



## **RFQ - Call for Artists**

### **Laredo Convention Visitors Bureau**

Issue Date: 9/21/2022

Questions Deadline: 10/5/2022 05:00 PM (CT)

Response Deadline: 10/14/2022 11:59 PM (CT)

City of Laredo Purchasing

### **Contact Information**

Contact: Monica Andrade

Address: LCVB

101 Salinas Ave.

Laredo, TX 78040

Phone: (800) 361-3360

Email: [msanmiguel@ci.laredo.tx.us](mailto:msanmiguel@ci.laredo.tx.us)

## Event Information

Number: RFQ - Call for Artists  
Title: Laredo Convention Visitors Bureau  
Type: Informal Bid  
Issue Date: 9/21/2022  
Question Deadline: 10/5/2022 05:00 PM (CT)  
Response Deadline: 10/14/2022 11:59 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, emails or facsimile bids will not be considered.

## Ship To Information

Contact: Francisco Miranda  
Address: 5512 Thomas Ave  
Laredo, TX 78041  
Phone: (956) 794-1732  
Email: fmiranda@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

### Letter Sculpture Sample.pdf

Letter Sculpture Sample

[Download](#)

### Conflict of Interest Questionnaire-Revised 1-1-2021.pdf

Conflict of Interest Questionnaire (CIQ)

[Download](#)

## Requested Attachments

### Conflict of Interest

*(Attachment required)*

## 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 for Request for Qualifications

### • GENERAL TERMS AND CONDITIONS FOR STATEMENT OF QUALIFICATIONS

**1. GENERAL CONDITIONS** Interested firms (Respondents) are required to submit statements upon the following expressed conditions: A. Respondents 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 Respondent to request additional compensation. B. Respondents shall make all investigations necessary to thoroughly inform themselves regarding the services being requested. No pleas of ignorance by the Respondent of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Respondent to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the Respondent. C. Respondents are advised that City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.

**2. PREPARATION OF SUBMITTALS** Submittals shall be prepared in accordance with the following: A. For hand delivered submittals only, all information required by the RFQ form shall be furnished. The Respondent shall print or type the business name and manually sign the schedule. For Electronic submittals, this information shall be submitted electronically on Cit-E-Bid system. B. Alternate Proposals will not be considered unless authorized by the invitation for proposals or any applicable addendum.

**3. DESCRIPTION OF SUPPLIES** Not applicable for this request.

**4. SUBMISSION OF HAND DELIVERED STATEMENTS** A. Statement of qualifications and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the opening. B. Unless otherwise noted on the Notice to Respondents cover sheet, all hand delivered statements of qualifications must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street, Laredo, Texas 78040. C. SOQ forms can be downloaded and printed through Cit-E-Bid. **Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, emails or facsimile bids will not be considered.** D. The City shall pay no costs or other amounts incurred by any entity in responding to this RFQ, or as a result of issuance of this RFQ.

**5. REJECTION OF STATEMENT OF QUALIFICATIONS.** The City may reject an SOQ if: A. Respondent misstates or conceals any material fact in the SOQ. B. SOQ does not strictly conform to the law or the requirements of the SOQ. C. Respondent is in arrears on existing contracts or taxes with the City of Laredo. D. In the event that a Respondent is delinquent in the payment of City of Laredo taxes on the day the SOQ is opened, including state and local taxes, such fact may constitute grounds for rejection of the SOQ or cancellation of the contract. A Respondent is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes E. No SOQ submitted herein shall be considered unless the Respondent warrants that, upon execution of a contract with the City of Laredo, Respondent will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Respondent will submit such reports as the City may therefore require assuring compliance with said practices. F. The City may reject all SOQs or any part of an SOQ whenever it is deemed necessary.

**6. WITHDRAWAL OF STAMENT OF QUALIFICATIONS** SOQs may not be withdrawn after they have been publicly opened, unless approved by the City Council.

**7. LATE PROPOSALS OR MODIFICATIONS** SOQs and modifications received after the time set for the proposal receiving deadline will not be considered. Late proposals will be returned to the Respondent unopened.

**8. CLARIFICATIONS OR OBJECTION TO STATEMENT OF QUALIFICATIONS** If any person contemplating submitting an SOQ for this contract is in doubt as to the true meaning of the specifications, or other SOQ documents or any part thereof, they may submit to the City Purchasing Agent. All requests for information shall be made in writing through email or Question & Response section on Cit-E-Bid system no later than seven (7) days prior to the scheduled date for opening to : CITY OF LAREDO PURCHASING AGENT Miguel A. Pescador, 5512 Thomas Avenue Laredo, TX 78041; email: [mpescador@ci.laredo.tx.us](mailto:mpescador@ci.laredo.tx.us) Any vendor submitting questions shall make reference to a specific RFQ number, section, page and item of this solicitation. Questions untimely submitted may not elicit a response. It is the 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 SOQ during the RFQ 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. The following sequence of activities must take place in filing a protest: To

be performed by protesting Respondent: Within ten (10) calendar days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting Respondent must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest. To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response to the protesting Respondent of the decision. If the protesting Respondent is not satisfied with the decision of the City Purchasing Officer, such protesting Respondent may appeal to the City Manager of the City of Laredo. If the protesting Respondent cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager. All protests must be duly submitted via Certified Mail to: City of Laredo - Purchasing Agent 5512 Thomas Ave. Laredo, Texas 78041.

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

- **10. AWARD OF CONTRACT** The selection and award shall be based on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price. The firm selected will be the firm which, in the opinion of the City, is the best qualified. The professional fees under the contract may not exceed any maximum established by law. The Respondent shall bear the burden of proof of compliance with the City of Laredo specifications. A duly authorize purchase order number shall reference item/services description, item number, quantity and price. Invoices shall reference the assign purchase order number to avoid any duplication (2 CFR 200.318 (d)). Contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s).

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

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

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

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

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

OCCUPATIONS CODE TITLE 6. REGULATION OF ENGINEERING, ARCHITECTURE, LAND SURVEYING, AND RELATED PRACTICES SUBTITLE A. REGULATION OF ENGINEERING AND RELATED PRACTICES CHAPTER 1001. TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

CHAPTER 137: COMPLIANCE AND PROFESSIONALISM

SUBCHAPTER C: PROFESSIONAL CONDUCT AND ETHICS

§137.53 ENGINEER STANDARDS OF COMPLIANCE WITH PROFESSIONAL SERVICES PROCUREMENT ACT

(a) A licensed engineer shall not submit or request, orally or in writing, a competitive bid to perform professional engineering services for a governmental entity unless specifically authorized by state law and shall report to the board any requests from governmental entities and/or their representatives that request a bid or cost and/or pricing information or any other information from which pricing or cost can be derived prior to selection based on demonstrated competence and qualifications to perform the services. (b) For the purposes of this section, competitive bidding to perform engineering services includes, but is not limited to, the submission of any monetary cost information in the initial step of selecting qualified engineers. Cost information or other information from which cost can be

derived must not be submitted until the second step of negotiating a contract at a fair and reasonable cost. (c) This section does not prohibit competitive bidding in the private sector. Source Note: The provisions of this §137.53 adopted to be effective May 20, 2004, 29 TexReg 4878; amended to be effective June 4, 2007, 32 TexReg 2996.

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

### 3 Insurance Terms and Conditions

**INSURANCE REQUIREMENTS** If and when applicable or required by the contract, the successful bidder(s) shall furnish the City with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times throughout the term of this contract.

(a) Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/completed operations aggregate) and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. The general aggregate limit must be at least two (2) times the each occurrence limit.

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

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

(d) Professional Liability, Errors & Omissions coverage, with minimum limits of \$1,000,000 per claim/ \$2,000,000 annual aggregate. This coverage must be maintained for at least two years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term of the contract.

(e) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

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

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

1. The City of Laredo shall be named as an additional insured with respect to General Liability and Automobile Liability.

2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.

3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.

4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.

5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.

6. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.

7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.

8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.

9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

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

1. Sets forth all endorsements and insurance coverage's according to requirements and instructions contained herein.

2. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Laredo.

(i) Upon request, Contractor shall furnish The City of Laredo with certified copies of all insurance policies.

**(j) Certificates of insurance are always subject to review and approval from the City of Laredo Risk Management.**

(k) Specialty certificates and licenses must be inspected and verified for accuracy and validity before award of contract.

(l) Awarded vendor is required to maintain current and active all: certifications, licenses, permits and/or insurance coverages, required to perform work, throughout the duration of this project/contract.

I agree my insurance meets minumum requirements

*(Required: Check if applicable)*

**4 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 City will further verify debarment status through use of the federal website SAM.gov. 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)*

**5 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".

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

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*(Required: Maximum 1000 characters allowed)*

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

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*(Required: Maximum 1000 characters allowed)*

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

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*(Required: Maximum 4000 characters allowed)*

**9 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.

**1 0 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?

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*(Required: Maximum 4000 characters allowed)*

**1 1 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?

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*(Required: Maximum 4000 characters allowed)*

**1 2 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  
3** **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](http://www.ethics.state.tx.us/whatsnew/conflict%20forms.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  
4** **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  
5** **Conflict of Interest Questionnaire**  
Vendor is required to submit Conflict of Interest Form for bid to be considered complete. Have you submitted your completed Conflict of Interest Form with your response?  
 Yes  No  
*(Required: Check only one)*

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

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

**1  
8** **Question 1. Name of person submitting this disclosure form**  
Please include First Name, Middle Initial, Last Name and Suffix (if applicable)  
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\_\_\_\_\_  
\_\_\_\_\_  
*(Required: Maximum 1000 characters allowed)*

<b>19</b>	<b>Question 2. Contract Information</b> Please include the following: a)Contract or Project Name b)Originating Department  <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Required: Maximum 4000 characters allowed)</i>
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<b>20</b>	<b>Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)</b>  <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Required: Maximum 4000 characters allowed)</i>
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<b>21</b>	<b>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.</b>  <input type="checkbox"/> Not Applicable <input type="checkbox"/> It applies to my business <i>(Required: Check only one)</i>
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<b>22</b>	<b>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</b> 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.  <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Optional: Maximum 4000 characters allowed)</i>
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<b>23</b>	<b>Question 5. List any individuals or entities that will be subcontractors on this contract</b>  <input type="checkbox"/> Not Applicable <input type="checkbox"/> It applies to my business <i>(Required: Check only one)</i>
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**24** **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.

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*(Optional: Maximum 4000 characters allowed)*

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

Not Applicable  It applies to my business

*(Required: Check only one)*

**26** **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.

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*(Optional: Maximum 4000 characters allowed)*

**27** **Question 7. Disclosure of political contributions**

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than \$100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections. a) Any individual seeking contract with the city (Question 3) b) Any owner or officer of entity seeking contract with the city (Question 3) c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4) d) Any subcontractor or owner/office of subcontracting entity for the contract (Question 5) e) The spouse of any individual listed in response to (a) through (d) above f) Any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

Not Applicable  It applies to my business

*(Required: Check only one)*

**28** **Question 7. Disclosure of political contributions**

If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.

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*(Optional: Maximum 4000 characters allowed)*

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

**3**  
**0** **Question 8. Disclosure of Conflict of Interest**  
Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials?  
 I am aware of conflict of interest     I am not aware of any conflict of interest  
*(Required: Check only one)*

**3**  
**1** **8. Disclosure of Conflict of Interest**  
If you selected I am aware of conflict of interest is question 8, please list them in this section.  

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*(Optional: Maximum 4000 characters allowed)*

**3**  
**2** **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**  
**3** **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**  
**4** **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  
5

**Question 11. Oath**

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

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

*(Required: Maximum 4000 characters allowed)*

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**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

**Project:** Laredo Letters Sculpture Painting

**Location:** 8 locations throughout Laredo

**Timeframe:** October 2022 - January 2023. Mural must be painted/installed January 7-27, 2023.

**Budget:** Artist fee for time and materials; \$3,000 for Medium signs (4ft) | \$5,000 for Large signs (6ft) Artist is not responsible for primer and clear coat.

**Funder:** City of Laredo Convention and Visitors Bureau

**Deadline:** Applications are due by 11:59 PM on Friday, October 14, 2022.

**Artist Eligibility**

- Open to experienced mural and visual artists over age 18. Must be legally able to work in the U.S.
- Artists or artist-led teams must reside in Laredo, Texas. Priority consideration will be given to artists who live or work in the neighborhoods where the artworks will be located.
- Applications must document at least three commissioned visual art projects of a similar scale and budget completed within the past five years.
- Artists must have experience and proficiency in painting murals.

**Project Scope**

The City of Laredo is commissioning 8 local artists to paint 8 Laredo letters sculptures. The artwork will be painted; materials must be pre-approved by UP Art Studio.

Dimensions for the 8 signs are as follows:

- 3- Metal Signs spelling Laredo: 4ft Height by 9ft Long with a 1ft concrete base
- 5- Metal Signs spelling Laredo: 6ft Height by 15ft Long with a 1ft concrete base

The letters will be made of metal on a concrete base, and will have an off-white powder coated finish. Oil based or acrylic paint

may be used in the painting of the letter sculptures. See examples attached.

## Project Site

There are 8 sites in Laredo where the letter sculptures will be installed. These locations are:

- McKendrick Ochoa Salinas Library
- The esplanade in front of the CVB office – next to Bridge 1
- 6 other sites to be determined

## Selection Process

UP Art Studio, Laredo CVB and the Fine Arts & Culture Commission will review the applications and may select up to twelve (12) semi-finalists, based on prior experience and portfolio submitted. Each semi-finalist selected will be asked to develop two mural concepts (supported by renderings and a brief narrative) for the proposed mural. The two concepts may be variations on a theme. Each semi-finalist will receive a \$250 fee to develop and submit their conceptual renderings.

The semi-finalists selected will have approximately three weeks to prepare and submit their mural concepts.

Based on the renderings and final submission, one artist/team will be selected to receive the commission. Note: The renderings not selected for this project will be returned to the artist and remain their creative property.

The final project and artists will be promoted via the City's website and social media accounts; the artist/team will be asked to participate in media, social media, and other promotions to raise visibility of the artworks.

The final artwork is subject to review and approval by UP Art Studio, Laredo CVB and the Fine Arts & Culture Commission. If a good match for the job is not found, they reserve the right to extend the call for artists.

Artists/artist teams must be available to meet the project schedule, as shown below.

## Artist Fee

The all-inclusive artist fee covers all time and materials. It includes the artist's time and costs for assistants, transportation, installation, storage, permits, insurance, community/media engagement and PR, and all other project needs. **The \$250 stipend provided at the semi-finalist stage will be considered the first installment in the all-inclusive fee.**

The artist is **not responsible** for preparing and priming the surface of the letters, or for clear coating the finished artworks.

## Selection Criteria

**Phase 1:** The 12 semi-finalists will be selected based on the qualifications in their application.

**Phase 2:** The final 8 artists will be selected based on their conceptual rendering for the artwork. Selection criteria for the renderings include:

- Quality of artwork (rigorous, original, dynamic, engaging)
- Impact and artistic excellence
- Imagery that is welcoming and accessible to all visitors

Additional criteria and information may be provided to the semi-finalists.

## Application Process

Applicants must submit all materials digitally via the [application portal](#). The application, including all required attachments, must be submitted by 11:59 p.m., CST, October 14, 2022.

The application portal includes an online application form and prompts to attach the following [required supporting materials](#).

Materials not requested will be discarded.

The application form includes the opportunity to provide:

- **Statement of Interest.** Describe your interest in this project and proposed approach. Summarize your related experience creating public artwork.
- Artist website URL and social media accounts (e.g. Instagram)
- Demographic data (optional; used to promote equity and diversity in selection process)

Required Attachments: (PDF format)

- **Resume.** One per artist. (1-2 pages, per resume)
- **Biographical information.** One per artist. 1 page. Share your background, what led you to making art, imagery and themes that inspire you, and/or lived experience of the Laredo.
- **List of Representative Work.** Include up to 6 related projects. At least 3 must be commissioned murals. For each work, include the title, media, date, a brief description, location, client and budget. Name the projects with your first initial, last name and number the projects on the list, 1-6.
- **Portfolio:** For each work on the list, upload a photograph. Each should be attached separately as a JPEG file. Each JPEG file must be named in the following format: FirstName.LastName.ListNumber.JPEG. Please do not include screenshots.

*Note: For applications by artist teams, include prior collaborative work and/or separate works by each artist.*

Semi-finalists selected for the short list will receive additional information to use in developing their conceptual renderings.

### Project Schedule 2022-2023

Phase I - Application	
September 21	RFQ announced
October 14	Deadline for application submission
Week of October 17	Application review; selection of 12 semi-finalists
Week of October 31	Semi-finalists notified; provide artist agreement
November 7	Signed artist agreements due
Phase II – Conceptual Renderings (Semi-Finalists)	
November 7	Begin developing mural concepts and imagery
November 21	Deadline: Conceptual renderings due

Week of December 5	Selected artist/team notified. Final adjustments may be requested.
December 12	Final rendering due (for client sign off and approval)
<b>Phase III – Mural Installation (Finalists)</b>	
January 9	Artist/team begins painting/installing mural on primed wall
January 27	Deadline: Mural completion
<i>Note: Timeline subject to change due to weather and other unforeseeable circumstances.</i>	

## BACKGROUND

### About Visit Laredo, Texas

Visit Laredo, Texas is located in southwestern Texas on the border of Texas and Mexico, covering 65,000 acres of real estate. Experience Laredo by walking the historic downtown streets with architectural gems and educational museums as well as the annual Washington's Birthday Celebration in February. Between food, history and hotels, there are many activities that can provide a cultural vacation that is both unique and charming. To start planning your trip, visit <https://www.visitlaredo.com> or call the Laredo Convention & Visitors Bureau at 956-795-2200.

### About UP Art Studio

UP Art Studio is a consulting firm whose mission is “Civic Pride through Civic Art.” Principals Noah Quiles and Elia Quiles are a husband-and-wife team who curate, create, manage, and implement public art plans and projects. They are passionate about harnessing the power of art and placemaking—and the creativity of artists—to uplift people, neighborhoods, and underserved areas. The firm commissions local and national artists and assists clients with ideation, planning, feasibility, funding, partnerships, community engagement, artist management, project delivery, and communications/PR. Since 2012, UP Art Studio has delivered hundreds of murals, Mini Murals, and other public art installations. The firm is currently creating and implementing Public Art Plans for major districts of Houston and for cities around Texas, including the Laredo Public Art Master Plan, adopted by City Council in January 2022.

See: [www.upartstudio.org](http://www.upartstudio.org)

*(Response required)*

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

Supplier Notes: \_\_\_\_\_  
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Additional notes  
*(Attach separate sheet)*



## Supplier Information

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Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
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Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Supplier Notes

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

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*