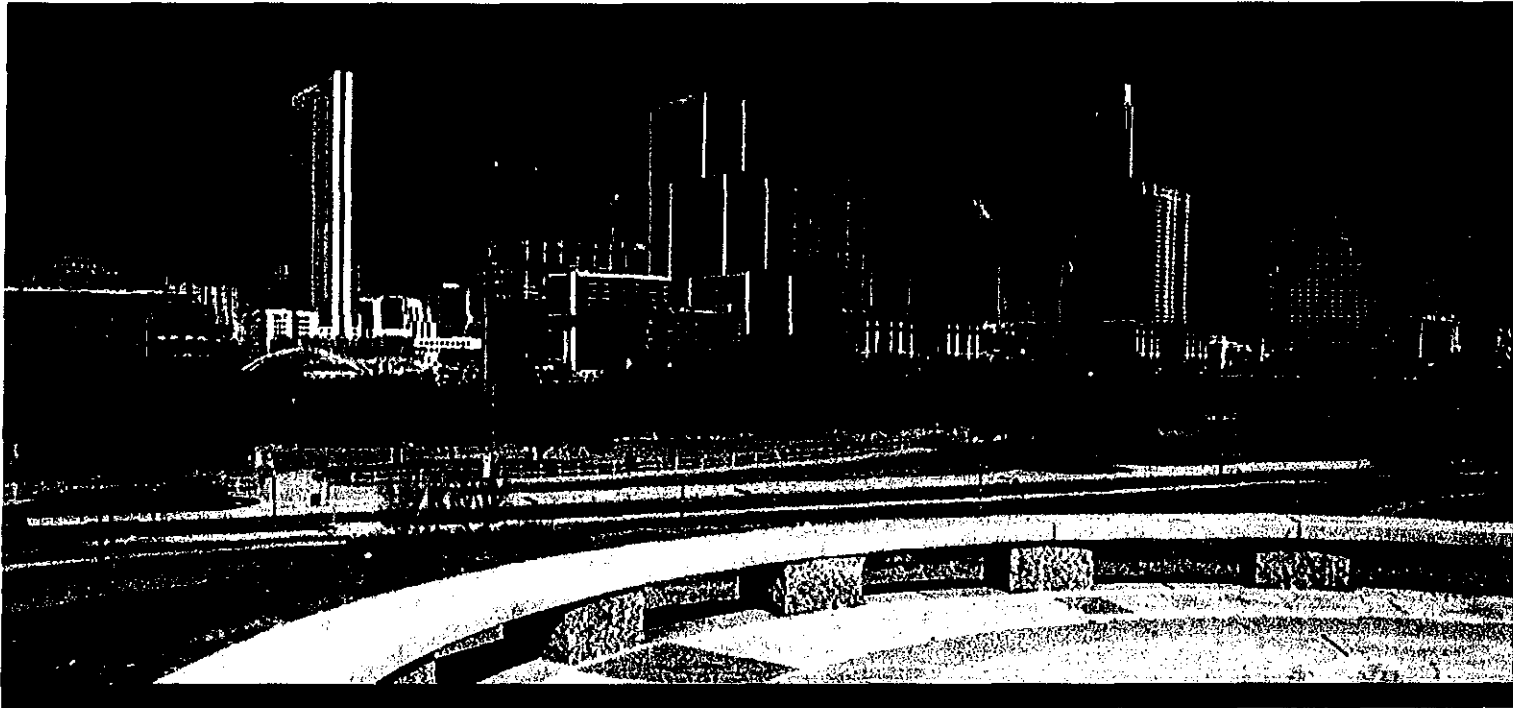
Phone: _____
Fax: _____
Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature



**SGS RESPONSE
TO
CITY OF LAREDO**

MPO WEBSITE REDESIGN PROPOSAL



SGS Technologie
6817 Southpoint Parkway, Suite 2104,
Jacksonville, FL 32216.

Point of Contact: Anand Venkatesan
Email Address: anand@sgstechnologies.net
Telephone: (850) 364-8807
Web: www.sgstechnologies.net/



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COMPANY PROFILE

SGS Technologie is a website design and software development company providing services to clients of different industries since 2003. We are headquartered in Jacksonville (Florida) and have offices in Tallahassee (Florida) as well as in Frisco (Texas). For 17+ years, we have developed numerous websites for our clients with the latest technology available in the market. SGS is a renowned company in Florida with most of our clientele being government agencies. The staff of SGS has subject matter expertise along with experience in relevant domains. In addition, we are highly qualified in developing websites with both open-source and proprietary tools.

Designation of Legal Entity

SGS Technologie operates as SGS Technologie L.L.C.

Ownership Type

Partnership

SGS is passionate about affordable web designs and offers premium web design services that are tailored to unique requirements. With in-depth experience, creativity and competitive pricing options, we offer a full range of design and development services to clients in the private, non-profit and public sectors. SGS has subject matter expertise in all major CMS such as:



SharePoint



sitefinity



Certifications & Affiliations:

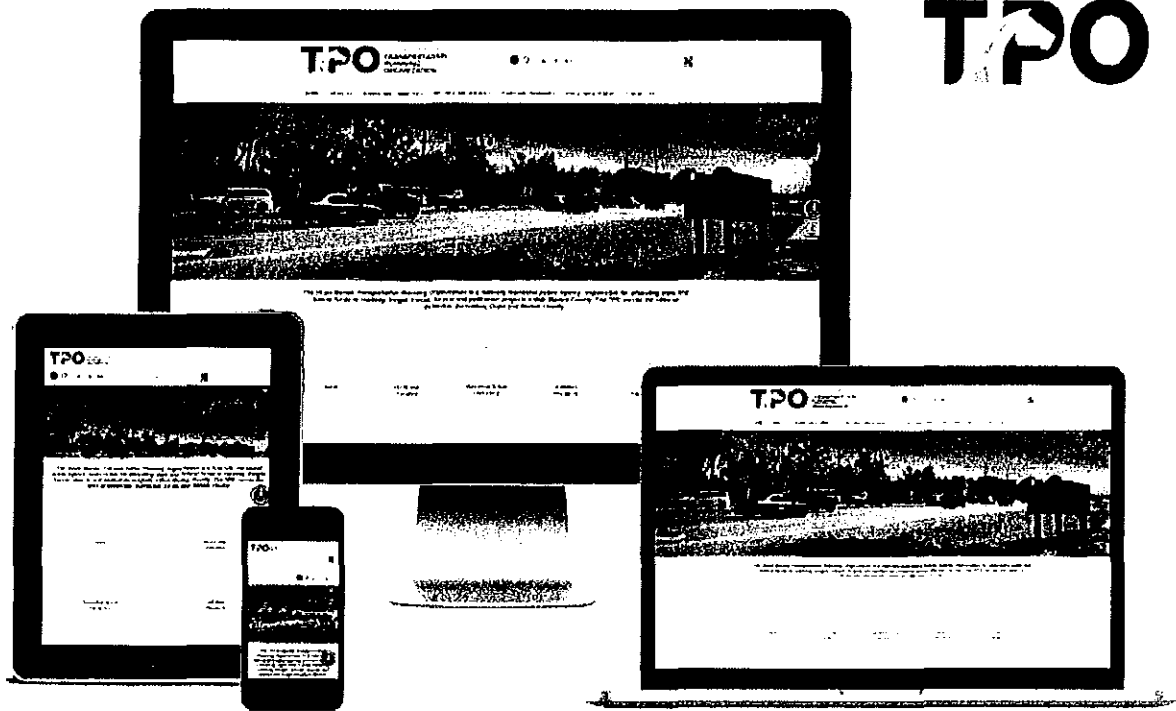




PROPOSAL

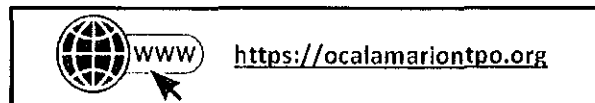
SIMILAR EXPERIENCE

OCALA MARION COUNTY TPO



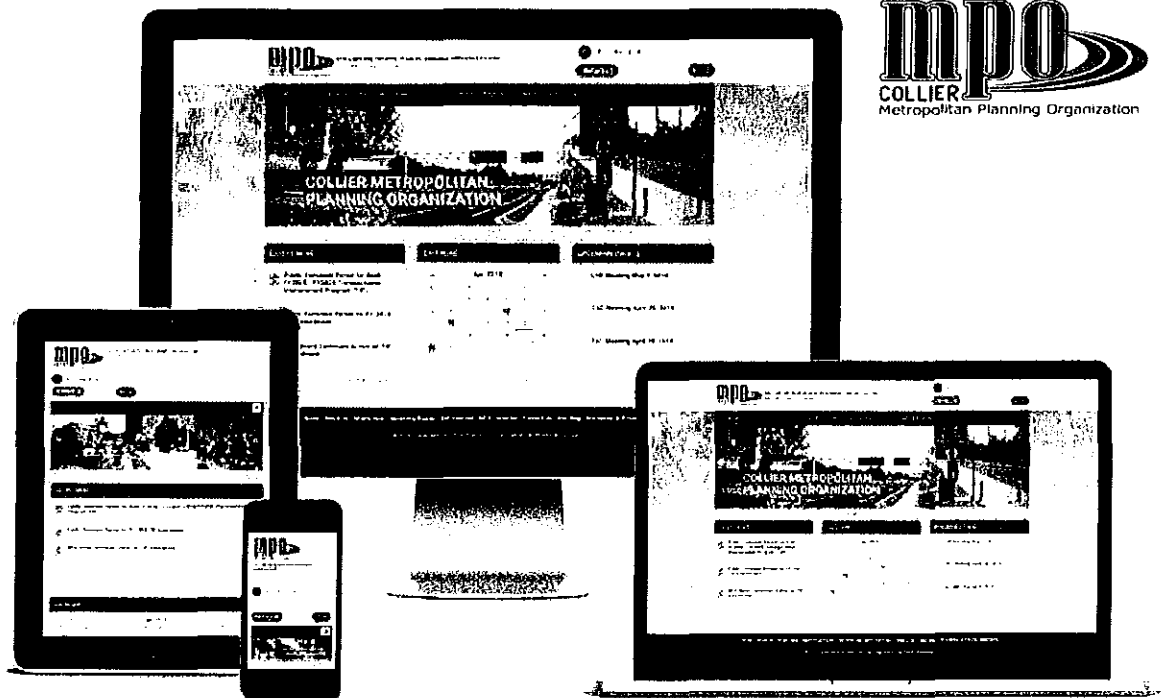
The TPO required redesign, maintain and host its website with the goal of providing a user friendly, intuitive, accessible resource for our citizens and public agency partners.

- 💡 Dynamic CMS implementation
- 💡 Mobile-Friendly
- 💡 Brand significant design framework
- 💡 Intuitive and consistent navigation capability
- 💡 Comprehensive indexed search
- 💡 Multiple level role-based security
- 💡 ADA Accessible and Section 508 adhered
- 💡 Google Analytics



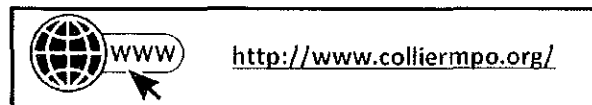


COLLIER COUNTY MPO



The county required Website development, Hosting, Maintenance, and training. SGS was chosen to revamp MPO's website and make it responsive to all devices. Core objective of the project was to redesign MPO's website, make it uniform, user-friendly, and facilitate convenient electronic access for the general public as well as MPO's agency planning partners. The depth of our resources combined with extensive experience qualified us to provide the needful service for MPO.

- 💡 A comprehensive functioning website
- 💡 Dynamic CMS
- 💡 ADA and Section 508 adherence
- 💡 Site-wide searches
- 💡 Responsive and dynamic
- 💡 Search Engine Optimized
- 💡 Disaster Recovery
- 💡 ADA and Section 508 adherence





EARLY LEARNING COALITION OF IRMO



SGS concluded that Early Learning Coalition of Indian River, Martin & Okeechobee Counties (the ELC) requires the revamping of its website. We provided services that included redesign and custom coding. Additional features and functionalities are also implemented.

<https://www.elcirmo.org>

EARLY LEARNING COALITION OF DUVAL

ELC of Duval required a highly optimized website for information delivery. The required services included design, layout and coding of the proposed website. There was also a need for implementing specific information forms.



<http://www.elcduval.org>

BREVARD COUNTY



<http://www.brevardfl.gov/>

SGS performed a Responsive Design Upgrade of the County's website to deliver a responsive website designed on a dynamic Content Management System. We even factored in the different CSS, Master Pages and CMS templates on the site to make them more responsive as well as mobile friendly.

FLORIDA HOUSING FINANCE CORPORATION

SGS designed, created and implemented a new public-facing website to replace the FHFC's existing website. SGS used Content Management System in the designing process to facilitate ease of use. The result was a visually appealing web design responsive to all devices including desktop computers, smart phones, mobile browsers, and tablets.



www.floridahousing.org



TIMELINE

WORK BREAKDOWN	DELIVERY
PHASE 1 – DISCOVER	
<p>PLANNING AND JRP SESSIONS</p> <p><i>Discovery Phase / JRPs: Planning session(s) with MPO Project Team; Meeting notes, including any assigned action items, will be documented and posted on the Basecamp.</i></p> <p><i>Project Plan: Updated Project Plan will be Submitted for Review; Revisions will be incorporated with the Project Plan.</i></p> <p>REQUIREMENTS ANALYSIS</p> <p><i>Analysis: Business and Reference Sites Analysis; Conduct Functional Evaluation.</i></p> <p><i>Documentation: Collecting the Requirements; Structuring and Coordination; Submission of SRS and Functional Documents.</i></p>	<p>Weeks 1 - 2</p>
PHASE 2 - DESIGN	
<p><i>Information Architecture: Scalable information architecture will be framed by using Card Sorting method.</i></p> <p><i>Wire framing: A skeletal framework of the website will be framed and submitted to the MPO; Based on the feedback, wireframe will be updated.</i></p> <p><i>Layout Design: Based on the Wireframe, different layout designs will be submitted; MPO can choose any of the designs and suggest changes; Changes will be incorporated, and the final design will be submitted for approval.</i></p> <p><i>Submission of Prototype: Coded (HTML) Prototype will be developed. SGS will develop the Prototype based on the Categories and Navigations; Basic flow will be covered.</i></p> <p><i>Usability Testing: Based on the usability guidelines, Usability Analysis will be conducted by SGS; This process includes end users; Usability Test Results will be submitted to the MPO.</i></p> <p><i>Prototype Enhancements: Based on the Usability Test Results, enhancements will be done in the Prototype; SGS will submit the final Prototype to the MPO for Review and Approval;</i></p> <p><i>Content Strategy: Content audit will be done; recommendations will be submitted to the MPO.</i></p>	<p>Weeks 2 - 4</p>
PHASE 3 – DEVELOP	
<p style="text-align: center;">STEP A - HTML & CSS DEVELOPMENT</p> <p><i>Code HTML5: Code for website pages.</i></p> <p><i>Develop CSS Sheets and align with brand.</i></p> <p><i>Implementation of approved graphics with code.</i></p> <p style="text-align: center;">STEP B – PROGRAMMING</p> <p><i>Programming of Front-End Functionality.</i></p> <p><i>CMS configuration according to the features.</i></p> <p><i>Content Placement.</i></p> <p><i>Programming and Setup of Database.</i></p>	<p>Weeks 4 - 7</p>



PHASE 4 - TESTING	
<i>Functional Testing; Performance and Security Testing; Remediations.</i>	Weeks 7 - 8
PHASE 5 - TRAINING & UAT	
<i>Training Session of CMS.</i>	Week 10
<i>Delivery of Training Materials.</i>	
<i>Conduct UAT and Perform Remediations.</i>	
PHASE 6 - LAUNCH	
<i>Set-Up Hosting on Preferred Servers.</i>	Week 10
<i>Delivery of GO LIVE Packet.</i>	
AFTER LIVE SUPPORT	
<i>Tier 1 and Tier 2 support will be available for a period of 30 Calendar days from the implementation date at no charge.</i>	1 month
Total	10 weeks



OUR APPROACH

SGS follows the hybrid methodology, “AGIFALL” which brings the best out of two different approaches – **Agile and Waterfall**. In this, the Agile methodology is exclusively used for development phase. It enables a client to look at the website early in the process of development and take decisions as needed. SGS recommends **Wix**, a website builder tool to build MPO’s website. This tool will provide the freedom to create, design, manage and develop the website exactly the way MPO requires.

PHASE 1: INITIATE

Project Kick-off Meeting

During the Project Kick-off Meeting, our Project Manager will perform introductions, elaborate on items needed from MPO, provide a high-level overview of the development process, and introduce our tools along with resources that will be used to manage the project. In general, during the kick-off meeting, we will determine how the website should **look, feel and function** in terms of **Design, Content along with Functionality**.

PHASE 2: ANALYZE

SGS Team will collaborate with project stakeholders to determine the goals and objectives that are to be achieved with the new website. We will also conduct *Existing Website Analysis, Creative Data Collection & Research* (by analyzing various aspects of Business, Users and Market), and *Online Surveys* to collect feedback from Stakeholders and other Online Community users. We will utilize all the gathered information to develop a strategy for the overall design.

Functional Evaluation

Our team will analyze the CMS functionalities that are used to drive the current website. This will be done by comparing both the website front-end and CMS control panel. Based on this analysis, we will list out all the existing features and capabilities. A detailed checklist will be prepared. As a final step on this process, we will match these identified features and capabilities with WIX (Website Builder). This will ensure readiness in advance for any customization that will be required on WIX.

PHASE 3: DESIGN & CONFIGURE

Wireframe and Visual Mock-ups

Based on the gathered requirements from MPO personnel and current pain points of existing users, SGS will begin by drawing wireframes which will be devoid of graphics. Several iterations will be conducted to get the best suited wireframe that will exactly match with MPO’s requirements. From the finalized wireframe, visual mock-ups/templates will be designed with graphics. SGS will submit around 2 to 3



different screen mock-ups/templates to MPO as choices for the best fit. The mock-ups presented will be highly filtered and enhanced with suggestions and inputs.

Prototype Design

We will present a responsive prototype allowing the MPO team to review the design concept in a working and functional environment. The concept is hosted on a unique web address so that it can be viewed on multiple devices and easily shared with key stakeholders. MPO staff will have the opportunity to evaluate the design concept presented and collaborate with SGS' project team on proposed changes. SGS will repeat the process until a desired output is selected by the MPO team.

To meet MPO's requirements as mentioned in the SOW, we will include necessary tool configurations, plugin installations and custom coding during the development of the website. Google Analytics will also be implemented in the new website as it displays visitor trending statistics.

Content Migration & Optimization

SGS will analyze the entire content in <http://www.laredompo.org> and assess its relative strength as well as weakness to prioritize the future marketing activities. Finally, feedback will be provided to the stakeholders. We will also check whether the content is developed with **SEO-apt techniques**. The content will be wrapped with metadata to achieve greater visibility in search results. SGS will follow a ten-step process to migrate the content from old website to new website. Once migrated, we will perform a deep test on the new website to ensure that the content is migrated without any loss or error.

Website Reveal

SGS will present MPO with a complete website featuring that approved design and optimized content. The new website will be built with all the accessibility features necessary to ensure that the website is compliant with accessibility standards outlined within Section 508 and WCAG Level A & AA.

PHASE 4: OPTIMIZE

Website Finalization

In this phase, MPO will evaluate the completed website and confirm that the expectations are met in accordance with the Statement of Work and the goals outlined in the meetings. SGS' team will work with MPO to prioritize and plan any final needs for the website.



PHASE 5: EDUCATE

User Training

Our goal in the training plan is to give required skills and tools required to quickly and easily keep the website adhered to current trends by the MPO Staffs. SGS will provide training to equip the staffs with knowledge and comfort level needed to maintain and update the website. Regardless of technical ability, we will help MPO's staff gain confidence to effectively use and maintain the website. A customized training plan will be developed to meet the needs and skill levels of the site users and administrators. The training session will utilize the beta version of the website, so users can be familiar with specific configuration and get real, hands-on learning opportunities.

PHASE 6: LAUNCH

Launch Preparation

This is the last step before the new site launches. SGS will submit a pre-launch checklist and get a confirmation from the MPO to publish website in to live environment.

Website Launch

Once website launch confirmation is received, SGS will direct MPO's current domain name to the newly developed website. After deployment, we will closely monitor the launched website.

HIGHLIGHTS OF WIX'S FEATURES

- ✓ Wix Editor
- ✓ Unlimited Fonts
- ✓ Google Analytics Integration
- ✓ Image and Video Management
- ✓ Responsive Design
- ✓ Unique Design
- ✓ SSL Certified
- ✓ Content management
- ✓ Google Calendar
- ✓ Events Scheduling
- ✓ SEO Analytics
- ✓ Custom Domain Name
- ✓ Scheduled and Manual Publishing
- ✓ Multiple Users
- ✓ Interactive Online Forms
- ✓ Social Media Tools
- ✓ E-mail Integration
- ✓ Unlimited Custom Pages
- ✓ Easy Website Updates
- ✓ Multiple menu options
- ✓ Search box
- ✓ Multilingual Content
- ✓ PDF Viewer Integration
- ✓ Interactive Maps
- ✓ iFrame Embedding
- ✓ Directories
- ✓ Contact Us Forms
- ✓ WYSIWYG Editor
- ✓ Content Personalization and access right
- ✓ Blogs



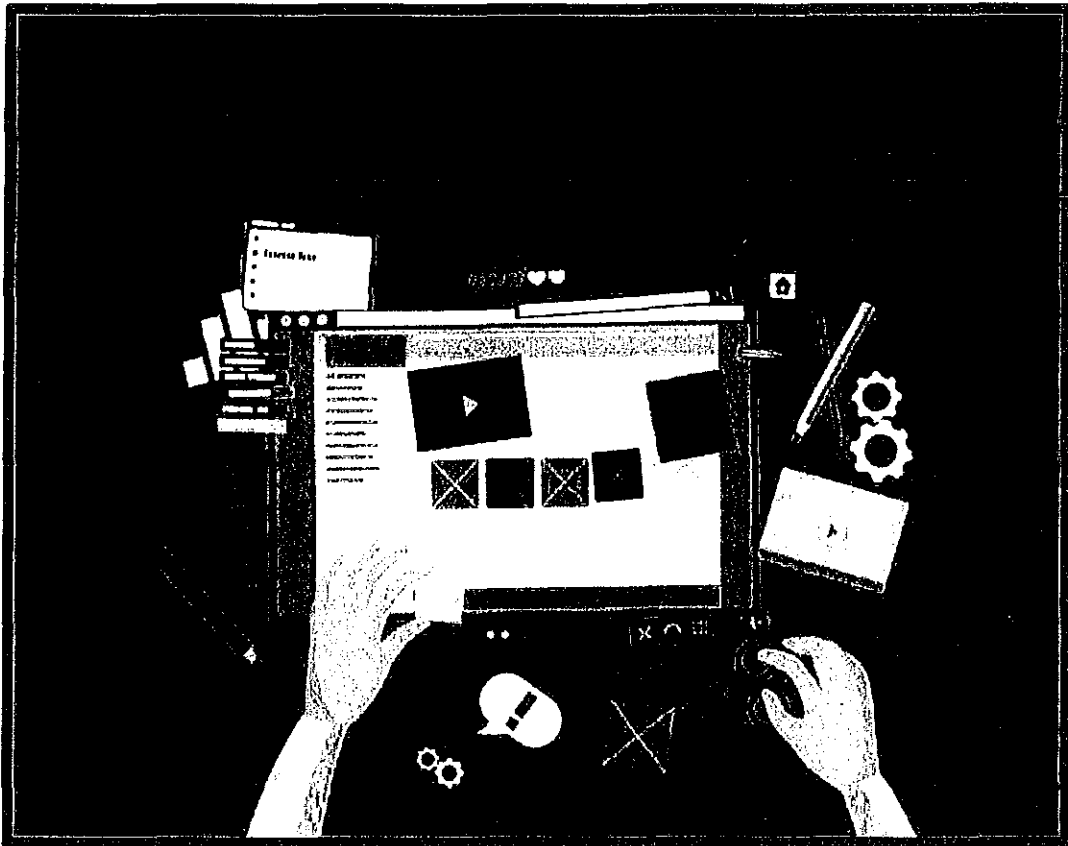
SGS Technologie
6817 Southpoint Parkway, Suite 2104,
Jacksonville, FL 32216.

Point of Contact: Anand Venkatesan
Email Address: anand@sgstechnologies.net
Telephone: (904) 332-4534



MPO WEBSITE REDESIGN PROPOSAL

June 2, 2020



Submitted by: Regina Portillo

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CONSULTANT INFORMATION



Regina Portillo is a consultant based in Laredo, Texas who works with clients in the public and private sectors. Regina focuses on advancing local businesses through organizational development and talent management practices.

Regina holds over 6 years of experience in professional consulting, including both internal and external consulting roles, and over one year of experience as an independent consultant in Laredo.

Education:

- *M.A. in Organizational Psychology from Columbia University*
- *B.A. in Psychology from St. Edward's University*

Regina is involved in local transportation efforts. She is a lead organizer of local advocacy group, Bike Laredo, and is familiar with the work of Laredo Urban Transportation Study Metropolitan Planning Organization (MPO). Regina is also a native Spanish-speaker. For more information, go to www.reginaportillo.com and [linkedin.com/in/reginaportillo/](https://www.linkedin.com/in/reginaportillo/).

PROPOSAL

Regina has a proven ability to take complex information and develop it into a user-friendly and succinct presentation.

CAPABILITIES

Website Experience. Regina has hands-on experience developing multiple websites. In addition, she completed a HTML and CSS workshop training hosted by Women Who Code NYC. Her HTML/CSS skills allow her to further customize pages within website builders when needed. From 2018 to date, she has designed and developed the following websites from the ground up:

- 1. City of Laredo Recode Laredo:
www.recode.laredo.org/recode (developed on Wix)*
- 2. Cultivarte Laredo, local arts foundation:
www.cultiv-arte.org (developed on Squarespace)*

3. *City Makery, local non-profit:*
www.citymakery.com (developed on Squarespace)
4. *Regina Portillo Consulting:*
www.reginaportillo.com (developed on Squarespace)

Over the past five years, Regina has managed and maintained the following websites:

1. *Bike Laredo:*
www.bikelaredo.org (developed on Wix)
2. *Viva Laredo:*
www.vivalaredo.org (developed on Wix)
3. *Able City:*
www.able.city (developed on WordPress)
4. *Frank Architects, Inc.:*
www.frankarchitects.com (developed on Wix)
5. *Skillbridge.co:*
www.skillbridge.co (developed on Squarespace, redirects to company that acquired platform)

Hosting. Regina has experience setting up domain hosting for websites, including through Domain.com, GoDaddy.com, Wix and Squarespace platforms.

Website Builder. This proposal recommends Wix as the website builder platform for the MPO Website Redesign. Wix is one of the most user-friendly website builders on the market. Furthermore, Wix accommodates all of the desired functionalities and features requested

by the City of Laredo Planning & Zoning Department. Specifically, Wix supports the following features:

- *Multiple languages (English and Spanish options)*
- *PDF viewer*
- *Use of iFrames*
- *Integration with Google Analytics*
- *ArcGIS Online Map embedding*
- *Events, event sign-ups and calendar*
- *News banners*

Website Design & Format. Regina will design the website in a way that elevates the brand of the Laredo MPO into a modern and accessible organization. The website images and graphics will acknowledge the growing prominence of active transportation in our community, as well as the unique transportation themes of the Laredo and the Webb County area. Additionally, Regina has experience developing vector graphics using Adobe Illustrator in order to design custom icons for the website.

The website format may include the following menu sections and subsections, as approved by the client:

- *About*
 - *What is the Laredo MPO?*
 - *Staff & Committees*
 - *Bylaws & Statements*
- *Events*
 - *Policy Meetings*
 - *Public Events*
- *Plans & Studies*
- *Resources*
 - *Maps*
 - *Presentations*
 - *Title IV Documentation*
 - *FAQ*

- *Get Involved*
- *Contact Us*

In an effort to create a sense of transparency, all website pages will include an archive link for past or inactive documents (as included in the existing Laredo MPO site) as well as tooltips with hover box information to explain words or features where applicable.



As for the events and calendar feature, Regina will create a Wix Events layout that will allow managers of the page to easily create events, manage RSVPs and guest lists, offer dedicated event pages, and sell or provide printable tickets.

Hand-Off. To ensure a smooth transition of the website into the Planning team's hands, Regina will both create a How-To Document and host an interactive training session. The How-To Document will be a visual guide that outlines the steps needed to update the most frequently used sections of the site. The training session will be a walk-through of the site with a live screenshare and Q&A discussion. The training can be broken down into two sessions: (1) the first session to walk through the website and website platform and (2) the second session to answer questions after the team has had a chance to use the platform.

Regina will also be available for questions after the hand-off.

Additional Information. Regina has experience using the City of Laredo - Open Data GIS Portal and its map data. She is familiar with the potential end-users and managers of the website, including the Planning Department staff, MPO Technical Review Committee members and their

industries, and local advocates. Finally, Regina’s primary goal is to satisfy the client’s vision and needs for the website. She will work to exceed expectations and ensure that all desired functionalities are met.

TIMELINE

The following table outlines the proposed project timeline.

	WEEK #
Initial Branding & Framework Mockup (3 design options to choose from)	Week 1
Confirm List of Requirements (Menus and submenus, features)	
Begin Website Development, Migrate Existing Content	Week 2
First Review (Meet with client for feedback)	Week 3
Second Review (Meet with client to review updates)	Week 4
Host Domain Connection, Streamline Mobile/Tablet views, Finalize Spanish translation, Connect Google Analytics, Functionality Testing, Create How-To Document	Week 5
Final Review (Meet with client to review updates)	
Hand-Off & Training (Train team on website maintenance)	Week 6

PROPOSED COSTS

Consultant Fee. Regina Portillo is the sole consultant who will work on this project. This proposal estimates approximately 60 hours of work from the consultant. The consultant's hourly rate is at \$155.

Website Subscription. The Wix website builder plan that is found to be the most fitting for the MPO Website Redesign Proposal is the Wix "Pro" plan. This plan provides the highest bandwidth and storage, allows full customization, and allows for future upload of videos. The current annual fee of the Wix Pro plan is at \$264. This proposal assumes that the domain (laredompo.com) cost should not be included in this project cost.

Breakdown of Proposal Cost:

60 hours of work at \$155/hr = \$9,300

First year of Wix website Pro subscription = \$264

TOTAL COST: \$9,564



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www.liquidstudiogroup.com
admin@liquidsg.com
956.562.0768

CITY OF LAREDO MPO WEBSITE REDESIGN PROPOSAL (MPO WEBSITE REDESIGN PROPOSAL)

Prepared For: City of Laredo Planning Department

Gene Belmares
gene@liquidsg.com

WELCOME TO LIQUID STUDIO GROUP

Liquid Studio Group is a product of the fluid approach to marketing, as it is the brainchild of marketing professionals who saw opportunities in their own businesses and decided to combine their talents, creating a stronger, unified marketing force. Founded in 2012, Liquid Studio Group has become the premier digital marketing company in South Texas.

Liquid Studio Group provides our clients with complete internet marketing, branding, and graphic design solutions. While a large part of our business is web design and development, many of our clients come to us for all their marketing needs.

Our team has built over 200 websites in the previous 8 years, including the following sites to be used a reference.

<http://webblaredorma.org/>

<https://laredoparksandrec.com/>

<https://www.laredolibrary.org/>

<https://laredosportsmedicineclinic.com/>

<https://compassrealestateinvestments.com/>

<https://elmetrotransit.com/>

<http://lula.com/>

If you have any questions, please do not hesitate to contact us.

Sincerely,

The Liquid Studio Group

Mario Mecaroni - Founding Partner / Chief Technology Officer

Phone - 956.693.1360 Email - mario@liquidsg.com

Gene Belmares - Partner / Business Development Officer

Phone- 956.285.2654 Email - gene@liquidsg.com

Our Team

Marisol Suarez
Administrative Professional

Gustavo Trevino
Content Creation and Social Media Manager

Armando Gomez
Content/Video Production Specialist

Ismael Espinosa
Graphic Designer

Akash Patel
Developer

Hitesh Mandeli
Developer

Allie Howland
Creative Consultant

Jose Miguel Garcia
Graphic Designer

Jeramie Wright
Certified SEO/PPC Specialist

Project Name and Description/Overview: The Laredo Webb County Area Metropolitan Planning Organization (MPO) is requesting proposals for the redesign and reorganization of the content of the website to optimize usability, functionality, transparency, and the user experience. The website design must be completed utilizing a common website builder platform (such as Weebly, Wix, Squarespace, etc.) so that it can be turned over to MPO staff to manage future content.

Content Management System (CMS) – Wix Website

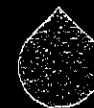
- Allow non-technical employees to easily update any portion of the website with ease.
- Unlimited custom pages
- Optimized for multiple devices, including computers, tablets and smart phones
- Features overall **design** similar to CAMPO website Note: The design will be similar; however, the functionality and some features of the CAMPO site may not be available due to the fact that the CAMPO Website was built in WordPress. Wix may be limited in its ability to replicate the robust features of a WordPress site.
- Menu bar with multiple menu options
- Search box located on every page
- Language options for English & Spanish. – Google Translate
- News and information about upcoming events; ability to register for an event
- Calendar page
- Integrated PDF viewer for posted agendas and plans
- Interactive map viewer utilizing data at <http://open-laredo.opendata.arcgis.com/> (iframe only)
- Existing content migration - Migrate all content including, documents and maps from the current site <http://www.laredompo.org/>
- 3 Hours of training, virtual or live, on how to use the selected website builder platform for all future editing
- Compatible with common web browsers, operating systems and software versions Note: Compatibility limited to the extent of Wix's capabilities.
- Allow for I-Frame embedding of third-party services. Wix may be limited in its ability to replicate the robust features of a WordPress site.
- utilized <http://www.laredompo.org/>
- Inclusion to Google Analytics with direct access. Note: Direct Access may be limited to the extent of Wix's capabilities.
- This includes first year subscription costs to Wix Platform.
- No costs for consultant maintenance of the website as staff will be expected to maintain the website after it is completed. After initial training, there will be no additional support included in this proposal.
- **If support is needed beyond the development, launch, and initial training, the rate for support will be \$125.00 per hour billed in 15-minute increments.**

The above website can be completed in 90 days from notice to proceed. The following phases reflect this 90-day timeframe. Allot 5 -7 days per phase.

- Phase One Sitemap**
- Phase Two Content Migration**
- Phase Three Wireframe**
- Phase Four Features and Functionality**
- Phase Five Development**
- Phase Six Testing**
- Phase Seven Design**
- Phase Eight Edits and Adjustment**
- Phase Nine Pre-Launch Audit**
- Phase Ten Launch**
- Phase Eleven Adjustments**
- Phase Twelve Training**

Our price for the above scope of work is \$19,850.00. 50% is due upon acceptance of this proposal. The balance is due after the launch of the website. Price is consistent with the scope of work requested. Price may change according to additional items requested not covered in the aforementioned scope.

Matchfire





WHO WE ARE

We show up & speak up

because that's what
clients deserve

Whether you're emerging or established, newly funded or non-profit, we ignite deeper engagement to change attitudes and actions. We believe today's most beloved brands are fueled by a sense of community, a smart story, and a focus on results. And that technology should enhance an experience, not replace it.

Matchfire is a place with more speed and smarts than process and pretense.

Where we work alongside you, not against you, and always have a point of view—because that's what clients deserve.





We combine data analysis and creative expertise to deliver the best solution. As promised. Every time.

Brand Design

Creating a brand that emotionally resonates is more important than ever.

Data Intelligence

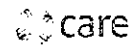
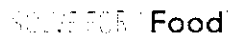
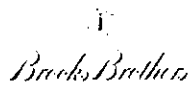
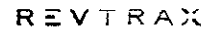
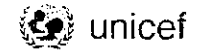
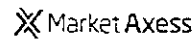
Data is great. Insights are essential.

Social Purpose

Purpose is your reason for being – the “why” behind the “what.”

Digital Marketing

We stitch channels and stories together in a way that move people to act.





Our Approach

Discover

- We work directly with your team and stakeholders to pinpoint overall site goals and desired user behaviors as a foundation for building the website information architecture and creating the ideal user experience (UX).

Define

- Using insights from the initial discovery process, we work with your team to define the necessary functionality requirements.
- Next, we create a site structure diagram and take content inventory.
- We then create a site map that will serve as the foundation of UX design.

Design

- Working with your team, we will present creative concepts, including color palette, fonts, imagery (photography/illustration), and various design elements and styles.
- With a focus on "mobile-first," we begin by designing multiple comps for review and discussion to inform the visual design guide used to complete the site.

Develop

- Backend development begins when site structure and functionality is approved, creating the site's foundation and necessary integrations.
- Frontend development begins upon design approval. An interactive staging environment is provided for review and testing.

Deploy

- Upon completion of content migration, the site enters a Q/A phase to ensure all bugs are addressed and the site is responsive across all browsers and devices.
- The site hosting environment is then set up to move from staging to production.
- Post deployment, we will provide CMS training via video conference.



RFP Review

Website Specifications

The website specifications outlined in the RFP are addressed here. All of the features and functionality requested are well within Matchfire capabilities and experience. Further discussions will be required during the discovery phase to determine the best way to address items such as map integration, calendars/events, search/filter, language translation, and 3rd party integrations in order to align with site goals and budgets.

CMS + Support

- We have experience in multiple platforms, but recommend WordPress as it allows for greater customization and consistent performance as seen on the Campo website.
- Our CMS walk-through will allow all employees the ability to make updates throughout, including new pages, all optimized across browsers and devices.

Content Migration

- We will work with your team to take a complete content inventory and implement all content during development.

Hosting

- We will work with your current hosting provider to launch the website (same domain) or recommend others as needed.

Features

- Our custom CMS will allow for development of all requested features and ability to update as needed, including i-frames.
- Site will be multi-lingual ready w/ ability to have Spanish version or implement Google Translate.

Site Specifications

- Site will be 100% responsive across devices and optimized for all latest browser versions from Google, Apple, Microsoft, and Mozilla.

Reporting

- Google Analytics will be set up during backend development.



Website Proposal

Project Goals

1. Site redesign based on new brand design guidelines developed in collaboration with the client.
2. Rebuild based on existing site's content and with an improved user interface, user experience (UX), site structure, and functionality.
3. Allow for visitors to be able to browse, search, filter and view or register for events, download resources, complete contact forms, or otherwise engage and take action.
4. Align new design and structure similar to www.campotexas.org while creating a separate and unique representation of the City of Laredo.

Case Studies

1. [San Luis Obispo Chamber of Commerce](#)
2. [San Luis Obispo Tourism](#)
3. [Thnks](#)
4. [Heart House](#)

Project Specifics

1. Matchfire will create a modular, component-based website that allows for growth and extension while maintaining design integrity and best practices in accessibility and responsive development.
2. Matchfire will employ our customized CMS on WordPress as used by the Campo website which allows for client edits and updates in addition to future site expansion and ability to grow/scale that Squarespace does not allow.
3. Matchfire will deliver a CMS Guide for reference when making site updates (including content implementation) and provide a CMS training session upon site launch.
4. New Website will track visitor behavior, technology, and demographics via Google Analytics.

Budget & Timeline

\$15K
8-10 weeks

MATCHFIRE



Leadership



Brian Powell

Managing Partner

Brian is an integrated marketing leader with an entrepreneurial spirit. His career spans branding, product development, advertising, promotions, digital, and cause marketing for brands such as Pizza Hut, Caesars Entertainment, UNICEF, Dr Pepper, Alzheimer's Association, Salesforce, American Airlines and more. He has a passion for collaborating with new and emerging brands to find and articulate their purpose that enables sustainable growth.



Joey Leslie

President

Joey believes that good ideas and results are really all that matter - that clients deserve more than they expect. Over the years, he has created award winning campaigns for celebrities, entertainment studios, Fortune 50 companies and global nonprofits.



Brian Nance

Chief Technology Officer

Always looking to find creative solutions to technical problems, Brian has been developing applications for the web since 1995. Focusing on architecting end-to-end solutions for clients, Brian is fluent in major web programming languages, technologies, servers and services. He has worked with a wide variety of companies in entertainment, news, politics, games and technology.



Our Team



Walker Stinson

Account Manager

Walker is driven by a desire to build marketing strategies that not only meet business objectives, but provide positive value to a brand's audience. With experience across multiple industries and disciplines, he has a strong belief that the most successful strategies share a common thread, never losing focus on the human element. Walker brings an enthusiasm for his work that spills into every project he manages. I.G, Salesforce, Adobe, Hilton, Heart House, and The United States Olympic Committee are just a few of the organizations with which he has worked.



Gabie Kinderknecht

Senior Designer

Gabie sees design as a tool to visually illuminate ideas and solutions. She has worked on notable clients including I.G, Salesforce, TGI Friday's International, Children's Health, TechForce Foundation and Stryker; as well as startups like Thnks, Mercato, SummitSync, and Sweet Defeat. A highly skilled designer, her greatest expertise revolves around digital design, packaging, brand identity design, and print collateral. Her wish is to combine her knowledge and experience in these areas, to deliver the best creative to Matchfire clients and their audiences.



Chris Zacker

Developer

Chris is a digital developer responsible for crafting professional web sites for clients large and small. Using the latest technologies, he builds sites, launches and maintains their digital presence. He is focused on creating the smoothest, most effective user experience that is exciting for the user while achieving the client's goals. Chris has worked on nonprofit client sites such as MDA, United Nations Foundation, and Meathead Movers Foundation.

Good people. Great ideas.
Outstanding results.

Matchfire 



*City of Laredo
Metropolitan Planning Organization
Website Redesign Proposal*

*Submitted to:
James Kirby Snideman
Planning
Phone 956-794-1613
jksnideman@ci.laredo.tx.us*



Company Name	Ambient Studios LLC
Company Address	135 S State College Blvd, Suite 200 Brea, CA 92821
Authorized Agent	Giang Nguyen
Authorized Agent Title	Customer Success Associate
Authorized Agent Phone	909-973-0852
Authorized Agent Email	Giang.nguyen@ambientstudios.com
Contact Person	Same as Authorized Agent

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June 2, 2020

James Kirby Snideman
Planning
1120 San Bernardo Ave
Laredo, TX 78040
(956) 794-1613
jksnideman@ci.laredo.tx.us

Dear Mr. James Kirby Snideman

Subject: Proposal for MPO Website Redesign Proposal

The enclosed contains the requested feedback, answers to questions, and statement of qualifications regarding the **MPO Website Redesign Proposal**.

Ambient Studios LLC is a software engineering and professional services firm focused on custom web applications & integrations and technology consulting engagements for clients ranging from local non-profit organizations, SMBs to Fortune 500 companies. As a Microsoft Partner and Cloud Solutions Provider, we provide managed services and cloud consulting services for businesses looking to leverage technology to digitally transform their modern workplace. Whether looking to evaluate, implement and integrate a customized software solution or migrate your business to the cloud, we have the people and technical skills to get the job done right.

Ambient is a certified Small Business/Minority Owned/Disadvantaged Business Enterprise that delivers innovative technology solutions, transformative workplace automations and genuine, client-focused (managed) services to drive business productivity efficiency, inspire customer/employee engagement and streamline and scale your business.

AMBIENT STUDIOS LLC
MPO Website Redesign Proposal

COMPANY INFO

Established in 2012, Ambient Studios is a software development professional services firm that was birthed out of the desire to deliver solutions and engagements that are client-focused, innovative and honest.

Our mission in our client engagements is to: *inspire, involve, innovate & iterate **with integrity.***

Ambient Studios delivers end-to-end web design, development and modern workplace transformation engagements specializing on custom development of web applications and Intranets.

- Technology Enablement integrating enterprise class technologies (Microsoft and Liferay Partners) with custom integrations capabilities
- Develop Corporate Communications strategy & governance and change management
- Develop custom Microsoft SharePoint Templates and Workflows (e.g. Corporate Intranet, collaboration sites) leveraging Modern experience and mobile-first design
- Strong Project Management and Business Analysis skills to engage our customers to architect the right solutions

Ambient Studios is headquartered in Brea, California in North Orange County and is in process of establishing our first satellite offices in Austin, Texas, Washington D.C. and Tampa, Florida to support our growing national presence.



Headquarters:

Ambient Studios LLC
135 S State College Blvd., Ste 200
Brea, CA 92821
714-735-8156

Ambient Studios is a Limited Liability Company incorporated in the State of California (State File Number: 201217810258).

We are a small, but agile firm that is looking to leverage our size, expertise and agility to service you personally! No project is too large or small and we would love the opportunity to earn your business!

Looking forward to potentially working with you!



Our Team

The Ambient Studios team consists of:

- Our competencies over the years individually and corporately delivering custom solutions for businesses and enterprises
- Long-term, well-rounded specialists who bring decades of experience and always looking to develop new skills
- We employ agile development practices to provide for the most efficient workstreams and fastest time to market
- Team consisting of young and seasoned professionals coming from various walks of life and backgrounds to build a family environment where everyone has a role and voice.
- Onshore resources only – we don't offshore our work!

Our org structure is very flat as everyone on the team is a contributor and a leader. We lean heavily on each other and need each other to get the job done! But when a decision needs to be made Joseph takes charge. We are a distributed team with a headquarters in Brea, CA but everyone on the team is an effective remote worker with a nation-wide footprint in key strategic sites.

Areas of Specialization

<p><u>Technology Enablement & Workplace Automation</u></p> <ul style="list-style-type: none"> • Application Integration • Content & Document Management • Portals & Collaboration • Workflow Automation 	<p><u>Digital Experience</u></p> <ul style="list-style-type: none"> • eCommerce Solutions • Mobile Applications • Corporate Websites • Web Applications
<p><u>Solution & Delivery</u></p> <ul style="list-style-type: none"> • Management Consulting • User Experience & Design • Enterprise Architecture • Program & Project Management 	<p><u>Managed Services</u></p> <ul style="list-style-type: none"> • Analytics & Business Intelligence • SDLC & DevOps • Cloud Productivity & Hosting • Information Security

Minority-Owned, Disadvantaged Business, but we aim to succeed!

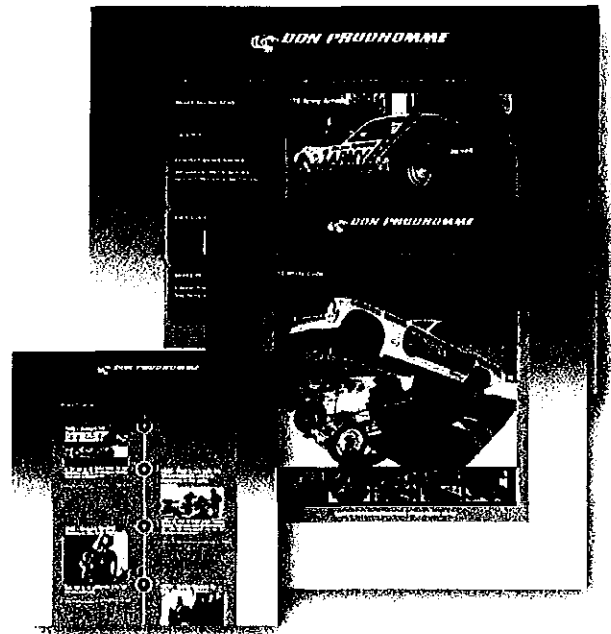
We are certified as a Disadvantaged Business Entity (DBE) with Caltrans as the certifying agency for the Department of Transportation. We are also a majority minority-owned business (Minority Business Enterprise) certified by Southern California Minority Supplier Development Council and the National Minority Supplier Development Council (NMSDC).



We've applied for and waiting for approval to be an SBA 8(a) certified small business.

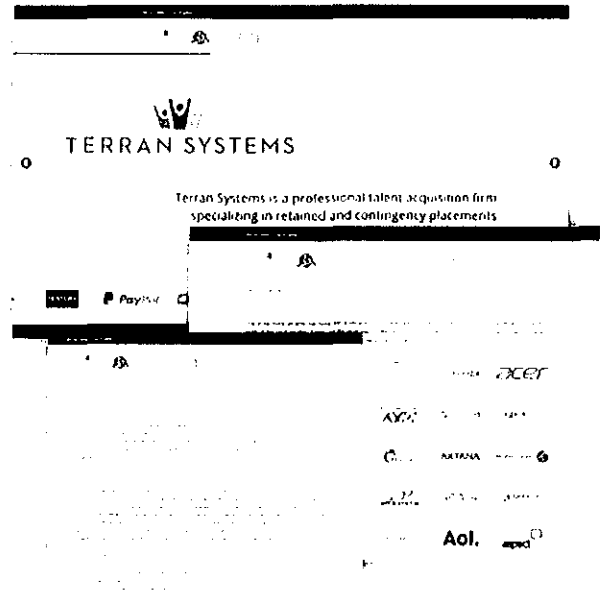
Case Study #1

- **Project:** SnakeRacing.com WordPress Migration
- **Client:** Don Prudhomme Racing
- **Role:** Primary Agency
- **Status:** 2015 (*active*)
- **Details:** Exiting legacy FLASH/ASP informational website converted to WordPress for ease of use and maintenance. Existing design incorporated in to a custom WordPress theme.
- **Platform/Technical Specs:**
 - LAMP Stack (PHP/MySQL) & WordPress CMS
 - Custom WordPress theme/plugin development
 - Include rich media vehicle gallery and history timeline
 - Includes migration of existing site content and galleries
 - Training and delivery and client maintains the site on their own



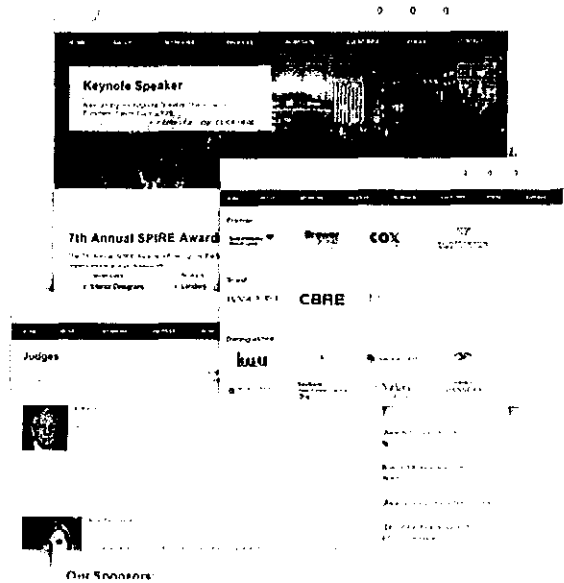
Case Study #2

- **Project:** New WordPress Site Development
- **Client:** Terran Systems
- **Role:** Primary Agency
- **Status:** 2015 - current (*active*)
- **Details:** Design new informational website for technical recruiting firm in the silicon valley for placement in Fortune 500 companies.
- **Platform/Technical Specs:**
 - Build in lamp (PHP/MySQL)
 - Customization of Premium WordPress theme
 - Launched site and provide regular update and enhancement support for website



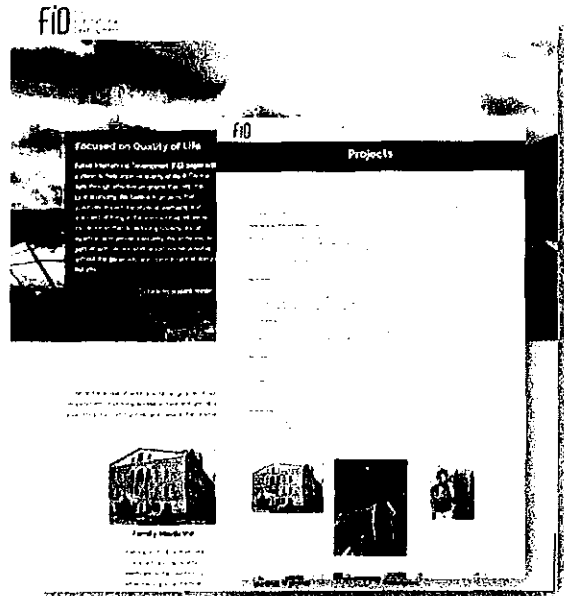
Case Study # 3

- Project: New WordPress Site Development
- Client: CREW-OC
- Role: Primary Agency
- Status: 2013 - current (*active*)
- Details: Design new informational website for local chapter of CREW organization for annual architectural awards event.
- Platform/Technical Specs:
 - Build in lamp (PHP/MySQL)
 - Customization of Premium WordPress theme
 - Custom WordPress plugin development for Judges and sponsor features
 - Launched site and provide annual update and enhancement support for website



Case Study #4

- Project: WordPress Website Development
- Client: Focus International Development
- Role: Primary Agency
- Status: 2015 (*active*)
- Details: Develop and launch a new informational website for an international non-profit to help raise awareness and generate sponsorship.
- Platform/Technical Specs:
 - LAMP Stack (PHP/MySQL) & WordPress CMS
 - Customize premium wordpress theme/plugins
 - Training and delivery and client maintains the site on their own.



PROPOSAL

Objective: To build a customer-facing informational city website to optimize usability, functionality, transparency, and the user experience

High Level Scope:

- ✓ Consulting on design and best practices (security, content planning/strategy, etc.)
- ✓ Deliver best-in-class responsive website built using a custom React front-end that allows for fast, secure, and scalable customer experience.
- ✓ Leverage Contentful CMS to allow non-technical users the ability to easily update and manage website content.
- ✓ Migrate and stage content from old site to new.
- ✓ Provide English and Spanish language support.
- ✓ Document and train up to 10 MPO users.
- ✓ Provide basic site analytics (Google Analytics)
- ✓ Licensing subscription setup (ongoing annual subscription fees to be determined)

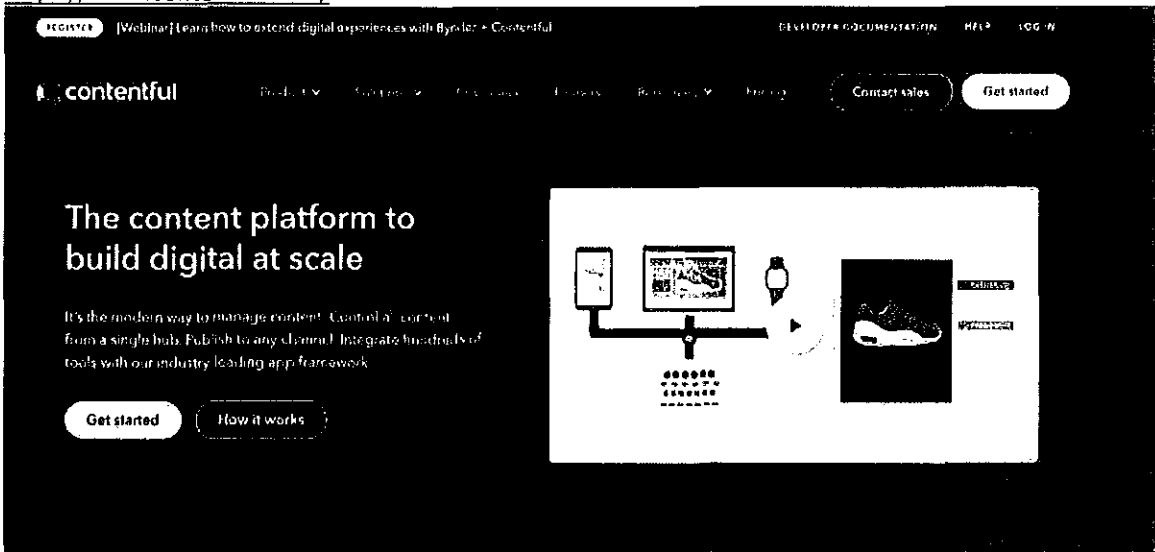
Deliverables and Tasks:

- ✓ Project Management
- ✓ Requirements Definition
- ✓ Architecture & Design
- ✓ Environment Build
- ✓ Development
- ✓ QA Testing
- ✓ User Acceptance Testing
- ✓ Documentation & Training
- ✓ Content Staging
- ✓ Launch/Post Launch Support

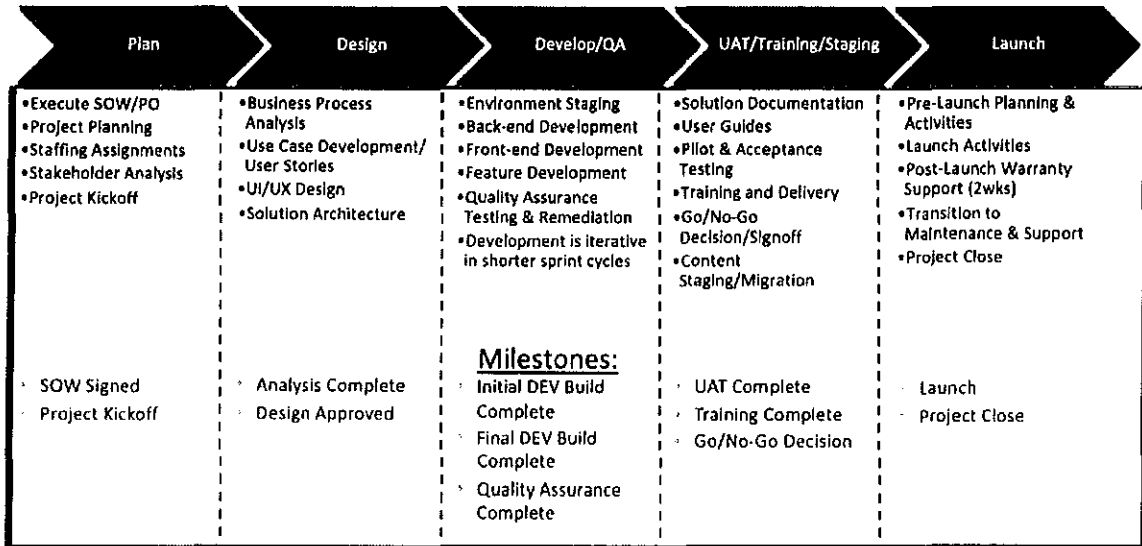
About Contentful

Contentful is a modern website building platform that allows users to easily manage content, yet powerful and designed for unlimited growth. Additional details can be found at:

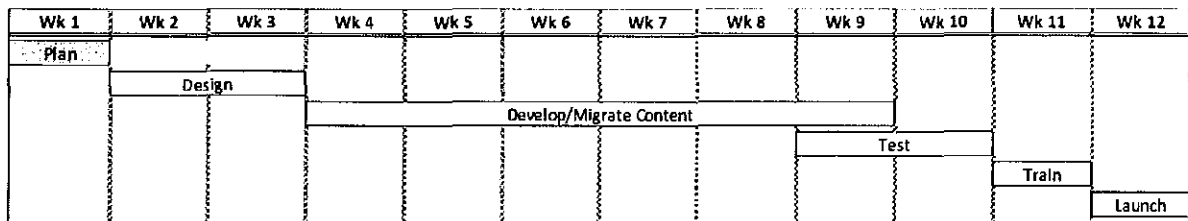
<https://www.contentful.com/>



Engagement Approach/Milestones



Timeline



Proposed Costs

	Item	Description	Qty.	Unit Cost	Est. Cost
Laredo Website	Contentful Subscription	Basic monthly subscription over 12 months. -1 role for up to 10 users -2 locales (English and Spanish)	12	\$39	\$468
	Design, Development and Implementation	Fixed priced engagement including all items listed in scope above. Including but not limited to: -Design -Development -Content Migration -Training	200h	Fixed	\$14,995

Total Cost: \$15,463



City of Laredo - Purchasing
James Kirby Snideman
Planning
1120 San Bernardo Ave.
Laredo, TX 78040
jksnideman@ci.laredo.tx.us

June 1, 2020

RE: RFP MPO Website Redesign Proposal

Dear Mr. James Kirby,

With this letter, The MIC Group is pleased to submit its application to the City of Laredo for MPO Website Redesign issued on May 20, 2020.

The materials enclosed demonstrate our experience and ability to meet COL priorities for the services requested. The MIC Group has a long history of successes in creative development of website and redesign.

Key strengths of our team include:

- Meeting client's needs
- Understanding consumer behavior
- Branding and creative capabilities
- Ability to measure success

Thank you for the opportunity to submit this proposal. We look forward to continuing to collaborate with you on this important project.

Please do not hesitate to contact me with any questions.

Best regards,

Gabriela Lerma
glerma@themicgroup.com
(956) 286-2509
www.themicgroup.com





Table of Contents

A. About US + Project Team

B. Demonstrated Knowledge and Experience

C. Timeline

D. Cost of Services





A. About US + Project Team

We are a full scale digital marketing and advertising agency. Founded in 2003 as The MIC Group in Monterrey MX and now we have expanded our footprint into the United States. We drive growth for our clients by creating and amplifying experiences that connect with digital consumers.

HOW WE DO IT: By combining deep digital insights with actionable business objectives, we deliver relevant and breakthrough experiences at the right time and through the right channels.

At The MIC Group we have identified three areas of expertise which are built around specific "pillars" and each of our team members possess these traits.

1. **Knowledge**

- a. **General Management Skill:** leadership, negotiation, communication, team building and other personnel management skills.
- b. **Knowledge of generally accepted areas of project management,** including those project scope management, project time management and cost management.
- c. **Industry specific management knowledge:** lifecycle management and product development methodologies.

2. **Proven Experience Skill:** includes track record, hours of project management exposure, size and complexity project managed.

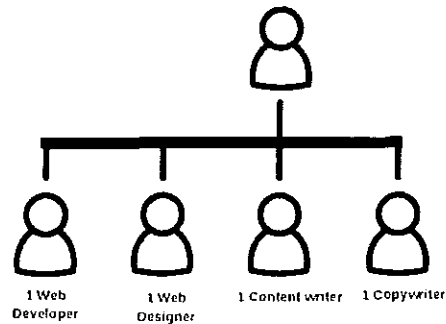
3. **Personality Skill:** arguably the most important one, has two pillars.

- a. **Personality characteristics** such as can-do attitude, confidence, enthusiasm, open mindedness, adaptability, and personal integrity.
- b. **People management skills** such as ability to communicate, ability of motivation, ability to influence.





Project Manager



Project Manager - Gabriela Lerma

Coordinates internal resources for the flawless execution of projects. Ensure that all projects are delivered on-time, within scope and within budget. Assists in the definition of project scope and objectives, involving all relevant personnel and ensuring technical feasibility.

Web Designer - responsible for the creation of the website concept. They might decide that it needs to be a certain color, with certain content and pages. They may do things like creating infographics, logos, and videos, and they tell the developer where these things have to be put on the web page.

Web Developer - A web developer or programmer is someone who takes a web design – which has been created by either a client or a design team – and turns it into a website.

Copywriter - uses words and language to convince readers to take an action.

Content writer - is focused on content that informs, educates, and entertains readers.





B. Demonstrated Knowledge and Experience

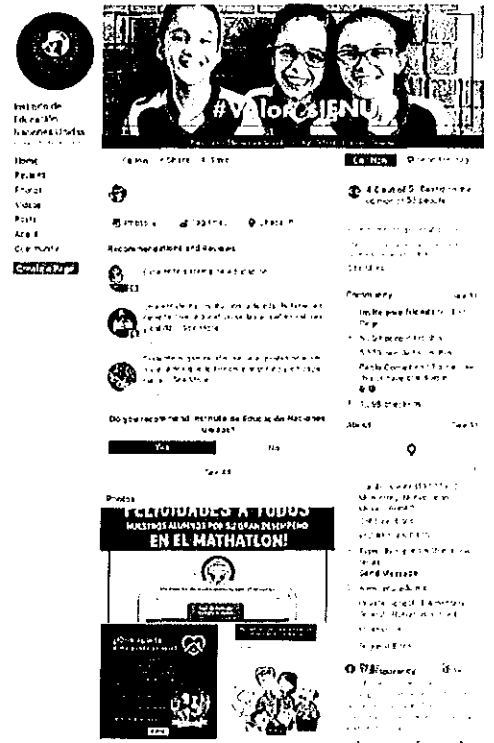
IENU - Instituto de Educación Naciones Unidas: Worked on several digital services for this client; web development, social media management, institutional video, graphic designs and brochures.

WEBSITE

[HTTP://IENU.EDU.MX/](http://ienu.edu.mx/)



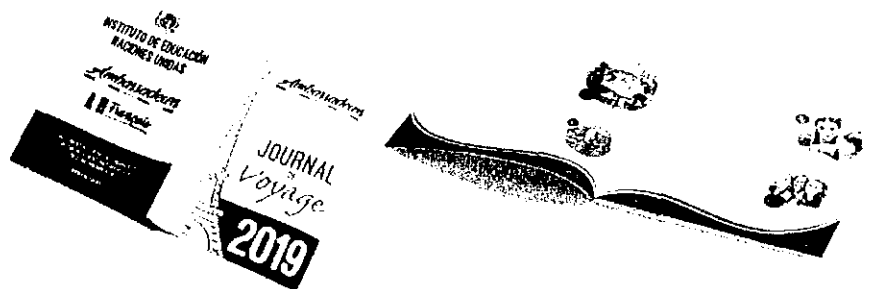
SOCIAL MEDIA MANAGEMENT



SOCIAL MEDIA GRAPHIC



BROCHURE





Instituto de Ortopedia y Traumatología: Website development was one of the major projects we had with this client.

WEBSITE

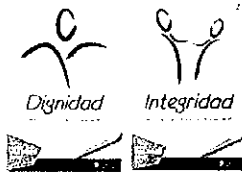
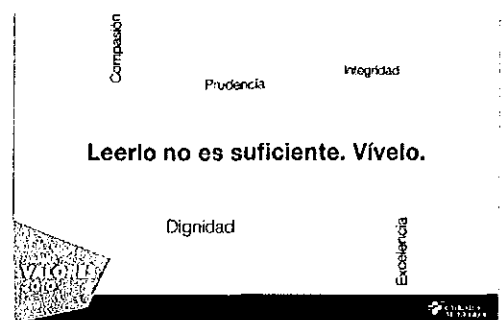
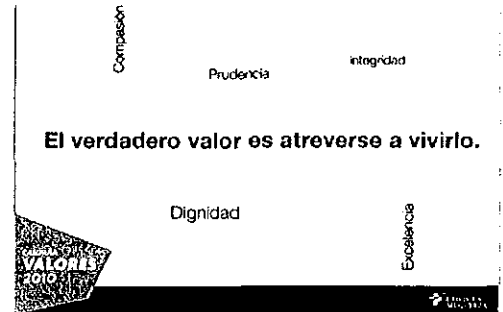
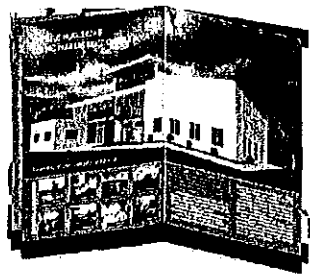
[HTTPS://INSTITUTODEORTOPEDIATECSALUD.COM.MX/](https://institutedeortopediatecsalud.com.mx/)



Instituto de Ortopedia y Traumatología
TEC Salud

Hospital Christus Muguerza: We managed their digital campaigns for 2 years for their La Vidriera Clinic, the result was a complete success since it resulted in the positioning on top of mind of the brand with the desired consumer. In addition, we created presentations and brochures for their new location.

BROCHURES



SOCIAL MEDIA GRAPHIC DESIGN



CHRISTUS MUGUERZA
Hospital Vidriera
(ehospitalvidriera)

- Home
- Shop
- Services
- Reviews
- Photos





C. Timeline

TASKS	W1	W2	W3	W4	W5	W6	W7	W8
DEFINE SECTIONS	█							
BASE ARCHITECTURE DEVELOPMENT	█							
DEFINE KEYWORDS	█							
GUIDED GRAPHIC DESIGN		█	█					
BASE PROGRAMMING		█	█	█	█			
PLUG-INS PROGRAMMING		█	█		█			
CONTENT DEVELOPMENT			█	█				
CONTENT AUTHORIZATION				█				
DEFINE IMAGING			█	█				
IMAGING AUTHORIZATION				█				
IMAGE EDITING AND TOUCH-UPS								
UPLOAD CONTENT					█	█	█	
UPLOAD IMAGES						█	█	
FUNCTIONALITY REVIEW							█	█





D. Cost of Services

OPTION A

WEBSITE DESIGN

- Website Revamp
- Macro Home Page + interiors as needed
- Minimum 40 essential keywords in website
- Structure Strategy
- Content Development
- Graphic Design
- Stock Images
- Programming
- Establishment of SEO channels and backlinking
- Developed in Squarespace + html

INTERNET MARKETING

- Overall design similar to CAMPO website.
- Menu bar with multiple menu options
- Search box located on every page
- Language options or English and Spanish
- News and information about upcoming events; ability to register for an event.
- Calendar page
- Integrated PDF viewer for posted agendas and plans
- About page with staff directory, contact information, etc.
- Interactive map viewer

TOTAL INVESTMENT
\$7,500.00





D. Cost of Services

OPTION B

WEBSITE DESIGN

- Website Revamp
- Macro Home Page + interiors as needed
- Minimum 40 essential keywords in website
- Structure Strategy
- Content Development
- Graphic Design
- Stock Images
- Programming
- Establishment of SEO channels and backlinking
- Developed in Wordpress + html

ADDED VALUE

- SEO optimization service for 12 months

FUNCTIONALITY

- Overall design similar to CAMPO website.
- Menu bar with multiple menu options
- Search box located on every page
- Language options or English and Spanish
- News and information about upcoming events; ability to register for an event.
- Calendar page
- Integrated PDF viewer for posted agendas and plans
- About page with staff directory, contact information, etc.
- Interactive map viewer

TOTAL INVESTMENT
\$5,200.00

What sets us apart is quality - and we never compromise on that.

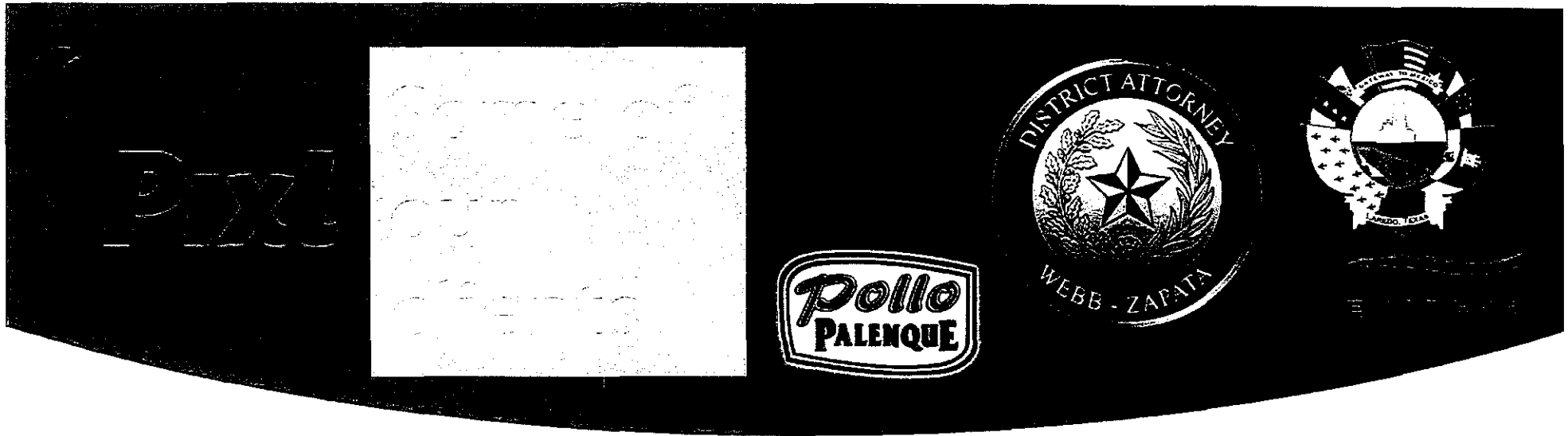


PAN AMERICAN EXPRESS INC.

BEACON

CONSTRUCTION SERVICES

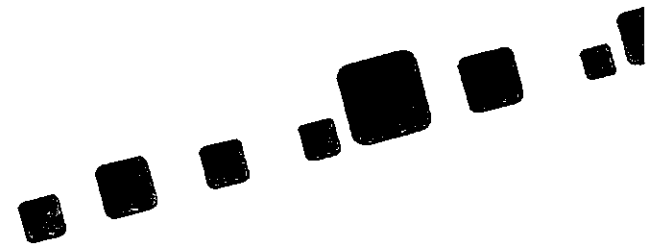
GH Pools



Pixl Labs, LLC has been providing top of the line design, production and application development services in Laredo, Texas. Our studio understands the importance of robust innovation and creative solutions for businesses. With our comprehensive range of services, your business will be fully equipped with all the tools to go that extra notch. We bring to you dedicated services in Web Design & Development, Mobile Application Development, Search Engine Optimization (SEO), E-Commerce, Video Streaming, Magento CMS Development, Cloud Hosting and lots more.



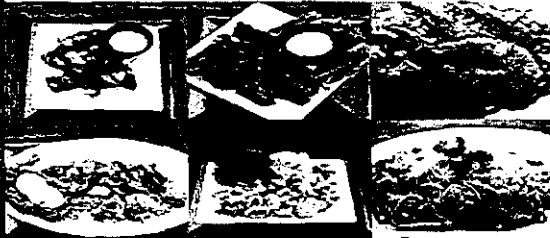
Next you'll see some of our website
Development projects





JOIN US FOR OUR FALL FINE!

OUR HISTORY



SOME WORDS FROM CUSTOMERS & FRIENDS

RESERVATION



YOU ENVISION IT, WE BUILD IT

- 01 Construction Management
- 02 General Contracting
- 03 Design & Construction
- 04 Financing & Leasing

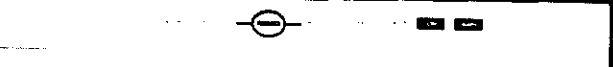
Certified Construction Contractors serving Laredo, TX & Beyond



GET DIRECTIONS | CALL US



LAREDO'S PREMIER CUSTOM POOL-BUILDER.



SmartWay Transport Partner

Getting There With Cleaner Air



ABOUT US

OUR SERVICES



WE ARE SETTING THE INDUSTRY BENCHMARK FOR FREIGHT DELIVERY



CONTACT US

Pollo Palenque



Spain

MENU LOCATIONS ABOUT US CATERING CAREER CONTACT US



Grilled is Better



www.pollopalenque.com

Pollo Palenque

SPECIALTIES

- Palenque Bowl
- Guisado Bowl
- Salads
- Burritos
- Quesapillas
- & much more!

SIDES

More than 100 Sides to Choose From

Pollo Palenque is a proud member of the Pollo Palenque Group

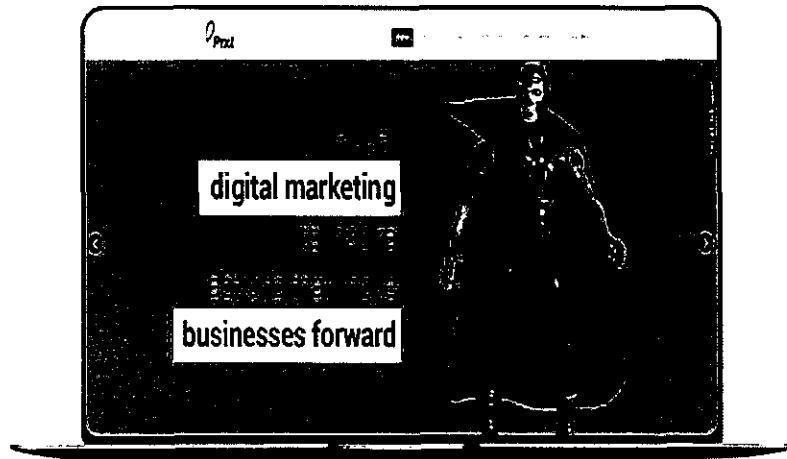
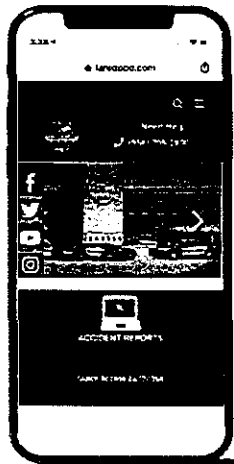
GRILLED IS BETTER

DESSERTS

Fresh from the oven

GRILLED IS BETTER

Our websites will adapt and work and any decide.



We've helped **165** businesses
get on the map in Laredo, Texas



Testimonials from our customers



“

Pixl Labs has developed our website design and video streaming services. The creativity and professionalism of their work has directly influenced Zapata County's ability to positively interact with the community by streaming the County Meetings via the website and recipients of our services. We THANK YOU for a website that is informative, attractive and easy to use and for support that is prompt with our specific needs.”

Romeo Salinas
Zapata County Treasurer

“ We researched an entity to partner with to redesign and update the Agency’s website, we considered some from outside our jurisdiction and some from within our own community; the selection process recommended Pixl Labs, LLC.

I can, with all confidence, say that Mr. Diaz-Cortez and Pixl Labs have been receptive, open-minded and most importantly knowledgeable in the matter. The product delivered excelled our expectations. Eliud demonstrates a strong power of analytical reasoning, competent performance and expertise, highly skilled in all phases of the job, additionally demonstrates a strong ability to identify, analyze, solve and predict problems.”

**Jesus Torres
Assistant Chief of Police**



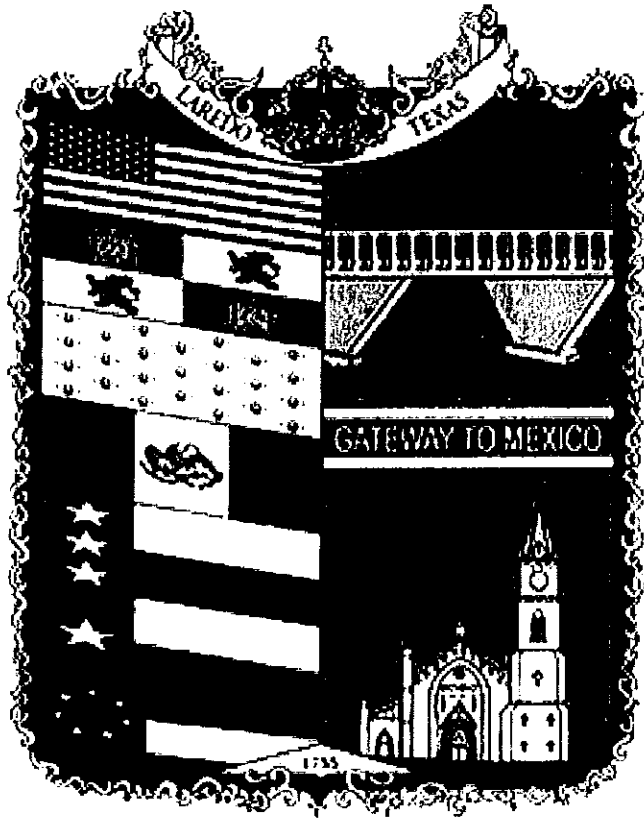
Thank you for your interest

Need an estimate?

Email: info@pixl.co

Phone: (956) 205-0303

www.pixl.co



MPO Website Redesign Proposal Global Soft Technologies LLC Supplier Response

Event Information

Number: MPO Website Redesign Proposal

Title: MPO Website Redesign Proposal

Type: Informal Bid

Issue Date: 5/20/2020

Deadline: 6/2/2020 05:00 PM (CT)

Notes: The City of Laredo has established a local vendor preference ordinance 2018-O-175. All informal and formal Requests for bids for contracts will be evaluated with a 5% preference for local vendors. Bidders are strongly encouraged to submit their proposals electronically through use of Cit-E-Bid or in person - hand delivery. Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile bids will not be considered.

Due to current COVID-19 crisis* Respondents are strongly encouraged to submit their proposals electronically through the use of Cit-E-Bid. If for any reason you need to hand-deliver please see instructions below:

Please call before hand delivering proposal at Purchasing Division 956-794-1730 due to COVID-19 building entrance restrictions.

Delivery address:

Purchasing Division
5512 Thomas Ave.
Laredo, TX. 78041

Contact Information

Contact: Vanessa Guerra
Address: Planning
1120 San Bernardo Ave
Laredo, TX 78040
Phone: (956) 794-1604
Email: vguerra@ci.laredo.tx.us

Global Soft Technologies LLC Information

Contact: Sudha Lakkaniki
Address: 1270 Avenue of the Americas, 7th Floor
New York, NY 10020
Phone: (347) 549-4446
Email: sudha@globalsofttech.net

By submitting your response, you certify that you are authorized to represent and bind your company.

Sudha Lakkaniki

Signature

Submitted at 6/2/2020 2:01:03 PM

sudha@globalsofttech.net

Email

Requested Attachments

Proposal

Website Re-design.pdf

Submit Proposal as part of your RFP.

Bid Attributes

1 Award by Best Value

Proposal will be awarded based on evaluated criteria and to the bidder who provides the best value to the City of Laredo and who's proposed price and other factors have been considered in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code.in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code

I agree

2 Terms and Conditions Request for Proposals

TERMS AND CONDITIONS OF INVITATIONS FOR PROPOSALS These Terms and Conditions are considered standard language for all City of Laredo solicitation documents. If any specific proposal requirements differ from the general terms listed here, the specific proposal requirements shall prevail.

A response to any Request for Proposal is an offer to contract with the City based upon the terms, conditions, and specifications contained in the City's Request for Proposal. Proposals do not become contracts unless and until they are executed by the City. A contract has its inception in the award, eliminating a formal signing of a separate contract, unless requested by the City. For that that reason, most if not all the terms and conditions of the contract are contained in the Request for Proposal, unless any of the terms and conditions are modified by a Request for Proposal amendment, a contract amendment, or by mutually agreed terms and conditions in the contract documents.

GENERAL CONDITIONS Vendors are required to submit Proposals upon the following expressed conditions: (a) Vendors shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a vendor to request additional compensation. (b) Vendors shall make all investigations necessary to thoroughly inform themselves regarding facilities and locations for delivery of materials and equipment as required by the Proposal conditions. No pleas of ignorance by the vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the vendor to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor. (c) Vendors 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.

1. 0 PREPARATION OF PROPOSALS Proposals will be prepared in accordance with the following:

(a) All information required by the proposal form shall be furnished. For hand delivered submittals only, the vendor shall print or type the business name and manually sign the schedule. For electronic submittals, this information

shall be submitted electronically on Cit-E-Bid system. (b) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern. (c) Alternate Proposals will not be considered unless authorized by the invitation for proposals or any applicable addendum. (d) Proposed delivery time must be shown and shall include business days. (e) Vendors will not include Federal taxes or State of Texas limited sales tax in proposal prices since the City of Laredo is exempt from payment of such taxes. An exemption certificate will be furnished upon request.

2.0 DESCRIPTION OF SPECIFICATIONS & SUBSTITUTIONS It is the responsibility of the prospective proposer to review the entire invitation to proposal packet and to notify the City of Laredo if the specifications are formulated in a manner that would restrict competition. Any such protest regarding the specifications or proposal procedures must be received by City of Laredo no less than seventy-two hours prior to the time set for proposal opening. Vendors are required to state exactly what they intend to furnish. Otherwise, when applicable, vendors will be required to furnish the items as specified.

3.0 SUBMISSION OF HAND DELIVERED PROPOSALS (a) Proposals and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the Proposal opening and the material or services. Proposal shall be typed or written on the face of the envelope. Unless otherwise noted on the Notice to Vendors cover sheet, all hand delivered Proposals must be submitted to the City of Laredo, City Secretary's Office, City Hall Third Floor, 1110 Houston Street. (b) Proposals forms can be downloaded and printed through Cit-E-Bid.

Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile bids will not be considered. (c) Samples, when required, must be submitted within the time specified, at no expense to the City of Laredo. If not destroyed or used up during testing, samples will be returned upon request at the Vendors expense. (d) Proposals must be valid for a period of one hundred and twenty (120) days. An extension to hold proposal pricing for actual quantity bids may be requested by the City. (e) The City shall pay no costs or other amounts incurred by any entity in responding to this RFP, or as a result of issuance of this RFP.

4.0 REJECTION OF PROPOSALS The City may reject a proposal if: (a) Vendor misstates or conceals any material fact in the proposal. (b) Proposal does not strictly conform to the law or the requirements of the proposal. (c) Vendor is in arrears on existing contracts or taxes with the City of Laredo. (d) If proposals are conditional. Vendor may qualify their Proposal for acceptance by the City on an "ALL OR NONE" basis. An "ALL OR NONE" basis proposal must include all items in the specifications. (e) In the event that a vendor is delinquent in the payment of City of Laredo taxes on the day the proposals are opened, including state and local taxes, such fact may constitute grounds for rejection of the proposal or cancellation of the contract. A vendor is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes. (f) No proposal submitted herein shall be considered, unless the vendor warrants that, upon execution of a contract with the City of Laredo, vendor will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Vendor will submit such reports as the City may therefore require assuring compliance with said practices. (g) The City may reject all proposals or any part of a proposal whenever it is deemed necessary. (h) The City may waive any minor informalities or irregularities in any proposal.

5.0 WITHDRAWAL OF PROPOSALS Proposals may not be withdrawn after they have been publicly opened, unless approved by the City Council.

6.0 LATE PROPOSALS OR MODIFICATIONS Proposals and modifications received after the time set for the submittal deadline will not be considered. Late proposals will be returned to the vendor unopened.

7.0 CLARIFICATION AND PROTEST PROCEDURE (a) It is the responsibility of the prospective proposer to review the entire invitation to proposal packet and to notify the City of Laredo if the specifications are formulated in a manner that appears ambiguous. Any request for clarification or additional information must be submitted in writing through email or Questions & Responses 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 Miguel A. Pescador, 5512 Thomas Avenue, Laredo, Texas 78041 mpescador@ci.laredo.tx.us. Any vendor submitting questions shall make reference to a specific RFP number, section, page and item of this solicitation. Questions untimely submitted may not elicit a response. It is the bidder's responsibility to follow up and make certain that the request was received. In case there are changes, additions, and/or edits to the original scope, an addendum will be issued by the Purchasing Agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other interpretations of the proposal During the RFP process, bidder, or any persons acting on their behalf, shall not contact any City official or employee staff except those specifically designated in this or another subsequent solicitation document. Pursuant to §4.03 of the City Ethics, non-compliance with this provision may result in disqualification of the offer involved. (b) For solicitations for goods and non-professional services valued at more than \$50,000, bidders will have ten (10) calendar days prior to the time that the City Council formally considers the contract to submit a written protest relating to advertising of bid notices, deadlines, bid opening, and all other related procedures under the Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications. If the vendor does not file a written protest within this time, the vendor will have waived all rights to formally protest the intent to award. All protests regarding the bid solicitation process must be submitted in writing by certified mail to: CITY OF LAREDO PURCHASING AGENT Miguel A. Pescador, 5512 Thomas Avenue, Laredo, Texas 78041 mpescador@ci.laredo.tx.us Within five (5) business days of

receiving a timely protest, the Purchasing Agent shall provide written response to the protesting vendor of the decision following a review of the legitimacy and procedural correctness of the procurement documents. A protesting vendor may appeal to the Laredo City Manager if dissatisfied with the decision of the Purchasing Agent. Only after exhausting all administrative procedures through the City Manager is a protesting vendor then entitled to appeal the award of the contract to the Laredo City Council.

8.0 VENDOR DISCOUNTS (a) Percentage discounts within a certain period of time will be accepted but cannot be used in RFP evaluations. The period of the discount offered should be sufficient to permit payments within such period in the regular course of business by the City of Laredo. (b) In connection with any discounts offered, time will be computed from the date of receipt of supplies or service or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date the check is mailed.

9.0 INTENT OF CONTRACT (a) **ANNUAL SERVICE CONTRACT:** The services are based on the best available information. The purpose of this contract is to establish prices for the commodities or services needed, should the City need to purchase these commodities or services. Since the quantities are estimates, the City may purchase more than the estimated quantities, less than the estimated quantities, or not purchase any quantities at all. The needs of the City shall govern the amount that is purchased and change orders shall not be applicable. The City's obligation for performance of an annual service contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

10.0 AWARD OF CONTRACT The contract will be awarded based on (best value criteria) as follow and in accordance with the provisions of Chapter 252 and 271 of the Texas Local Government Code. If the awarded responder is unable to meet the requirements of the City, services/products may be purchased from the next best available Vendor until a Vendor is found that can complete the requirements of the City. This RFP shall not to be construed by any party as an agreement of any kind between the City and such party. The award of a contract shall be subject to the approval of the City Council. Following an award, City in its sole option may elect to negotiate a formal agreement with Vendor that will include by reference the terms of the RFP and related responses. In the event an Agreement cannot be reached with the selected Vendor, the City reserves the right to select and negotiate with an alternate Vendor. The City reserves the right to accept any item or group of items in the proposal specifications, unless the Vendor qualifies its proposal by specific limitation. The Vendor shall bear the burden of proof of compliance with the City of Laredo specifications. When applicable, prices must be quoted F.O.B. Destination, Laredo, Texas, unless otherwise specified in the invitation to proposal. The place of delivery shall be set forth in the purchase order and/or formal contract agreement when applicable. The City shall give written notice to the Vendor if any of the following conditions exist: (1) Vendor does not provide materials in compliance with specifications and/or within the time schedule specified in proposal; (2) Vendor neglects or refuses to remove materials or equipment which have been rejected by the City of Laredo if found not to comply with the specifications; or, (3) Vendor makes an unauthorized assignment. Upon receiving written notification from the City that one of the above conditions has occurred, the Vendor must remedy the problem within seven (7) business days, to the complete satisfaction of the City, or the contract will be immediately canceled.

11.0 PAYMENT & INVOICING (a) All invoices to the City of Laredo have a 30 day term from receipt of supplies or completion of services. (b) Discount terms will be computed from the date of receipt and acceptance of supplies or services. Payment shall be deemed to be made from that date. (c) All invoices must show the purchase order number and invoices shall be legible. Items billed on invoices should be specific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are based on discounts from list, then list prices must appear on bid schedule. All invoices shall be mailed to the Accounts Payable Office, City Hall, P.O. Box 210, Laredo, Texas 78042. (d) Electronic Funds Transfer (EFT) payments are also available: if electronic payments are preferred, an Electronic Funds Transfer (EFT) Authorization form needs to be completed and returned via e-mail to: jjolly@ci.laredo.tx.us For more information please contact Mr. Jorge Jolly, Accounts Payable Manager at (956) 791-7425.

I Agree to the Terms and Conditions

3 Disqualification & Debarment Certification

DISQUALIFICATION & DEBARMENT CERTIFICATION By submitting this request for bids, proposal or statement of qualifications, the firm 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 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.

The signatory executing this contract on behalf of company 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 company 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.

I certify to the terms and conditions

4 Questionnaire Description

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid 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 bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct "

5 Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid

Global Soft Technologies LLC, Sudha Lakkaniki (Manager), 347-549-4446

6 State how long under has the business been in its present business name

2 years

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

Not Applicable

8 State if the Company is a certified minority business enterprise

The below 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.

9	<p>Questions Part 1</p> <p>1) Is any litigation pending against the Business? 2) Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award? 3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting? 4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? 5) 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 at default?</p> <p>1)No. 2)No. 3)No. 4)No. 4)No.</p>
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10	<p>Questions Part 2</p> <p>1) Is the Business in arrears in any contract or debt? 2) Has the Business been a defaulter, as a principal, surety, or otherwise? 3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or any other reason?</p> <p>1)No. 2)No. 3)No.</p>
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11	<p>State if the Company is a certified minority business enterprise</p> <p>This company is not a certified minority business</p>
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12	<p>Conflict of Interest Disclosure</p> <p>A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature. Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members. The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor. The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm. The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include: 1. Mayor 2. Council Members 3. City Manager 4. Members of the Fire Fighters and Police Officers Civil Service Commission. 5. Members of the Planning and Zoning Commission. 6. Members of the Board of Adjustments 7. Members of the Building Standards Board 8. Parks & Leisure Advisory Committee Member, 9. Historic District Land Board Member, 10. Ethics Commission Board Member, 11. The Board of Commissioners of the Laredo Housing Authority 12. The Executive Director of the Laredo Housing Authority 13. Any other City of Laredo decision making board member If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731.</p>
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13	<p>Conflict of Interest Questionnaire Form CIQ</p> <p>For vendor or other person doing business with local governmental entity. 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.</p>
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14	<p>Conflict of Interest Questionnaire</p> <p>If vendor acknowledges there is no conflict of interest, there are no further actions for the vendor to take. If vendor acknowledges a possible conflict of interest, vendor must download and fill out CIQ Form and submit it as part of their bid.</p> <p>I attest there is no conflict of interest</p>
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1 5	Disclosure Form For details on use of this form, see Section 4.01 of the City's Ethics Code.
1 6	This is a <input type="text" value="New Submission"/>
1 7	Question 1. Name of person submitting this disclosure form Please include First Name, Middle Initial, Last Name and Suffix (if applicable) <input type="text" value="Sudha Lakkaniki"/>
1 8	Question 2. Contract Information Please include the following: a)Contract or Project Name b)Originating Department <input type="text" value="a) MPO Website Redesign Proposal"/> <input type="text" value="b) City of Laredo Purchasing"/>
1 9	Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract) <input type="text" value="Global Soft Technologies LLC"/>
2 0	Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3. <input type="text" value="Not Applicable"/>
2 1	Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3 If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section. <input type="text" value="Not Applicable"/>
2 2	Question 5. List any individuals or entities that will be subcontractors on this contract <input type="text" value="Not Applicable"/>
2 3	Question 5. List any individuals or entities that will be subcontractors on this contract If you selected Not Applicable on Question 5, please skip this section. If it applies to you, please list subcontractors in this section. <input type="text" value="Not Applicable"/>
2 4	Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract <input type="text" value="Not Applicable"/>
2 5	Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract If selected Not Applicable on question 6, please skip this section. If it applies to you, please list attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract. <input type="text" value="Not Applicable"/>

2 6	<p>Question 7. Disclosure of political contributions</p> <p>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/officer of subcontracting entity 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)</p> <p><input type="text" value="Not Applicable"/></p>
2 7	<p>Question 7. Disclosure of political contributions</p> <p>If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.</p> <p><input type="text" value="Not Applicable"/></p>
2 8	<p>Updates on contributions required</p> <p>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 contracts identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.</p>
2 9	<p>Question 8. Disclosure of Conflict of Interest</p> <p>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?</p> <p><input type="text" value="I am not aware of any conflict of interest"/></p>
3 0	<p>8. Disclosure of Conflict of Interest</p> <p>If you selected I am aware of conflict of interest in question 8, please list them in this section.</p> <p><input type="text" value="Not Applicable"/></p>
3 1	<p>Question 9. Updates Required</p> <p>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.</p> <p><input type="text" value="I have read and understand this section"/></p>
3 2	<p>Question 10. No Contract with City Officials or Staff during Contract Evaluation</p> <p>I understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of that person or entity is prohibited from contacting 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-contact 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 shall 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.</p> <p><input type="text" value="I have read and understand this section"/></p>

3
3 **Question 11. 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 the of City Secretary.
I have acknowledge that I have been advised

3
4 **Question 11. Oath**
Please complete in this section the required information for your company: 1) Name 2) Title 3) Company or DBA 4) Date
Name: Sudha Lakkaniki
Title: Manager
Company: Global Soft Technologies LLC
Date: 06/02/2020

3
5 **Question 12. 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.
I swear or affirm information is correct

Bid Lines

1 The City of Laredo Purchasing Division is now accepting request for proposals for the redesign and reorganization of the content on the Laredo Webb County Area Metropolitan Planning Organization's (MPO) website.

Scope of Work:

The Laredo Webb County Area Metropolitan Planning Organization (MPO) is requesting proposals for the redesign and reorganization of the content of the website to optimize usability, functionality, transparency, and the user experience. The website design must be completed utilizing a common website builder platform (such as Weebly, Wix, Squarespace, etc) so that it can be turned over to MPO staff to manage future content.

Website Specifications:

- o **Content Management System (CMS)**
 - § Required submittal shall include and specify which online website builder platform will be utilized (such as Weebly, Wix, Squarespace, etc).
 - § Allow non-technical employees to easily update any portion of the website with ease.
 - § Unlimited custom pages.
 - § Optimized for multiple devices, including computers, tablets and smart phones.

- o **Features**

- § Overall design similar to CAMPO website (<https://www.campotexas.org/>)
- § Menu bar with multiple menu options
- § Search box located on every page
- § Language options for English & Spanish.
- § News and information about upcoming events; ability to register for an event.
- § Calendar page
- § Integrated PDF viewer for posted agendas and plans
- § About page with staff directory, contact information, etc.
- § Interactive map viewer utilizing data at <http://open-laredo.opendata.arcgis.com/>

- o **Existing content migration:**

- § Migrate all content including, documents and maps from the current site <http://www.laredompo.org/>

- o **Support:**

- § Train MPO staff on how to use the selected website builder platform for all future editing

- o **Site Specifications:**

- § Compatible with common web browsers, operating systems and software versions.
- § Allow for IFrame embedding of third party services.

- o **Hosting**

- § The current domain will be utilized <http://www.laredompo.org/>

- o **Reporting capabilities:**

- § Inclusion to Google Analytics with direct access.

RFP Evaluation Criteria:

- o Proposals submitted will be evaluated using the following method:

- § Cost of Website creation 25 %

- § Website format and components 25 %

- § Similar Past work 50 %

- § Total Points = 100

Proposal Submittal: Proposals shall include the following information:

- o Company / Consultant Information:

- § Company Profile: Respondent shall provide a brief profile of their company; include designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); type of ownership (small business, small disadvantaged business or W/MBE business).

- o Proposal:

- § Response documents should provide a straightforward, concise description of the consultant's capabilities to satisfy the requirements and specification of the RFP and criteria. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the City.

- § Include a timeline

- § Proposal including all supporting documents should not exceed 10 pages

- o Proposed Costs:

- § All costs to setup the website should be included in the proposal

- This includes first year subscription costs with online website builder platform

- There should be no costs for consultant maintenance of the website as staff will be expected to maintain the website after it is completed

Quantity: 1 UOM: EA Price: Total:

Item Notes: **Due to current COVID-19 crisis* Respondents are strongly encouraged to submit their proposals electronically through the use of Cit-E-Bid.**

Response Total: \$50,000.00

**STATE OF TEXAS §
COUNTY OF WEBB §**

KNOW ALL MEN BY THESE PRESENTS

This contract is made, entered and executed between the **LAREDO WEBB COUNTY AREA METROPOLITAN PLANNING ORGANIZATION (LWCAMPO)**, which is the designated Metropolitan Planning Organization (MPO) for the City of Laredo Metropolitan urbanized area, and a portion of Webb County, hereinafter called the MPO, and **SGS Technologie, L.L.C.** hereinafter called the Consultant, **For Professional Services In The Development of MPO WEBSITE REDESIGN PROJECT.**

WITNESSETH

WHEREAS, pursuant to provisions of 23 USC 134, the Governor of the State of Texas has designated the MPO to be the single-focus planning organization for the City of Laredo Metropolitan urbanized area, and a portion of Webb County, and has executed an agreement to effectuate the designation; and,

WHEREAS, pursuant to the Governor's designation and in compliance with applicable federal, state, and local laws, regulations, and ordinances, the MPO has developed and maintains a current Unified Planning Work Program which outlines work tasks and estimated expenditures; and,

WHEREAS, the current Unified Planning Work Program has been approved by the State of Texas, acting by and through the Texas Department of Transportation, and the U.S. Department of Transportation, acting by and through the Federal Highway Administration; and,

WHEREAS, the current Unified Planning Work Program authorizes the MPO to engage a consultant to redesign the MPO website, and the Consultant has proposed a plan to complete the task, and the MPO has accepted the proposal; and,

WHEREAS, the Policy Committee of the MPO includes the Mayor of the City of Laredo, three members of the Laredo City Council, the County Judge of Webb County, two county commissioners, the State Representatives (ex-officio) and State Senator (ex-officio), the Laredo District Engineer of the Texas Department of Transportation ("TxDOT") and A Member at Large; and,

WHEREAS, the City of Laredo acts as the fiscal agent for the MPO; and,

WHEREAS, the City of Laredo ("City"), is a municipal corporation chartered under the laws of the State of Texas, with its principal place of business located at 1110 Houston Street, Laredo, Texas; and,

WHEREAS, the redesign of the MPO website is approved in the 2020 Unified Planning Work Program pursuant to the requirements of the Intermodal Surface Transportation Efficiency Act of 1991 (23 U.S.C. 134), the Transportation Equity Act for the 21st Century, and the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005; and,

WHEREAS, SGS Technologie, L.L.C. is a professional corporation, incorporated in Texas whose local place of business is 6817 Southpoint Parkway, Suite 2104, Jacksonville, FL 32216, (850) 364-8807; and,

WHEREAS, the Consultant was found to be the best qualified to perform the services requested under the Bid Invitation for the redesign of the MPO website;

NOW THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, the MPO and the Consultant do mutually agree as follows.

ARTICLE I- CONTRACT PERIOD

Upon execution of this contract, Consultant shall not proceed with the scope of work outlined under Article II until authorized in writing by the Transportation Planning Director of the MPO to proceed as provided in Article XXV - Notice To Proceed. This contract shall terminate at the close of business on **November 30th, 2020** unless extended by a written supplemental agreement duly executed by the parties prior to the date of termination, as provided in Article XXVII - Supplemental Agreements, or otherwise terminated as provided by Article XIV - Termination. Any work performed or costs incurred after the date of termination shall be ineligible for reimbursement.

Consultant shall notify the Transportation Planning Director of the MPO in writing as soon as possible if it determines, or reasonably anticipates, that the work under this contract cannot be completed before the termination date, and the Transportation Planning Director of the MPO may, at his sole discretion, extend the contract period by timely supplemental agreement as provided in Article XXVII - Supplemental Agreements. Consultant shall allow adequate time for review and approval of the request for time extension by the MPO prior to the expiration of this contract.

ARTICLE II- RESPONSIBILITIES OF THE PARTIES

Consultant shall perform those services for fulfillment of the contract identified in *Attachment A - Scope of Services*, attached hereto, incorporated by reference, and made a part hereof for all purposes. The Work Schedule incorporated in Attachment A shall contain a complete schedule so that Consultant's Scope of Services under this contract can be accomplished within the specified time and contract cost. The Work Schedule shall provide a specific work sequence and review times by the MPO and Consultant of the work performed. If the review time shall take longer than shown on the work schedule, through no fault of Consultant, additional time may be authorized by the MPO under a supplemental agreement if so requested upon timely written request from Consultant and approved in writing by the Transportation Planning Director of the MPO

ARTICLE III- COMPENSATION

The MPO shall pay up to **\$13,080** as compensation for the services to be performed under this contract. In the event of a change in the scope of services, additional complexity or a different character of work from that originally anticipated and authorized by the MPO, the amount may be revised only by written agreement of the parties.

Consultant shall prepare and submit to the Transportation Planning Director of the MPO progress reports in sufficient detail to support the progress of the work and in support of invoice(s) precedent to requesting payment for services rendered. Satisfactory progress of work shall be maintained as a condition of payment.

Payments to Consultant for services rendered will be made while work is in progress. Consultant will prepare and submit to the Transportation Planning Director of the MPO, no more frequently than once per month, a progress report stating the percent completion of the work accomplished during the billing period and to date, and one original and one copy of an invoice. The submittal shall also include a project assessment report. Payment of the lump sum fee will be in proportion to the percentage completion of work tasks identified in Attachment A. Upon receipt and approval of each complete statement, the MPO shall make a good faith effort to pay within 30 working days.

The MPO shall reserve the right to withhold payment pending verification of satisfactory work performed. Consultant shall be required to submit adequate proof that the task was completed. Payment of costs incurred is further governed by cost principles outlined in the Federal Acquisition Regulation, 48 CFR, Chapter 1, Part 31, Subpart 31.2, Contracts with Commercial Organizations.

The progress report shall show the total amount earned to the date of submission and the amount due and payable as of the date of the current statement. Five percent (5%) of each partial payment shall be withheld pending completion of the scope of work to be performed under this contract. Final payment of any money due shall be made to Consultant once satisfactory completion of all services and obligations covered in this contract, including acceptance of work by the Transportation Planning Director of the MPO, except as provided below. The release of any retainage does not relieve Consultant of the responsibility for correcting any errors and/or omissions resulting from its negligence.

ARTICLE IV- CONTRACT AMENDMENTS

Significant changes in the terms and conditions of this contract can be made only by written amendment executed by the parties hereto prior to the changes being made. Any such amendment must be approved by the Transportation Planning Director of the MPO.

ARTICLE V- ADDITIONAL WORK

If Consultant is of the opinion that any work it has been directed to perform is beyond the scope of this agreement and constitutes extra work, it shall promptly notify the Transportation Planning Director of the MPO in writing. In the event that the Transportation Planning Director of the MPO finds that such work does constitute additional work and will exceed the maximum amount specified in Article III, the MPO shall so advise the Consultant and a written supplemental agreement may be executed between the parties as provided in Article XXVII- Supplemental Agreements. Consultant shall not perform any additional work or incur any additional costs prior to the signing, by both parties, of a supplemental agreement. The MPO shall not be responsible for the actions of Consultant or any costs incurred by Consultant relating to additional work not directly associated with the performance authorized in this contract, or as amended.

ARTICLE VI- CHANGES IN WORK

If the MPO finds it necessary to request changes to previously satisfactorily completed work or parts thereof which involve changes to the original scope of services or character of work under the contract, Consultant shall make such revisions if requested and as directed by the Transportation Planning Director of the MPO. This will be considered additional work and paid for as specified in Article V - Additional Work.

Consultant shall make such revisions to the work authorized in this contract, which have been completed as are necessary to correct errors appearing therein, when required to do so by the MPO. No additional compensation shall be paid for this work.

ARTICLE VII- INDEMNIFICATION

Consultant shall save and hold harmless the MPO, the City of Laredo, the County of Webb, the Texas Department of Transportation, and the U.S. Department of Transportation from all claims and liability due to the activities of itself, its agents or employees, performed under this contract and which are caused by or result from negligent error, omission, or act of Consultant or of any person employed by Consultant. Consultant shall also save harmless the MPO, the City of Laredo, the County of Webb, the Texas Department of Transportation, and the U.S. Department of Transportation from any and all expense, including but not limited to, reasonable attorney fees which may be incurred in litigation or otherwise resisting said claim or liabilities which may be imposed as a result of the activities of Consultant, its agents or employees.

ARTICLE VIII- INSPECTION OF WORK

The MPO, the Texas Department of Transportation, and the U.S. Department of Transportation and any authorized representatives, shall have the right at all reasonable times to review or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed. If any review or evaluation is made on the premises of Consultant or a subcontractor, Consultant shall provide and require its subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the representatives of the MPO, the Texas Department of Transportation, or the U.S. Department of Transportation.

ARTICLE IX- DISPUTES

The Consultant shall be responsible for the settlement of all contractual and administrative issues arising out of procurements entered into in support of contract work. The MPO shall act as referee in all disputes regarding non - procurement issues, and the MPO's decision shall be final and binding.

ARTICLE X- NONCOLLUSION

Consultant warrants that it has not employed or retained any company or persons other than a bona fide employee working solely for Consultant, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the MPO shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or compensation,

or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

ARTICLE XI- REPORTING

Consultant shall from time to time during the progress of the work, confer with the MPO. Consultant shall prepare and present such information as may be pertinent and necessary, or as may be requested by the Transportation Planning Director of the MPO, in order to evaluate the features of the work.

Upon the request of the Transportation Planning Director of the MPO or Consultant, conferences shall be provided at the offices of the MPO, or at any other locations designated by the Transportation Planning Director of the MPO. These conferences shall also include evaluation of the services and work of Consultant when requested by the MPO. All work performed pursuant to the contract is subject to review by the Laredo District Office of the Texas Department of Transportation and the U.S. Department of Transportation.

Consultant shall promptly advise the Transportation Planning Director of the MPO in writing of events that have significant impact upon the progress of work, including but not limited to:

(1) Problems, delays, or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods; this disclosure will be accompanied by statement of the action taken or contemplated;

(2) Favorable developments or events which enable work schedule goals to be completed sooner than anticipated or scheduled.

All notices to either party by the other required under this contract shall be personally delivered or mailed to such party as follows:

BY CERTIFIED MAIL OR HAND DELIVERY

J. Kirby Snideman, AICP
Transportation Planning Director
1413 Houston St.
Laredo, Texas 78040

SGS Technologie, L.L.C.
6817 Southpoint Parkway, Suite 2104
Jacksonville, FL 32216
(850) 364-8807

ARTICLE XII- RECORDS

The MPO, the City of Laredo, the Texas Department of Transportation, and the U.S. Department of Transportation shall have the right to examine the books and records of Consultant for the purpose of checking the amount of work performed at the time of contract termination.

Consultant shall maintain all books, records, documents, papers, accounting records and other evidence pertaining to costs incurred for a period of four years from the date of final contract payment or until pending litigation has been fully and completely resolved, whichever occurs last. Records pertinent to this contract shall be made available for inspection during normal business hours to the authorized representatives of the MPO, the City of Laredo Finance Department, the Texas Department of Transportation, U.S. Department of Transportation, and the Comptroller General.

ARTICLE XIII- SUBCONTRACTS

Consultant shall not assign, subcontract, or transfer any portion of the work under this contract without the prior written approval of the Transportation Planning Director of the MPO, which approval shall not be unreasonably withheld. All sums due and payable under this contract shall be made to the order of Consultant and to no other. All subcontracts shall include the provisions required in this contract and shall be approved as to form, in writing, by the Transportation Planning Director of the MPO prior to work being performed under the subcontract. No subcontract relieves Consultant of responsibilities for performance under this contract.

ARTICLE XIV- TERMINATION

The contract may be terminated before the stated termination date by any of the following conditions:

- (1) By mutual agreement and consent, in writing, of both parties.
- (2) In writing, by the Transportation Planning Director of the MPO as a consequence of Consultant's failure to perform the services set forth herein.
- (3) By either party, upon the failure of the other party to fulfill its obligations as set forth herein with proper notice given.
- (4) Upon thirty (30) days written notice to Consultant.
- (5) By satisfactory completion of all services and obligations described herein.

Should the MPO terminate this contract as herein provided, no fees other than fees due and payable at the time of termination shall be paid to Consultant. Compensation for work at termination will be based on the percentage of work completed at that time. The value of work charged during the time after notice of termination is received shall not exceed the value of the work performed in the preceding thirty-day period.

If Consultant defaults in the performance of this contract or if the MPO terminates this contract for fault on the part of Consultant, consideration will be given to the actual costs incurred by Consultant in performing the work up to the date of default. This includes the amount of work that was satisfactorily completed, the value of the work that is usable, the cost of securing a substitute consultant for completion of the work, and other factors affecting the value of the work performed at the time of default.

The termination of this contract and the payment of an amount in settlement as prescribed above shall extinguish all rights, duties, and obligations of the MPO and Consultant, except the obligations set forth in Article XVI - Compliance With Laws of this agreement. If the termination of this contract is due to the failure of Consultant to fulfill its contract obligations, the MPO staff may complete the work. In such case, Consultant shall be liable for any additional cost occasioned by such failure.

ARTICLE XV- REMEDIES

Any violation of contract terms or breach of contract by Consultant shall be grounds for termination of the contract and any increased cost arising from the default of Consultant shall be paid solely by Consultant.

This agreement shall not be considered as specifying the exclusive remedy for any default, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

ARTICLE XVI- COMPLIANCE WITH LAWS

Consultant shall comply with all applicable Federal, State and local laws, statutes, codes, ordinances, rules and regulations, and orders and decrees of any court or administrative body or tribunal in any manner affecting the performance of this contract, including without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, Consultant shall furnish in writing satisfactory proof of its compliance therewith.

ARTICLE XVII- SUCCESSORS AND ASSIGNS

The MPO and the Consultant each binds itself, its successors, executors, assigns and administrators to each other party of this agreement and to the successors, executors, assigns and administrators of such other party in respect to all covenants of this contract. Neither the MPO nor the Consultant shall assign, sublet, or transfer its interest in this contract without written consent of the other.

ARTICLE XVIII- OWNERSHIP OF DOCUMENTS

All data, basic sketches, charts, calculations, plans, specifications, and other documents created, or collected under the terms of this contract are the exclusive property of the MPO and shall be furnished to the Transportation Planning Director of the MPO upon request. All documents prepared by Consultant and all documents furnished by Consultant shall be delivered to the Transportation Planning Director of the MPO upon completion or termination of this contract. Consultant, at its own expense, may retain copies of such documents or any other data that it has furnished to the MPO under this contract. The release of any information shall be in conformance with the Texas Open Records Act.

ARTICLE XIX- SIGNATORY WARRANTY

The undersigned signatory for the Consultant hereby represents and warrants that he is an officer of the organization for which he has executed this contract and that he has full and complete authority to enter into this contract on behalf of his firm. The above-stated representations and warranties are made for the purpose of inducing the MPO to enter into this contract.

ARTICLE XX- CONSULTANT RESOURCES

Consultant shall furnish and maintain, at its own expense, quarters for the performance of all services, and adequate and sufficient personnel and equipment to perform the services required. All employees of Consultant shall have such knowledge and experience as will enable them to perform the duties assigned to them.

Any employee of Consultant who, in the opinion of the Transportation Planning Director of the MPO is incompetent, or whose conduct becomes detrimental to the work shall immediately be removed from association with the project when so instructed in writing. Consultant certifies that it presently has adequate qualified personnel in its employment for performance of the services required under this contract, or will be able to obtain such personnel from sources other than the MPO

Any change in the Project Manager shall be requested in writing and approved in writing by the Transportation Planning Director of the MPO

ARTICLE XXI- EQUAL EMPLOYMENT OPPORTUNITY

The Consultant agrees to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR 60).

ARTICLE XXII- NONDISCRIMINATION

During the performance of this contract, the Consultant, its assigns and successors in interest, agrees as follows:

1. *Compliance with Regulations:* The Consultant shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21 and Title 23, Code of Federal Regulations, Part 710.405(b), as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. *Nondiscrimination:* The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 and Part 710.405(b) of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. *Solicitations for Subcontracts, Including Procurements of Materials and Equipment:* In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination of the grounds of race, color, sex, or national origin.

4. *Information and Reports:* The Consultant shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the MPO, the Texas Department of Transportation or the U.S. Department of Transportation to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the MPO, the Texas Department of Transportation or the U.S. Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

5. *Sanctions for Noncompliance:* In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Texas Department of Transportation shall

impose such contract sanctions as it or the U.S. Department of Transportation may determine to be appropriate, including but not limited to:

- a. Withholding of payments to the Consultant under the contract until the Consultant complies, and/or,
- b. Cancellation, termination, or suspension of the contract in whole or in part.

6. *Incorporation of Provisions*: The Consultant shall include the provisions of paragraphs 1 through 6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the MPO may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Consultant becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the MPO to enter into such litigation to protect the interests of the MPO; in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

ARTICLE XXIII- MINORITY BUSINESS ENTERPRISES

It is the policy of the U.S. Department of Transportation that Minority Business Enterprises as defined in 49 CFR 23, Subpart A, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. Consequently, the Minority Business Enterprise requirements of 49 CFR 23, exclusive of Subpart D, apply to this contact as follows:

The Consultant agrees to ensure that Minority Business Enterprises as defined in 49 CFR 23, Subpart A, have the maximum opportunity in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, the Consultant shall take all necessary and reasonable steps in accordance with 49 CFR 23, exclusive of Subpart D, to ensure that Minority Business Enterprises have the maximum opportunity to compete for and perform contracts.

The Consultant and any subcontractor shall not discriminate on the basis of race, color, sex, or national origin in the award and performance of contracts funded in whole or in part with Federal funds.

These requirements shall be physically included in any subcontract. Failure to carry out the requirements set forth above shall constitute a breach of contract and, after the notification of the MPO, may result in termination of the contract by the MPO or other such remedy as the MPO deems appropriate.

ARTICLE XXIV- DELINQUENT TAX CERTIFICATION

Pursuant to Article 2.45 of the Business Corporation Act, Texas Civil Statutes, which prohibits the State from awarding a contract to a corporation that is delinquent in paying taxes under Chapter 171, Tax Code, the Consultant hereby certifies that it is not delinquent in its Texas franchise tax payments, or that it is exempt from or not subject to such tax. A false statement concerning the corporation's franchise tax status shall constitute grounds for cancellation of the contract at the sole option of the Transportation Planning Director of the MPO

ARTICLE XXV- NOTICE TO PROCEED

The Transportation Planning Director of the MPO will issue a written authorization to proceed with the work identified in the scope of services. The MPO shall not be responsible for actions by Consultant or any costs incurred by Consultant relating to additional work not included in Attachment A - Scope of Services.

ARTICLE XXVI- SUSPENSION

Should the MPO desire to suspend the work, but not terminate the contract, this may be done by giving thirty (30) days verbal notification followed by written confirmation from the Transportation Planning Director of the MPO to that effect. The thirty-day notice may be waived in writing by both parties. The work may be reinstated and resumed in full force and effect within sixty (60) days of receipt of written notice from the Transportation Planning Director of the MPO to resume work. The sixty-day notice may be waived by both parties in writing. If the MPO suspends the work, the contract period as determined in Article I- Contract Period is not affected and the contract will terminate on the date specified unless the contract is amended.

The MPO assumes no liability for work performed or costs incurred prior to the date of the notice to proceed authorized by the MPO to begin work, during periods when work is suspended, or subject to contract completion date.

ARTICLE XXVII- SUPPLEMENTAL AGREEMENTS

The terms of this contract may be modified by supplemental agreement if the MPO determines that there has been a significant change in the:

- (1) Scope, complexity, character of the service to be performed; or
- (2) The duration of work.

Additional compensation, if appropriate, shall be identified in writing as provided in Article III- Compensation, and the supplemental agreement shall state what, if any, additional compensation shall be provided. The Transportation Planning Director of the MPO shall issue a notice to proceed for work authorized under the supplementary agreement in accordance with the provisions of Article XXV- Notice to Proceed. Any supplemental agreement must be executed in writing by both parties within the contract period specified in Article I - Contract Period.

It is distinctly understood and agreed that no claim for extra work done or materials furnished shall be made by Consultant until full execution of the supplemental agreement and authorization to proceed is granted. The MPO reserves the right to withhold payment pending verification of satisfactory work performed in accordance with Article III-Compensation of this agreement.

ARTICLE XXVIII- SUBMISSION OF REPORTS

All applicable study reports shall be submitted in preliminary form for approval before a final report is issued. The comments of the Transportation Planning Director of the MPO shall be noted and addressed in the final report.

ARTICLE XXIX- INSURANCE

Consultant shall furnish a properly completed Certificate of Insurance, in a form approved by the fiscal agent of the MPO prior to beginning work under this contract and shall maintain such insurance through the contract period.

ARTICLE XXX- GRATUITIES

No member of the MPO shall accept any benefits, gifts or favors from any person doing business with the MPO under this contract, nor shall any person doing business with or who may reasonably do business with the MPO under this contract make an offer of benefits, gifts, or favors to MPO personnel or staff.

ARTICLE XXXI- DEBARMENT, SUSPENSION AND DISCIPLINARY ACTION

By execution of this agreement, Consultant warrants that it has not been disbarred, suspended, or subject to disciplinary action which would affect its ability to perform the services contracted. It further warrants that it is in compliance with regulations relating to Equal Employment Opportunity and Civil Rights Regulations.

ARTICLE XXXII- PATENT AND COPYRIGHT

The MPO, the Texas Department of Transportation, and the U.S. Department of Transportation shall have the non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize the use by others any reports developed by Consultant for governmental purposes.

ARTICLE XXXIII- SEVERABILITY

In the event any one or more of the provisions contained in this contract shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

ARTICLE XXXIV- PRIOR CONTRACT SUPERSEDED

This contract constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral contract between the parties respecting the subject matter defined herein.

ARTICLE XXXV- FORCE MAJEURE

Neither party to this agreement shall be required to perform any term, condition, or covenant in this agreement so long as performance is delayed or prevented by force majeure, which shall mean acts of God, strikes, lockouts, material or labor restrictions by a governmental authority, civil riots, floods, and any other cause not reasonably within the control of either party to this agreement and which by the exercise of due diligence such party is unable, wholly or in part, to prevent or overcome. If by reason of force majeure either party is prevented from full performance of its obligations under this agreement, written notice shall be provided to the other party within three days.

ARTICLE XXXVI- APPLICABLE LAW

This agreement shall be construed under, and in accordance with, the laws of the State of Texas as amended from time to time, and all obligations of the parties created by this agreement are performable in Webb County, Texas.

IN WITNESS WHEREOF, the Laredo Webb County Area Metropolitan Planning Organization acting by and through its fiscal agent the City of Laredo and its designated City Manager, and SGS Technologie, L.L.C. have executed this agreement in duplicate originals, each of equal dignity.

EXECUTED this the ____ day of _____, 2020.

Mayor Pete Saenz
MPO Chairman

Anand Venkatesan
SGS Technologie, L.L.C.

ATTACHMENT A- SCOPE OF SERVICES

ATTACHMENT B- WORK SCHEDULE

- C. Discussion with possible action on the repair of IH 35 Del Mar Access Road and underpass surface (CM. Altgelt).

TxDOT's response: TxDOT has an overlay and spot base repair construction project planned and funded (CAT 1) for this location in March 2021.

Angelica Quijano

From: Vanessa Guerra
Sent: Wednesday, August 12, 2020 11:43 AM
To: Angelica Quijano
Subject: FW: MPO Technical Committee Virtual meeting packet/Tues. Aug. 11th, 2020

From: Vanessa Guerra
Sent: Wednesday, August 12, 2020 11:42 AM
To: 'Humberto "Tito" Gonzalez Jr' <Humberto.Gonzalez@txdot.gov>
Cc: Kirby Snideman <jksnideman@ci.laredo.tx.us>; Roberto Rodriguez <Roberto.Rodriguez@txdot.gov>; David Salazar <david.salazar@txdot.gov>
Subject: RE: MPO Technical Committee Virtual meeting packet/Tues. Aug. 11th, 2020

Tito,

Per your request, the MPO will include the language in bold listed below in the MPO's Policy Committee packet.

Furthermore, MPO understands that TxDOT requests the item be removed, however since this item was placed on the agenda by CM. Altgelt, only CM Altgelt or the Mayor as MPO Policy Committee Chairman, may remove the item.

Vanessa

From: Humberto "Tito" Gonzalez Jr <Humberto.Gonzalez@txdot.gov>
Sent: Wednesday, August 12, 2020 10:43 AM
To: Angelica Quijano <aquijano@ci.laredo.tx.us>; Vanessa Guerra <vguerra@ci.laredo.tx.us>
Cc: Kirby Snideman <jksnideman@ci.laredo.tx.us>; Roberto Rodriguez III <Roberto.Rodriguez@txdot.gov>; David Salazar <David.Salazar@txdot.gov>
Subject: RE: MPO Technical Committee Virtual meeting packet/Tues. Aug. 11th, 2020
Importance: High

ATTENTION: This email originated from outside your organization. Caution when clicking links or opening attachments. 
Vanessa,

As mentioned during the MPO Technical Committee meeting yesterday, please advise the Policy Committee members and Mayor Seanz the following information on:

Item C. - "Discussion with possible action on the repair of IH 35 Del Mar Access Road and underpass surface (CM Altgelt)

TxDOT has an overlay and spot base repair construction project planned and funded (CAT 1) for this location in March 2021.

As a result, we request this Item be removed from the MPO Agenda for the August 2020 MPO Policy Committee Meeting.

Thanks,

D. Motion to add TxDOT Director of Transportation Planning & Development, Humberto Gonzalez Jr, P.E. into the vacant At-Large position on the MPO Policy Committee. (CM. David Salazar)

Angelica Quijano

To: Vanessa Guerra
Subject: RE: MPO Policy Committee Agenda Item

From: Kirby Snideman
Sent: Thursday, August 13, 2020 10:41 AM
To: Humberto "Tito" Gonzalez Jr <Humberto.Gonzalez@txdot.gov>
Cc: Vanessa Guerra <vguerra@ci.laredo.tx.us>; David Salazar <David.Salazar@txdot.gov>
Subject: RE: MPO Policy Committee Agenda Item

Edit... it will read as follows:

"Motion to add TxDOT Director of Transportation Planning & Development, Humberto Gonzalez Jr, P.E. into the current vacant TxDOT vacant **At-Large** position on the MPO Policy Committee. (CM. David Salazar)"

Our charter was updated recently, there are no longer two TxDOT positions on the committee.

Thanks,
Kirby

*J. Kirby Snideman, AICP - Planning & MPO Director
(956) 794-1601 - jksnideman@ci.laredo.tx.us*

*City of Laredo Planning Department
1413 Houston Street
Laredo, Texas 78040*



From: Kirby Snideman
Sent: Thursday, August 13, 2020 10:38 AM
To: 'Humberto "Tito" Gonzalez Jr' <Humberto.Gonzalez@txdot.gov>
Cc: Vanessa Guerra <vguerra@ci.laredo.tx.us>; David Salazar <David.Salazar@txdot.gov>
Subject: RE: MPO Policy Committee Agenda Item

Alright, we'll add that on. It will read as follows:

"Motion to add TxDOT Director of Transportation Planning & Development, Humberto Gonzalez Jr, P.E. into the current vacant TxDOT position on the MPO Policy Committee. (CM. David Salazar)"

We will add this as item E.

Thanks,
Kirby

J. Kirby Snideman, AICP - Planning & MPO Director
(956) 794-1601 - jksnideman@ci.laredo.tx.us

City of Laredo Planning Department
1413 Houston Street
Laredo, Texas 78040



From: Humberto "Tito" Gonzalez Jr [<mailto:Humberto.Gonzalez@txdot.gov>]
Sent: Thursday, August 13, 2020 10:32 AM
To: Kirby Snideman <jksnideman@ci.laredo.tx.us>
Cc: Vanessa Guerra <vguerra@ci.laredo.tx.us>; David Salazar <David.Salazar@txdot.gov>
Subject: RE: MPO Policy Committee Agenda Item

ATTENTION: This email originated from outside your organization. Caution when clicking links or opening attachments.
Request for MPO Agenda Item from TxDOT District Engineer, David Salazar, P.E.

"Motion to add TxDOT Director of Transportation Planning & Development, Humberto Gonzalez Jr, P.E. into the current vacant TxDOT position on the MPO Policy Committee."

Thanks,

From: Kirby Snideman [<mailto:jksnideman@ci.laredo.tx.us>]
Sent: Thursday, August 13, 2020 9:46 AM
To: Humberto "Tito" Gonzalez Jr <Humberto.Gonzalez@txdot.gov>
Cc: Vanessa Guerra <vguerra@ci.laredo.tx.us>
Subject: RE: MPO Policy Committee Agenda Item

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Tito,

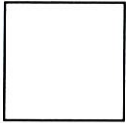
Just let me know what you would like to put on – the exact quote of how you want it to read on the agenda.

We already sent out the packet, but the agenda goes out tomorrow.

Thanks,
Kirby

J. Kirby Snideman, AICP - Planning & MPO Director
(956) 794-1601 - jksnideman@ci.laredo.tx.us

City of Laredo Planning Department
1413 Houston Street



From: Humberto "Tito" Gonzalez Jr [<mailto:Humberto.Gonzalez@txdot.gov>]
Sent: Thursday, August 13, 2020 9:33 AM
To: Kirby Snideman <jksnideman@ci.laredo.tx.us>
Cc: Vanessa Guerra <vguerra@ci.laredo.tx.us>
Subject: MPO Policy Committee Agenda Item
Importance: High

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Kirby,

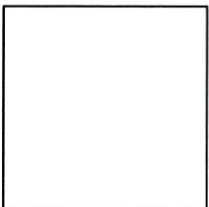
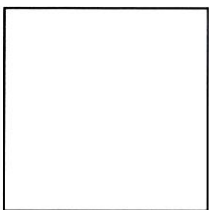
David has advised me that he would like to put an item on the MPO Agenda for Monday, August 17th.

Please let me know what the process is for this.

Thanks,



Humberto "Tito" Gonzalez Jr., P.E.
Laredo District
Director of Transportation Planning & Development
956-712-7446
Humberto.Gonzalez@txdot.gov



E. Discussion with possible action on Hachar-Reuthinger

V. REPORT(S) AND PRESENTATIONS (No action required).

- A. Status report by the Regional Mobility Authority (RMA)

Angelica Quijano

From: Antonio Rodriguez <anrodriguez@HNTB.com>
Sent: Wednesday, August 12, 2020 5:01 PM
To: Vanessa Guerra; Kirby Snideman; Angelica Quijano
Cc: Douglas Howland; Richard Ridings; Carlos Lopez; Melisa Montemayor; Jed Brown
Subject: RE: MPO Meeting (August 17, 2020)

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Team, below is the WCCL RMA report for the month of August. I apologize for not getting this out Monday. I understand if it does not get into the packet for the Policy Members.

1. Killam Industrial Blvd. Turn Lanes – 100% Design completed and submitted to TxDOT on 5/14/20. TxDOT Design and Construction Division have provided comments and comments are addressed. Utilities are on track for clearance by end of August. ROW is acquired. The project letting is tied with the TxDOT FM 1472/ IH 69 W Project and is planned for November 2020.
2. Los Presidentes (Cuatro Vientos to Concord Hills) – HNTB is reviewing the Acceleration/ Deceleration Lanes for Cuatro Vientos 60% Design. We will be forwarding the 60% plan set to TxDOT for their review later this month. Los Presidentes anticipated letting of the project is scheduled for September 2020.
3. Vallecillo Road –Geotechnical bore holes are being completed this week. Anticipate commencing traffic study in September.

If you have any other questions, please let us know. I hope you have a great day.

Thanks.

Antonio Rodriguez, PE

WCCL RMA GEC Deputy Program Manager

Cell (512) 800-0382

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