



**Notice of Intent: Contract Number: CSJ 0922-33-058**

SL 20, From East of International Boulevard to US 59/SL 20 Interchange

The County of Webb intends to enter into one (1) project specific contract with prime providers pursuant to Texas Government Code, Chapter 2254, Subchapter A, and 43 Texas Administrative Code (TAC) §§9.30-9.43, to provide the following services

**Type of Engineering Work:**

A provider is planned to be contracted to provide planning; environmental document preparation and public involvement; surveying; utility identification and relocation services; schematic; roadway, traffic and bridge and design; preparation of plans, specifications, and engineering estimates

**Project Location:** On SL 20, from east of International Blvd. to the US 59/SL 20 interchange

A Letter of Interest notifying Webb County of the provider's interest in the contract should be delivered by hand delivery to:

**Webb County Clerk Office,  
1110 Victoria, Suite 201, Laredo Texas, 78040,  
Attention: H. Margie Ibarra Ramirez, Webb County Clerk**

or by fax to: (956) 523-5035, Attention: H. Margie Ibarra Ramirez, Webb County Clerk. (no other fax number will be accessible)

If faxing a Letter of Interest, it must include all attachments and must be received prior to the deadline noted. The required number of originals must be delivered and received by Webb County within one (1) business day of the deadline.

**Deadline: Letters of Interest will be received until 3:00 PM CST, on Monday October 1, 2012.** For more information about the Notice of Intent, please visit Webb County Internet home page at <http://webbcountytx.gov> or contact the Engineering Department at 956-523-4055 or the Purchasing Department at 956-523-4127.

**NOTICE OF INTENT TO CONTRACT  
FOR SPECIFIC DELIVERABLE CONTRACTS  
WITH FEDERAL FUNDING**

The County of Webb intends to enter into one specific deliverable contract with a prime provider pursuant to Texas Government Code, Chapter 2254, Subchapter A, and 43 Texas Administrative Code (TAC) §§9.30-9.43, to provide the following services.

**Contract Number: CSJ 0086-14-058**

**Project Description and Work to be performed:**

Type of Engineering Work:

A provider is planned to be contracted to provide planning; environmental document preparation and public involvement; surveying; utility identification and relocation services; schematic; roadway, traffic and bridge and design; preparation of plans, specifications, and engineering estimates

Project Location: On SL 20, from east of International Blvd. to the US 59/SL 20 interchange

**Selection Requirements:**

The proposed team must demonstrate that a Professional Engineer licensed in Texas will sign and/or seal the work to be performed on the contract.

For purposes of executing an engineering contract and doing work with Webb County the prime provider (firm) must be registered with the Texas Board of Professional Engineers.

If a joint venture is being considered, see the "Joint Venture Certification Requirements" section of this Notice for additional requirements.

The proposed **project manager** must be registered in the State of Texas.

The selected prime provider must perform a minimum of 30% of the actual contract work.

**Joint Venture Certification Requirements:**

Webb County allows joint ventures. Submittal of a joint venture proposal is at the discretion of the provider. A joint venture is considered the prime. All joint venture parties must be clearly identified.

For purposes of executing an engineering contract and doing work with Webb County, each firm included in the joint venture must be registered with the Texas Board of Professional Engineers.

All joint venture parties will be required to sign the contract and take equal 100 % responsibility for the contract.

**Disadvantaged Business Enterprise (DBE) Goal:**

This is a federally funded contract. The assigned DBE goal for participation in the work to be performed under this contract is 10% of the contract amount.

The provider shall furnish evidence of compliance with the assigned DBE goal or evidence of a good faith effort acceptable to Webb County to meet the assigned goal. Failure to do so shall be reason to consider the provider nonresponsive, and Webb County will select the next highest scored provider meeting these requirements. Remember, the DBE goal can be achieved using the prime provider, the subproviders, or both.

**Work Categories and the % of Work Per Category:**

**GROUP 2: ENVIRONMENTAL STUDIES**

**Environmental Studies and Analysis:**

**Category: Traffic Noise Analysis (0.5%)**

Description: This category includes the performance of a traffic noise analysis for a roadway project.

Minimum Requirements: The firm must employ one person with: a bachelor's degree or equivalent experience in environmental studies, urban planning, civil or environmental engineering, or a related field; and demonstrated experience in the use and application of the Traffic Noise Guidelines, traffic noise modeling software, and appropriate sound measuring equipment through the accurate completion of a traffic noise analysis for a minimum of two highway projects at the Categorical Exclusion level of document or above.

**Category: Air Quality Analysis (0.5%)**

Description: This category includes the performance of an air quality analysis for a roadway project.

Minimum Requirements: The firm must employ one person with: a bachelor's degree or equivalent experience in environmental studies, urban planning, civil or environmental engineering, or a related field; and demonstrated experience in the use and application of air quality guidelines and air quality modeling software through the accurate completion of an air noise analysis for a minimum of two highway projects at the Categorical Exclusion level of document or above.

**Category: Surveys, Research and Documentation of Historic Buildings, Structures and Objects (0.5%)**

Description: This category includes surveys, research and documentation efforts carried out in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (Volume 48 of the Federal Register, §44716) to comply with 106 (Title 16, United States Code §470f) of the National Historic Preservation Act of 1966, as amended, and other state and federal historic preservation related laws and regulations. Associated activities include: delineation of the area of potential effects for projects with the potential to affect historic properties; field surveys and photographic and written documentation of historic properties located within a project's area of potential effects; development of historic context that provide an organizational and thematic format for evaluating historic properties; determination of National Register eligibility for identified historic properties; preparation of historic documentation on affected properties in accordance with the documentation requirements of the Historic American Buildings Survey and the Historic American Engineering Record; evaluation of the effect of projects on significant properties; and the development of management and preservation plans for historic properties.

Minimum Requirements: The firm must employ one person with experience working with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (Volume 48 of the Federal Register, 44716), 36 DFR Part 800, and documentation requirements of the Historic American Buildings Survey and Historic American Engineering Record and: a master's degree in architectural history, historic preservation or a closely related field with course work in American architectural history and a minimum of one year of direct experience performing surveys, research or documentation of historic buildings, structures and objects; and a bachelor's degree in architectural history, historic preservation or a closely related field with course work in American architectural history and a minimum of two years of direct experience performing surveys, research or documentation of historic buildings, structures and objects; or a minimum of ten years of direct experience performing surveys, research or documentation of historic buildings, structures and objects, including scholarly publication and presentation at professional meetings.

**Category: Archeological Surveys, Documentation, Excavations, Testing Reports and Data Recovery Plans (0.5%)**

Description: This category includes: Reconnaissance or intensive archeological surveys performed in accordance with the criteria listed in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (1982), Reports Relating to Archeological Permits in the Rules of Practice and Procedure for the Antiquities Code of Texas, and performance standards as outlined in the Council of Texas Archaeologists (CTA) Guidelines; Documentation of operations that use archeological techniques to obtain and record evidence of human activity or behavior important in history or prehistory; Testing and preparation of testing reports to describe the results of work following the investigation and evaluation of

archeological sites and/or other historic properties; and Methodologies for excavation and data recovery.

**Minimum Requirements:** The firm must employ one principle investigator: with a master's degree in archeology, anthropology, or closely related field, who has a minimum of one year of full-time professional experience or equivalent specialized training in archeological research or administration; who has a minimum of one year of supervised field and analytic experience in archeology; who is a professional archeologist who meets the standards of a principal or co-principal investigator, as defined by state standards, with a minimum of one year of full-time professional experience at a supervisory level in archeological resources; who has served a principal or co-principal investigator on a minimum of five archeological projects, or equivalent scope that were successfully completed under the jurisdiction of the National Historical Preservation Act, the Antiquities Code of Texas, or an equivalent law in another state; and who has the equipment and personnel necessary to perform the work.

**Category: Historical and Archival Research (0.5%)**

**Description:** This category includes historical and archival research on historic properties or historic archeological sites; the development of research designs to guide historical research efforts; and the development of historic contexts to provide an organizational and thematic format for further research and evaluation of historic properties and historic archeological sites.

**Minimum Requirements:** The firm must employ one person with: a master's degree in history or a closely related field with a minimum of one year of full-time experience in historical research, writing, teaching or other demonstrated professional historical activity and archival research and documentation; or a bachelor's degree in history or a closely related field with a minimum of two years of full-time experience in research, writing, teaching, interpretation, or other demonstrated professional activity with an academic institution, historical organization or agency, museum, or other professional institution, and a minimum of one year of experience managing historical and archival research.

**Category: Socio-Economic and Environmental Justice Analysis (0.5%)**

**Description:** This category includes: analyzing U.S. Census data for the affected area; identifying changes in land use, land values, and the local tax base; identifying impacts to the business environment including relocations, construction period impacts, accessibility issues, and effects to employees and customers; estimating the number and type of residential relocations; identifying the availability of comparable replacement housing in accordance with the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970; identifying impacts to community cohesion and the effects to public facilities and services; and identifying and addressing disproportionately high and adverse health and environmental impacts to minority population and low-income populations in

accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Population and Low-Income Populations (February 11, 1994).

Minimum Requirements: The firm must employ one person with: a bachelor's degree in sociology, economics, urban planning, engineering, or a related field described in this category; a minimum of one year of full-time experience performing socio-economic analysis for environmental documents; and knowledge of applicable federal, state, and local regulations.

**Category: Hazardous Materials Initial Site Assessment (0.5%)**

Description: This category includes the performance of an initial site assessment to identify known or possible hazardous materials and determine the potential for encountering them during project development. The assessment shall be in general accordance with the American Society for Testing and Materials Environmental Site Assessment standard practices, ASTM 1528 and 1527, or satisfy due diligence and appropriate inquiry requirement under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). The appropriate level of inquiry for assessing existing and previous land use, regulatory databases (list search) and files, site visit and/or field surveys, and interviews shall be made with consideration of project design and right-of-way requirements. This category also includes the determination of whether additional research or investigation is necessary during subsequent stages of project development.

Minimum Requirements: The firm must employ one person with: a minimum of one year of experience performing Phase I environmental site assessments/hazardous material assessments; and working knowledge of pertinent federal, state, and local environmental laws and regulations, ASTM assessments/investigations.

**Protected Species Coordination and Biological Issues:**

**Category: Protected Species Determination (Habitat) (0.5%)**

Description: This category involves the determination of the potential presence or absence of a protected species or important habitat.

Minimum Requirements: The firm must employ one person: a bachelor's degree in a biology-related field; and the knowledge of currently protected species and/or habitats, and a demonstrated ability to perform basic inventory work sufficient to comply with FHWA National Environmental Protection Act (NEPA) requirements.

**Category: Impact Evaluation Assessments (0.5%)**

Description: This category requires demonstrated ability to use habitat and species determination and biological survey data to analyze impacts to biological resources.

Minimum Requirements: The firm must employ one person: a bachelor's degree in a biology-related field; and with a demonstrated ability to prepare a biological impact analysis for NEPA documentation or to support the Federal Endangered Species Act

(ESA) Section 7 consultation, including the preparation of a biological assessment, or ESA Section 10.a permit applications.

**Category: Biological Surveys (0.5%)**

Description: This category requires the demonstration of the ability to conduct biological resource field studies.

Minimum Requirements: The firm must employ one person: a bachelor's degree in a biology-related field; and with the demonstrated ability to survey the project site and classify the vegetation community, list animal species associated with that vegetation community and identify special habitat features within the project vicinity; who has the required state and federal permits; and with the experience in appropriate survey protocols for specific protected species.

**Category: §4(f) (Title 23, United States Code of Federal Regulation §771.135) and/or §6(f) (Title 49 United States Code §303) Evaluations (0.5%)**

Description: This category includes §4(f) evaluations, identified in the Department of Transportation Act of 1966, which are conducted when right-of-way is acquired from publicly owned parks, recreation areas, wildlife or waterfowl refuges, or historic sites and §6(f) evaluation which apply (applies) when federal land and water conservation funds are used for improvements to the site.

Minimum Requirements: The firm must employ one person: with a minimum of one year of experience in applying §4(f) and/or §6(f) requirements; who has completed a minimum of one successful evaluation; and who has received FHWA or other federal agency approval.

**United States Army Corps of Engineers (USACE) Permits:**

**Category: Nationwide Permits (0.5%)**

Minimum Requirements: The firm must employ one person with working knowledge of the nationwide permit process, including the Pre-Construction Notification process, and a minimum of one year of experience in nationwide permit determinations.

**Category: §404 (Title 33, United States Code §1344) Individual Permits (including mitigation and monitoring) (0.5%)**

Minimum Requirements: The firm must employ one person with working knowledge of the individual §404 Permit process, with one year of experience and who has applied for and received on individual permit.

**Category: Environmental Document Preparation (2.5%)**

Description: This category include the preparation of environmental documents for transportation projects.

Minimum Requirements: The firm must employ one person with a bachelor's degree or equivalent experience in environmental studies, urban planning, civil or environmental engineering, or a related field, and with knowledge of pertinent

federal, state, and local environmental regulations; in responsible charge of the review and preparation of, and/or participation in any management that developed five or more moderate to large projects which were approved as environmental assessment-FONSI; or in responsible charge of the review and preparation of, and/or participation in any management that developed 10 or more small to moderate projects which were approved as environmental assessment-FONSI; or in responsible charge of the review and preparation of, and/or participation in any management that developed one project which was approved as an environmental impact statement.

### **GROUP 3: SCHEMATIC DEVELOPMENT**

#### **Category: Route and Schematic Development (5%)**

Description: This category includes the preliminary alignment of roadways, complex highways and multi-level interchanges.

Minimum Requirements: The firm must employ one professional engineer with a minimum of: 3 years experience in preliminary alignment of roadways, 5 years of experience in preliminary alignment of complex highways, and multi-level interchanges, and 1 year experience in capacity and level of service analysis.

### **GROUP 4: ROADWAY DESIGN**

#### **Category: Roadway Design (30%)**

Description: This category includes the design of urban and rural roadways that involve roadway restorations, resurfacing, rehabilitation, and reconstruction that involve capacity improvements. Associated activities include utility relocation plans, stormwater permits, maintenance of traffic plans, and traffic engineering applications

Minimum Requirements: The firm must employ one professional engineer with a minimum of three years of roadway design experience on two separate projects.

### **GROUP 5: BRIDGE DESIGN**

#### **Category: Bridge Design (24%)**

Description: This category include the preliminary alignment and layout of bridges, design of bridges (conventional, complex, and multi-level), bridge replacements, railroad overpasses, pedestrian bridges, and non-standard retaining walls.

Minimum Requirements: The firm must employ one professional engineer with a minimum of 2 years of structural bridge design experience after licensure as a professional engineer.

## **GROUP 7: TRAFFIC ENGINEERING AND OPERATIONS STUDIES**

### **Category: Traffic Engineering Studies (2%)**

Description: This category includes preparation of or performance of traffic counts, signal warrants, collision diagrams, travel time and delay, capacity and level of service analysis, intersection analysis, and pavement marking.

Minimum Requirements: The firm must employ one professional engineer with demonstrated experience performing traffic engineering studies.

### **Category: Traffic Signal Timing (1%)**

Description: This category includes analysis, development, and implementation of timing for traffic signals. Associated activities include data collection, intersection analysis, computerized timing programs (development of phase intervals and sequence), and timing implementation.

Minimum Requirements: A firm must employ one professional engineer with demonstrated experience in traffic signal timing and the application and interpretation of traffic flow and signal timing models; and sufficient personnel with experience using traffic engineering software applications, loading timings into field equipment, and loading databases into central computers for retiming.

## **GROUP 8: TRAFFIC OPERATIONS DESIGN**

### **Category: Signing, Pavement Marking and Channelization (1%)**

Description: This category includes the design and preparation of plans for signing , pavement markings, and channelization.

Minimum Requirements: The firm must employ one professional engineer with a minimum of two years experience in this category.

### **Category: Illumination (1%)**

Description: This category includes the design and preparation of plans for continuous roadway lighting, safety lighting, underpass lighting, tunnel lighting, and high mast lighting.

Minimum Requirements: The firm must employ one professional engineer: a minimum of two years experience in design and production of illumination plans meeting IESNA and AASHTO guidelines; and demonstrated experience in electrical engineering and the National Electric Code.

### **Category: Signalization (1%)**

Description: This category includes the design and preparation of plans for traffic signalization.

Minimum Requirements: The firm must employ one professional engineer with a minimum of two years experience in the design and production of traffic signalization.

## **GROUP 10: HYDRAULIC DESIGN AND ANALYSIS**

### **Category: Hydrologic Studies (3%)**

Description: This category includes rainfall, runoff determination, reservoir routing, and channel routing.

Minimum Requirements: The firm must employ one professional engineer with a minimum of two years experience in analysis of complex watersheds.

### **Category: Basic Hydraulic Design (4%)**

Description: This category includes storm drain systems, culverts, sedimentation filtration systems, and detention/retention ponds.

Minimum Requirements: The firm must employ one professional engineer with a minimum of two years experience in hydrologic analysis, hydraulic design, and storm water quality evaluation.

### **Category: Complex Hydraulic Design (3%)**

Description: This category includes hydraulic design of bridges over waterways, flood plain analysis, and channel modifications.

Minimum Requirements: The firm must employ one professional engineer with a minimum of two years experience in river geomorphology, sediment transport and scour analysis, flood plain analysis, river training techniques, and federal and state regulations and permit compliance.

## **GROUP 14: GEOTECHNICAL SERVICES**

### **Category: Soil Exploration (1%)**

Description: This category includes acquisition and reporting of subsurface material to be used for the planning, design, construction, and performance of transportation facilities. The field classification of materials and acquisition of soil and rock samples is also included.

Minimum Requirements: The firm must: employ one professional engineer with a minimum of one year demonstrated experience in the activities normally associated with the category under consideration; and have available the equipment necessary to perform the work.

**Category: Geotechnical Testing (1%)**

Description: This category includes sampling and conducting tests on soil and rock according to the department's approved procedures for the purpose of classifying materials and/or identifying their physical properties.

Minimum Requirements: The firm must employ one professional engineer with a minimum of one year demonstrated experience in the activities normally associated with the category and have available in-house equipment and employ qualified staff necessary to perform the work.

**Category: Transportation Foundation Studies (1%)**

Description: This category includes producing reports which contain selection of the type and depth of foundation for bridges, retaining walls, signs and other types of transportation foundations. Working with bearing capacity, predicted settlement, stabilization, and construction on soft ground will be required.

Minimum Requirements: The firm must employ one professional engineer with a minimum of three years demonstrated experience in the activities normally associated with this category.

**GROUP 15: SURVEY AND MAPPING**

**Category: Right of Way Survey (2%)**

Description: This category includes the performance of on the ground surveys and preparation of parcel maps, legal descriptions, and right of way maps.

Minimum Requirements: The firm must employ one registered professional land surveyor and two technical personnel, all with demonstrated experience in Parcel Plants: Legal descriptions and Right of Way Maps.

**Category: Design and Construction Survey (2%)**

Description: This category includes performance of surveys associated with the gathering of survey data for topography, cross-sections, and other related work in order to design a project, or during layout and staking of projects for construction.

Minimum Requirements: The firm must employ one registered professional land surveyor with a minimum of one year experience in roadway construction staking; employ sufficient staff to undertake the requirements normally associated with this type of work; and employ sufficient technical production staff to perform this type of work. Must have available the proper equipment to perform the work.

**Category: Aerial Mapping (2%)**

Description: This category involves the collection and reduction of aerial survey data, and preparation of site maps and topographic maps. Associated activities include "Horizontal and Vertical Control for Aerial Mapping" included under Design and Construction Survey.

Minimum Requirements: The firm must: employ sufficient lead technical personnel with a minimum of five years of experience each in aerial mapping; have available the proper equipment meeting national mapping standards and other equipment required to perform the work; and employ significant technical production staff to perform this type of work.

**Category: Horizontal and Vertical Control for Aerial Mapping (2%)**

Description: This category involves the establishment of the horizontal and vertical control for aerial mapping.

Minimum Requirements: The firm must: employ one registered professional land surveyor; have available the proper equipment to perform the work; and employ sufficient staff to undertake the requirements normally associated with this type of work.

**GROUP 18: MISCELLANEOUS**

**Category: Subsurface Utility Engineering (1%)**

Description: This category involves the determination of vertical and horizontal locations of subsurface utilities by non-destructive methods.

Minimum Requirements: The firm must employ one professional engineer with at least two years experience in subsurface utility engineering; have available the proper equipment to accomplish non-destructive investigation methods to obtain horizontal and vertical locations of subsurface utilities and related subsurface utility engineering tasks.

**Category: Utility Adjustment Coordination (1%)**

Description: This category involves holding utility coordination, meetings with individual utility companies, coordination and communication with utilities and utility agreement preparation.

Minimum Requirements: The firm must employ one (1) individual with two (2) years demonstrated experience in utility coordination and agreement preparation as a Lead Worker.

**Category: Utility Engineering (2%)**

Description: This category involves utility conflict identification as determined from utility engineering investigations, roadway design plans, and coordination with the Local Government engineers and utility companies. Also includes the evaluation of alternatives, in addition to review of utility plans for compatibility of proposed utility adjustments/installations with the highway design features, compliance with utility accommodation rules, and reasonableness of cost and may include public meetings for involvement of utility companies in the cooperative process and conflict resolution.

Minimum Requirements: The firm must employ one (1) professional engineer with at least two (2) years experience in utility engineering.

**Category: Utility Construction Management and Verification (1%)**

Description: This category involves utility adjustment monitoring including utility installation verification, records management and status reporting.

Minimum Requirements: The firm must employ one (1) professional engineer with at least two (2) years experience in utility construction management and verification.

**Selection Criteria:**

Webb County will evaluate Letters of Interest using the following criteria:

- Project understanding and approach (32%)
- The project manager's experience with similar projects (30%)
- Similar project-related experience of the task leaders responsible for the major work categories identified in this notice (28%)
- The prime provider's Quality Assurance/Quality Control (QA/QC) program (10%)

**Selection Procedure:**

- A meeting with providers advancing to the Short List (firms to receive a Request for Proposal) will not be held.
- Providers advancing to the Short List will submit a written proposal. These providers will be sent a Request for Proposal and Contract Guide (RFP) containing instructions for preparing a written proposal.

**Letter of Interest Requirements:**

The Letter of Interest (LOI) is limited to five (5) 8½ x 11 inch pages; single sided, using Arial font in 12 pitch font size.

The LOI must be submitted with a single staple in the upper left-hand corner. No other binding will be accepted.

The LOI must include the following:

- **Contract Number: CSJ 0086-14-058**

The name of the prime provider's project manager (who may be replaced during the selection and before contract execution only by another person proposed in the LOI for the prime provider's team, as approved by Webb County) and the names of the prime provider's and any subproviders' task leaders (who may be replaced during the selection and before contract execution only by another person proposed in the LOI for the prime provider's or subprovider's team, as

approved by Webb County) who will work on the contract. Under a joint venture agreement, one project manager must be identified to represent the joint venture as the prime.

- Information showing the team's project understanding and approach; the project manager's experience with similar projects; similar project-related experience of the task leaders responsible for the major work categories; and other pertinent information addressed in this notice. For each similar project referenced, identify either the project manager's or the task leader's specific role(s) and work contributed.
- Evidence of compliance with the assigned DBE goal can be achieved using the prime provider, the subproviders, or both. If the goal is not met, a written commitment to make a good faith effort to maximize DBE utilization during the contract with an explanation of the good faith efforts to obtain DBE participation is required.
- Verification in the form of a statement that the proposed team individuals are currently employed by either the prime provider or a subprovider.
- Verification in the form of a statement that the prime provider (firm or the joint venture members) is registered with the Texas Board of Professional Engineers. If not applicable to your firm, please provide an explanation.
- Name and contact information (mailing address, e-mail address, telephone number) for at least three client references for the prime providers' project manager for similar related projects. Whether Webb County or non-Webb County, the client references should be employees, such as the contract manager or work authorization manager, who are most familiar with the proposed project manager's work. They should be individuals who are, or were, actively involved in the management of an existing or previous contract that the proposed prime provider's project manager was: responsible for previously; responsible for currently; or directly involved in, but not as the responsible project manager, such as a task leader. The project manager may use client references for experience obtained under a previous employer. Also, it is understood that first-time project managers may not have three references for previous project management experience.

Members of the Consultant selection Team consisting of the names listed below may not be used as references:

Mike Cabello, Interim Webb County Engineer  
Hon. Jerry Garza, Webb County Commissioner, Pct. 3  
Hon. Jaime Canales, Webb County Commissioner, Pct 4  
Hon. Esteban Rangel, City of Laredo Councilman, Dist. 2  
Hon. Alex Perez, City of Laredo Councilman, Dist. 3  
Ana A. Duncan, P.E., Transportation Engineer, TxDOT

- **Reference information will be evaluated only if the firm is placed on the Short List.**
- Submit 7 original Letter(s) of Interest (LOI) with attachments. Each LOI must contain a complete set of attachments.

**Required Letter of Interest Attachments:**

- Each working category attachment is limited to one quarter (1/4) of an 8 ½" x 11" page with a font size of 12 pitch containing the names of task leaders proposed for the proposed work category and how they meet the minimum requirements listed in the NOI. Four (4) working categories per page will be allowed.
- An organization chart limited to one (1) 8 ½ x 11 page containing the names of the prime provider and any subproviders' task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the prime provider's discretion. The organization chart should also include the name, address, e-mail, telephone and fax numbers of the prime provider and all subproviders proposed for the team. The organization chart can be prepared with a font size of less than 12 pitch. The organization chart is not included in the five-page Letter of Interest, it is considered an Attachment.

**Deadline:**

A Letter of Interest notifying Webb County of the provider's interest in the contract(s) will be accepted by hand delivery to: Webb County Clerk's Office, 1110 Victoria Suite 201, Laredo, Texas 78040. Attention: Margie R. Ibarra, Webb County Clerk or by fax to: (956) 523-5035, Attention: Margie R. Ibarra, Webb County Clerk

- **The provider is responsible for verifying that Webb County contact person has received the LOI. If faxing a Letter of Interest, it must include all attachments and must be received prior to the deadline noted. The required number of originals must be delivered and received by Webb County within one (1) business day of the deadline.**
- **Letters of Interest will be received until 3:00 p.m. CST, on Monday, October 1, 2012.**
- **Contract execution expected by November 12, 2012.** This date is estimated according to the current contracting time frames.

**Agency Contact:**

Questions regarding this notice of intent may be submitted in writing (via email) to Mike Cabello, Interim County Engineer at [mcabello@webbcountytx.gov](mailto:mcabello@webbcountytx.gov).

The deadline for submitting questions regarding this notice of intent is 3:00 p.m. CST, on Thursday September 20, 2012.

Significant and relevant questions and the official responses will be posted on the Webb County's website [www.webbcountytx.gov](http://www.webbcountytx.gov) Tuesday, September 25, 2012.

THIS FORM MUST BE INCLUDED WITH THE NOI PACKAGE; PLEASE CHECK OFF EACH ITEM THAT APPLIES AND SIGN

## NOI Contract Number CSJ 0922-3-058

Please check off

- Proof of no delinquent taxes owed to Webb County
- Conflict of Interest forms included
- Certification Regarding Debarment

X \_\_\_\_\_  
Signature of person  
Completing this form

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

This is to certify that \_\_\_\_\_ owes no delinquent property taxes to Webb County.

\_\_\_\_\_ owes no property taxes as a business in Webb County.  
(Business Name)

\_\_\_\_\_ owes no property taxes as a resident of Webb County.  
(Business Owner)

\_\_\_\_\_  
Person who can attest to the above information

**\* SIGNED DOCUMENT AND PROOF OF NO DELINQUENT OR OWED TAXES TO WEBB COUNTY.**

## Webb County

### Conflict of Interest Disclosure

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Webb County no later than the 7<sup>th</sup> 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 violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be viewed and printed by following the link before:

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

The Webb County Officials who come within Chapter 176 of the Local Government Code relating to filing of Conflict of Interest Questionnaire (Form CIQ) include:

1. Webb County Judge Danny Valdez
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura Tijerina
4. Commissioner Jerry Garza
5. Commissioner Jaime Canales
6. Judge Elma T. Salinas Ender, Chairman, 341<sup>st</sup> Judicial District
7. Judge Oscar Hale, 406<sup>th</sup> Judicial District
8. Judge Joe Lopez, 49<sup>th</sup> Judicial District

Please send completed forms to the Webb County Clerk's Office located at 1110 Victoria, Suite 201, Laredo, Texas 78040.

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

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.  
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

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

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

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

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

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

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

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

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

**4**

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

\_\_\_\_\_  
Date