

**THIS FORM MUST BE INCLUDED WITH RFQ PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFQ PACKAGE AND SIGN BELOW TO COMPLETE SUBMITTAL OF EACH REQUIRED ITEM.**

**RFQ 2022-011 "On Call Material Testing Services for County Projects"**

- Statement of Qualifications
- References Form
- Conflict of Interest Form (CIQ)
- Certification regarding Debarment (Form H2048)
- Certification regarding Federal lobbying (Form 2049)
- Code of Ethics Affidavit
- House Bill 89 Form
- Senate Bill 252 Form
- Proof of No Delinquent Tax Owed to Webb County

Frances Alexander  
Signature of Person Completing this Package

9-26-22  
Date

September 26, 2022

Webb County Purchasing Department  
1110 Washington Street, Suite 101  
Laredo, Texas 78040

Attn.: Webb County Purchasing Agent

**Subject: Webb County – Statement of Qualifications  
On Call Materials Testing Services for County Projects  
RFQ 2022-011**

Dear Webb County Purchasing Agent:

Howland Engineering and Surveying Co., Inc. (Howland) values this opportunity to submit the Request for Qualifications (RFQ) which depicts that we at Howland are experienced and qualified to provide professional geotechnical engineering services for the above referenced Construction Materials Testing.

The following RFQ outlines in detail our qualifications and recent experience to complete the above referenced scope of work for your upcoming project(s). This Statement of Qualifications is valid for ninety (90) days from the deadline of submission. All terms and conditions of the RFQ are understood and acknowledged. If you have any questions or need additional information, please do not hesitate to contact me at 956-722-4411.

Thank you for providing us this opportunity to submit the following Request for Qualifications.

Sincerely,

**Howland Engineering and Surveying Co., Inc.**

TBPE Firm Registration No. F-4097

  
Roberto P. Martinez, Jr., PE  
President

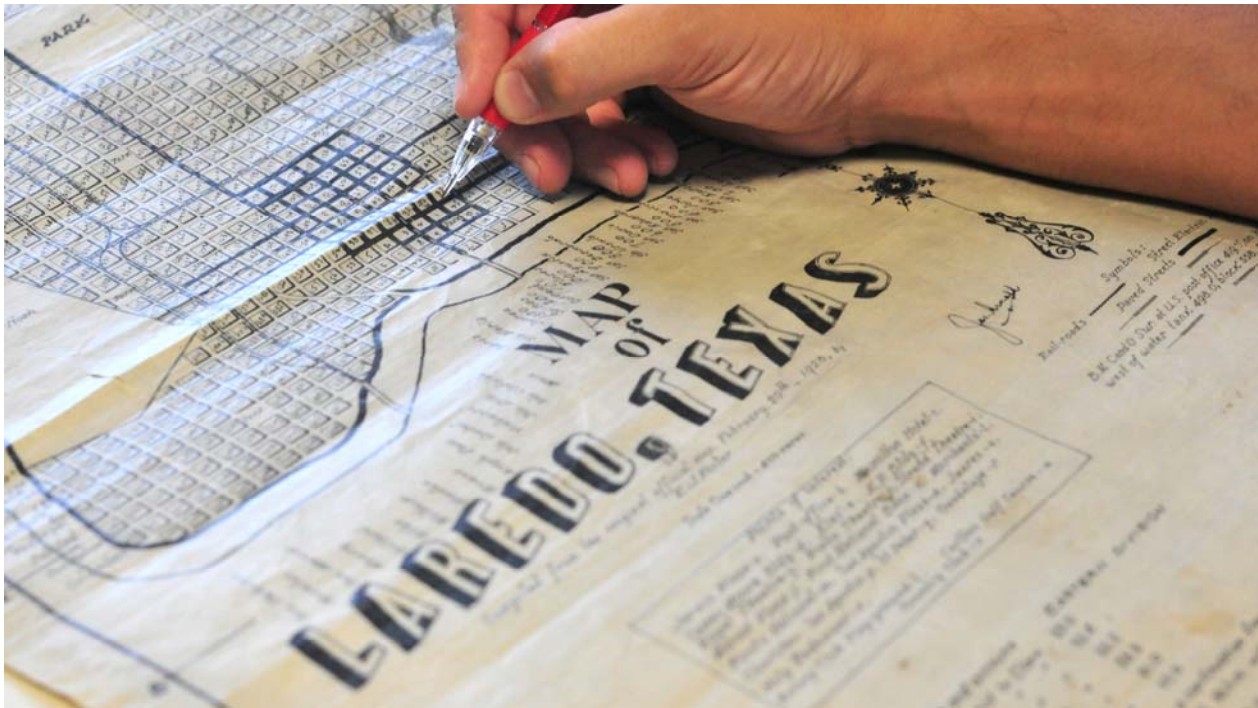
[www.howlandcompanies.com](http://www.howlandcompanies.com)

7615 N. Bartlett Avenue | P.O. Box 451128 (78045) | Laredo, TX 78041 | P. 956.722.4411 | F. 956.441.0180  
4902 Sinclair Road | San Antonio, TX 78222 | P. 210.648.1600 | F. 210.648.1605  
16225 Park Ten Place, Suite 500 | Houston, TX 77048 | P. 956.251.3890  
TBPE Firm Registration No. F-4097 | TBPLS Firm Registration No. 10046400 | TBPLS Firm Registration No. 10194361

**EXECUTIVE SUMMARY**

Howland Engineering and Surveying Co., Inc. (Howland) is a diverse team of highly skilled and certified professionals that include Registered Professional Engineers, Professional Land Surveyors, Certified Floodplain Managers, Planners, Safety Professionals, Certified Construction Materials Testing Technicians & other experienced personnel. Our focus has always been “getting the work done” and this remains our approach to providing efficient and quality service in today’s fast-paced environment.

Howland has been providing geotechnical and COMET services in Texas for over 20 years. These services are related to land development, roadway designs, commercial development, and municipalities and institutional projects to both the public and private sectors. To this date, Howland has performed thousands of construction materials testing projects around Webb County.



Howland is committed to efficiently providing our clients with timely and accurate products while staying within budgets. Howland’s diverse team of professionals and qualified staff complete the tasks at hand using our multi-discipline departments: surveying, land development, master planning, civil engineering, foundation engineering, geotechnical engineering, and construction materials testing.

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## I. MATERIALS TESTING EXPERIENCE

### OFFICE LOCATION

#### Howland Engineering and Surveying Co., Inc.

7615 N. Bartlett Avenue  
PO Box 451128 (78045)  
Laredo, TX 78041-1128

Attn.: Roberto P. Martinez, Jr., PE

Tel: (956) 722-4411

Fax: (956) 441-0180

Email: [rmartinez@howlandcompanies.com](mailto:rmartinez@howlandcompanies.com)

**TYPE OF BUSINESS ENTITY:** Corporation

### CERTIFICATIONS

- Texas Board of Professional Engineers Firm Registration (**TBPE**): F-4097
- Texas Board of Professional Surveyors Firm Registration (**TBPLS**): 10046400
- Texas Board of Professional Surveyors Firm Registration (**TBPLS**): 10194361
- Historically Underutilized Business (**HUB**): #1742692335900 Ven#475445
- South Central Texas Regional Certification Agency - **HABE, MBE, SBE**: #216064189





**MATERIALS TESTING EXPERIENCE**

Howland was established as a surveying company in 1922, and grew to include Geotechnical Engineering in 2001. Howland has been providing geotechnical and COMET services in Texas for over 20 years. These services are related to land development, roadway designs, commercial development, and municipalities and institutional projects to both the public and private sectors, including government entities. To this date, Howland has drilled thousands of linear feet for geotechnical boring projects around Webb County.

Howland is committed to efficiently providing our clients with timely and accurate products while staying within budgets. Howland’s diverse team of professionals and qualified staff complete the tasks at hand using our multi-discipline departments: surveying, land development, master planning, civil engineering, foundation engineering, geotechnical engineering, and construction materials testing.



**FINANCIAL STABILITY**

Howland is financially stable and able to perform the functions required by this RFQ and to provide the services represented in this response.

## II. PERSONNEL QUALIFICATIONS

### KEY PERSONNEL

The following team members at Howland currently maintain professional certifications for their specific discipline and are currently in good standing with the state / institute agencies.

Team Member		Licenses / Certifications
1	<b>Roberto P. Martinez, Jr., PE</b> Project Engineer	<ul style="list-style-type: none"> <li>▪ Texas Registered Professional Engineer No. 87810</li> </ul>
2	<b>Sergio Galindo Jr., PE</b> Geoscience Project Manager	<ul style="list-style-type: none"> <li>▪ Texas Registered Professional Engineer No. 130847</li> <li>▪ Nuclear Testing Equipment Certification No. 03172015A</li> <li>▪ HAZMAT Training Certification No. 03172015A</li> <li>▪ ACI Concrete Field Testing Technician – Grade 1</li> </ul>
3	<b>Jesus Reyes</b> Head Laboratory Technician	<ul style="list-style-type: none"> <li>▪ Nuclear Testing Equipment Certification No. 2617</li> <li>▪ HAZMAT Training Certification No. 060209D</li> <li>▪ ACI Concrete Laboratory Testing Technician –Level 1</li> <li>▪ ACI Concrete Strength Testing Technician</li> <li>▪ ACI Aggregate Testing Technician – Level 1</li> </ul>
4	<b>Hugo Rendon</b> Head Driller/CMT Technician	<ul style="list-style-type: none"> <li>▪ Nuclear Testing Equipment Certification No. 03172015D</li> <li>▪ HAZMAT Training Certification No. 07062018A</li> <li>▪ ACI Concrete Field Testing Technician – Grade 1</li> </ul>
5	<b>Gerardo Alaniz</b> Head CMT Technician	<ul style="list-style-type: none"> <li>▪ Nuclear Testing Equipment Certification No. 03172015C</li> <li>▪ HAZMAT Training Certification No. 07062018B</li> <li>▪ ACI Concrete Field Testing Technician – Grade 1</li> </ul>
6	<b>Carlos Narvaez</b> CMT Technician	<ul style="list-style-type: none"> <li>▪ Nuclear Testing Equipment Certification No. 03132017A</li> <li>▪ HAZMAT Training Certification No. 11042020A</li> </ul>
7	<b>Albert Ortiz</b> CMT Technician	<ul style="list-style-type: none"> <li>▪ Nuclear Testing Equipment Certification No. 01082021A</li> <li>▪ HAZMAT Training Certification No. 01082021A</li> <li>▪ ACI Concrete Field Testing Technician – Grade 1</li> </ul>
8	<b>Frank Mata</b> CMT Technician	<ul style="list-style-type: none"> <li>▪ Nuclear Testing Equipment Certification</li> <li>▪ HAZMAT Training Certification</li> </ul>
9	<b>Gerardo Arreola</b> CMT Technician	<ul style="list-style-type: none"> <li>▪ Nuclear Testing Equipment Certification</li> <li>▪ HAZMAT Training Certification</li> <li>▪ ACI Concrete Field Testing Technician – Grade 1</li> </ul>

# Roberto P. Martinez, Jr., PE

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Geoscience Manager / Partner

## Howland Engineering and Surveying Co., Inc.

### CERTIFICATION

Texas Registered Professional Engineer (TX Registration No. 87810)

### EDUCATION

Purdue University, West Lafayette, Indiana  
Master of Science in Civil Engineering (1993)  
Specializing in Structural Engineering

Texas A&M University, College Station, Texas  
Bachelor of Science in Civil Engineering (1991)  
Emphasis in Structural Engineering

### BIO

Roberto P. Martinez, Jr. is a partner and geoscience manager of Howland Engineering and Surveying Co. After obtaining a master's degree in civil engineering, he began his engineering career performing forensic engineering studies. Today he has over 27 years of experience in geotechnical engineering. This includes an extensive knowledge of local construction projects, forensic engineering, construction materials engineering and testing, civil design, and pavement design. He has managed various major geotechnical engineering and civil engineering projects throughout the City of Laredo.

For over a decade, Mr. Martinez has served as President of Howland Engineering and Surveying Co. In this role he oversees the management, operations, and administration for the company. Throughout his career he has maintained strong working relationships with clients including architectural and engineering firms, City, County, and State agencies.

### PROJECT EXPERIENCE

1. **Construction Materials Testing:** Mr. Martinez has overseen an extensive quantity of construction materials testing projects which include compressive strength testing, field moisture density testing, asphalt sampling and cores, proctor sampling, depth checks, quality assurance and quality control, and more. Projects include:
  - a. City of Laredo – 60" Water Transmission Line
  - b. City of Laredo – El Pico Water Treatment Plant
  
2. **Geotechnical Engineering:** Mr. Martinez has completed numerous geotechnical engineering projects which include the following tasks: 1) a field investigation phase for determining the surface conditions (slope & drainage) and subsurface conditions obtaining representative soil samples for classification and testing, 2) laboratory testing to establish pertinent engineering properties of subsurface soils encountered, and 3) a compilation and evaluation of field and laboratory data to develop geotechnical recommendations. Projects include:
  - a. City of Laredo – 36" Water Transmission Line
  - b. City of Laredo – Water Line Replacement & New Sanitary Sewer Line at Mines Road Area



# Sergio Galindo, Jr., PE

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**Geoscience Project Manager**

## **Howland Engineering and Surveying Co., Inc.**

### **CERTIFICATION**

Texas Certified Professional Engineer (TX Registration No. 130847)

### **EDUCATION**

Bachelor of Science in Civil Engineering (2014)  
Texas A&M University – Kingsville, Kingsville, TX

### **BIO**

Sergio Galindo, PE has been part of the Howland team since 2012. As Geoscience Project Manager, Sergio delegates and manages the Geoscience Department and ensures that all work is done in accordance to project specifications. He manages all field activities, develops Geotechnical Engineering Report recommendations, oversees daily Construction Materials and Engineering Testing (CoMET) reports, and performs inspections of soils, concrete, asphalt, foundation, and steel reinforcement. Sergio attended Texas A&M University –Kingsville where he obtained a B.S. in Civil Engineering.

### **PROJECT EXPERIENCE**

1. **Construction Materials Testing:** Mr. Galindo has overseen an extensive quantity of construction materials testing projects which include compressive strength testing, field moisture density testing, asphalt sampling and cores, proctor sampling, depth checks, quality assurance and quality control, and more. Projects include:
  - a. City of Laredo – El Pico Water Treatment Plant
  - b. City of Laredo – 60” Water Main Transmission Line
  
2. **Geotechnical Engineering:** Mr. Galindo has completed numerous geotechnical engineering projects which include the following tasks: 1) a field investigation phase for determining the surface conditions (slope & drainage) and subsurface conditions obtaining representative soil samples for classification and testing, 2) laboratory testing to establish pertinent engineering properties of subsurface soils encountered, and 3) a compilation and evaluation of field and laboratory data to develop geotechnical recommendations. Projects include:
  - a. City of Laredo – Water Line Replacement & New Sanitary Sewer Line at Mines Road Area
  - b. MAPI Industrial Park – 12” Water Line Tunnel Boring

**BENEFITS FOR THIS PROJECT**

Howland is excited to bring our construction materials testing expertise to Webb County to provide projects for our community. Our strengths and experience allow our team to work in an efficient and streamlined manner, which ensures we meet the County's needs and requirements.

Our reputation in Webb County is based on our ability to perform whatever tasks we undertake in a professional and workman like manner. The Howland team of multi-disciplinary professionals allows us the unique advantage to service varying components of projects for our clients. Howland will perform the work in accordance with all City, State, and Federal laws and guidelines in compliance to the specifications provided by Webb County.



### III. REFERENCES

Prior clients where our firm has provided Materials Testing Services include:

	<b>Company</b>	<b>Contact Name</b>	<b>Contact Information</b>
<b>1</b>	<b>City of Laredo - Engineering</b> 1110 Houston Street Laredo, Texas 78040	<b>Ramon E. Chavez, PE</b> Engineering Director	(956) 791-7346 <a href="mailto:rchavez@ci.laredo.tx.us">rchavez@ci.laredo.tx.us</a>
<b>2</b>	<b>Laredo College</b> West End Washington Street Laredo, TX 78040	<b>Homero Paez</b>	(956) 725-5101 (956) 721-5142 <a href="mailto:homer.paez@laredo.edu">homer.paez@laredo.edu</a>
<b>3</b>	<b>Laredo College - South</b> 550 South Zapata Hwy Laredo, TX 78046	<b>Orlando Zepeda</b>	(956) 794-4000 <a href="mailto:orlando.zepeda@laredo.edu">orlando.zepeda@laredo.edu</a>
<b>4</b>	<b>Laredo Independent School District</b> Construction Department 900 E. Lyon Street Laredo, TX 78041	<b>Angel Velasquez</b>	(956) 795-3619 <a href="mailto:anvelasquez@laredoisd.org">anvelasquez@laredoisd.org</a>
<b>5</b>	<b>Texas A&amp;M International University</b> 5201 University Boulevard Laredo, TX 78041	<b>Roberto Garza</b>	(956) 326-3019 <a href="mailto:roberto.garza@tamiu.edu">roberto.garza@tamiu.edu</a>
<b>6</b>	<b>Sepulveda Associates Architects</b> 1820 Houston Street Laredo, TX 78040	<b>Roberto Sepulveda, AIA</b>	(956) 725-1985 <a href="mailto:robert@saarchitects.net">robert@saarchitects.net</a>
<b>7</b>	<b>Frank Architects</b> 901 Victoria Street, Suite A Laredo, TX 78040	<b>Frank Rotnofsky, AIA</b>	(956) 725-7418 <a href="mailto:frank@frankarchitects.com">frank@frankarchitects.com</a>

## References Form

Please list at minimum five (5) local governmental entities where similar scope of services were provided.

***THIS FORM MUST BE RETURNED WITH YOUR OFFER.***

### REFERENCE ONE

Government/Company Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Description of Professional Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REFERENCE TWO

Government/Company Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Description of Professional Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCE THREE**

Government/Company Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Description of Professional Services Provided: \_\_\_\_\_

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

**REFERENCE Four**

Government/Company Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Description of Professional Services Provided: \_\_\_\_\_

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



**REFERENCE Five**

Government/Company Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Description of Professional Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- **\*\*Additional pages are permitted if more space is required\*\***

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ADDENDUM NUMBER 1 TO THE RFQ DOCUMENTS

Addendum Date: September 19, 2022

RFQ DOCUMENT NUMBER RFQ 2022-011

“On Call Material Testing Services for County Projects”

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A. This Addendum shall be considered part of the RFQ documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence. **RESPONDENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR BIDS/PROPOSALS.**

B. Respondent are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

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Except as described below, the original bid document remains unchanged. The RFQ documents are modified and/or clarified, as follows:


**Modification to the Cover page and Section 5 Background and Scope of Services:**

- Webb County is currently seeking to retain up to three (3) qualified Engineering Firms to provide Material Testing Services on an on-call basis. The services will be assigned on an as-needed basis for various projects and efforts initiated by Webb County for a three (3) year performance period ~~effective October 1, 2022 through September 30, 2025~~. They may be short term assignments or may be part of larger capital project assignments. This document outlines the requirements, selection process and documentation necessary to submit a Statement of Qualifications (SOQ) in response to this RFQ. This solicitation will comply with the State of Texas Government Code; Professional Services Procurement Act and if applicable with the Code of Federal Regulations §200.318 - §200.327 (General Procurement Standards).
- **Effective on the date the professional services agreement is fully executed.**

**RESPONDENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL FORM(S):**

Company Name Howland Engineering and Surveying Co., Inc.

Contact Person Roberto P. Martinez, Jr.

Signature 

Date 09/26/2022

**THIS CONCLUDES ADDENDUM NO. 1 IN ITS ENTIRETY.**

This Addendum is being transmitted electronically via our E-Bid site @ <https://webbcountyebid.ionwave.net/Login.aspx> . If you have any questions, please direct them to; Juan Guerrero Jr. (956) 523-4149 or email at [juguerrero@webbcountytx.gov](mailto:juguerrero@webbcountytx.gov) .

**WEBB COUNTY PURCHASING DEPT.  
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS  
AFFIDAVIT FORM**

STATE OF TEXAS \*

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WEBB \*

BEFORE ME the undersigned Notary Public, appeared Roberto P. Martinez, Jr.,  
the herein-named "Affiant", who is a resident of Webb County, State  
of Texas and upon his/her respective oath, either individually and/or behalf of their  
respective company/entity, do hereby state that I have personal knowledge of the following facts,  
statements, matters, and/or other matters set forth herein are true and correct to the best of my  
knowledge.

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy obligations and/or conditions as required to be a qualified participating vendor with Webb County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the following address: <http://www.webbcountytexas.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>*

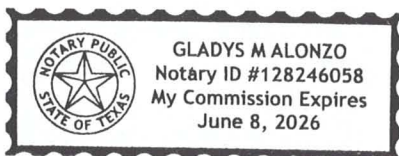
*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby further acknowledge, agree and understand that as a participating vendor with Webb County, Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to comply with the Code of Ethics policy may result in my and/or my company/entity disqualification, debarment or make void my contract awarded to me, my company/entity by Webb County. I agree to communicate with the Purchasing Agent or his designees should I have questions or concerns regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept. via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to [joel@webbcountytexas.gov](mailto:joel@webbcountytexas.gov).*

Executed and dated this 26th day of September, 2022.

  
Signature of Affiant

Howland Engineering and Surveying Co., Inc.  
Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 22<sup>th</sup> day September, 20 22



  
NOTARY PUBLIC, STATE OF TEXAS



**Offeror: Complete & Return this Form with Response Submission.**

**House Bill 89 Verification**

I, Roberto P. Martinez, Jr., the undersigned representative of (company or business name) Howland Engineering and Surveying Co., Inc. (heretofore referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- 1. Does not boycott Israel currently; and
- 2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made ordinary business purposes; and
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or an limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business association that exist to make a profit.

Roberto P. Martinez, Jr.  
Signature of Company Representative

09-26-22  
Date

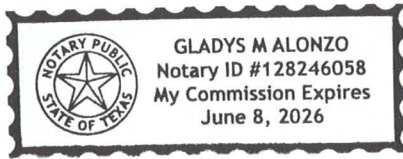
On this 26<sup>th</sup> day of September, 2022, personally appeared

Roberto P. Martinez, Jr., the above named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

Notary Seal

[Signature]  
Notary Signature

9/26/22  
Date





**Offeror: Complete & Return this Form with Response Submission.  
Senate Bill 252 Certification**

SB 252 CHAPTER 2252 CERTIFICATION I, Roberto P. Martinez, Jr. \_\_\_\_\_, the undersigned representative of Howland Engineering and Surveying Co., Inc. (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Mr. Jose Angel Lopez III, Webb County Purchasing Agent at (956) 523-4125 or via email at [joel@webbcountytx.gov](mailto:joel@webbcountytx.gov)

Roberto P. Martinez, Jr. \_\_\_\_\_ Name of Company Representative (Print)

Roberto P. Martinez \_\_\_\_\_ Signature of Company Representative

09-20-22 \_\_\_\_\_ Date

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

### OFFICE USE ONLY

Date Received

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

Howland Engineering and Surveying Co., Inc.

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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

None.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

Roberto P. Martinez, Jr.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Roberto P. Martinez, Jr.  
Signature of vendor doing business with the governmental entity

09-20-22  
Date

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

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form .

**Local Government Code§ 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code§ 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed ; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code§ 176.00G(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids , correspondence , or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**CERTIFICATION**  
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION FOR COVERED CONTRACTS

**PART A.**

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TOA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TOA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No



5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TOA may pursue available remedies, including suspension and/or debarment.

**PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.
Howland Engineering and Surveying Co., Inc.	74-2692335	

Roberto P. Martinez, Jr.  
Signature of Authorized Representative

09-20-22  
Date

Roberto P. Martinez, Jr., President

Printed/Typed Name and Title of Authorized Representative



**CERTIFICATION REGARDING FEDERAL LOBBYING**  
**(Certification for Contracts, Grants, Loans, and Cooperative Agreements)**

**PART A. PREAMBLE**

Federal legislation, Section 319 of Public Law IO1-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

**PART B. CERTIFICATION**

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes  
 No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.
Howland Engineering and Surveying Co., Inc.	74-2692335	

Name of Authorized Representative	Title
Roberto P. Martinez, Jr.	President

Roberto P. Martinez, Jr.  
Signature - Authorized Representative

09-26-22  
Date

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name Roberto P. Martinez, Jr. owes no delinquent property taxes to Webb County.

Howland Engineering and Surveying Co. owes no property taxes as a business in Webb County.  
(Business Name)

Roberto P. Martinez, Jr. owes no property taxes as a resident of Webb County.  
(Business Owner)

Ana M. Cisneros

Person who can attest to the above information

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

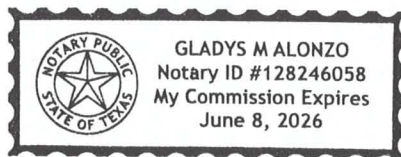
The State of Texas

County of Webb

Before me, a Notary Public, on this day personally appeared Roberto P. Martinez, Jr., know to me (or proved to me on the oath of \_\_\_\_\_) to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this 26<sup>th</sup> day of September 2022

Notary Public, State of Texas



Gladys M Alonzo

(Print name of Notary Public here)

My commission expires the 8<sup>th</sup> day of June 2022

**WEBB COUNTY PURCHASING DEPT.  
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS  
AFFIDAVIT FORM**

STATE OF TEXAS \*

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WEBB \*

BEFORE ME the undersigned Notary Public, appeared Roberto P. Martinez, Jr., the herein-named "Affiant", who is a resident of Webb County, State of Texas and upon his/her respective oath, either individually and/or behalf of their respective company/entity, do hereby state that I have personal knowledge of the following facts, statements, matters, and/or other matters set forth herein are true and correct to the best of my knowledge.

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy obligations and/or conditions as required to be a qualified participating vendor with Webb County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the following address: <http://www.webbcountytexas.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>*

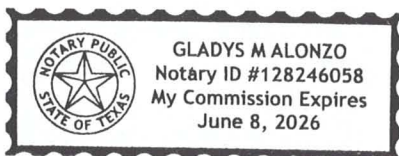
*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby further acknowledge, agree and understand that as a participating vendor with Webb County, Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to comply with the Code of Ethics policy may result in my and/or my company/entity disqualification, debarment or make void my contract awarded to me, my company/entity by Webb County. I agree to communicate with the Purchasing Agent or his designees should I have questions or concerns regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept. via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to [joel@webbcountytexas.gov](mailto:joel@webbcountytexas.gov).*

Executed and dated this 26th day of September, 2022.

  
Signature of Affiant

Howland Engineering and Surveying Co., Inc.  
Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 22<sup>th</sup> day of September, 20 22



  
NOTARY PUBLIC, STATE OF TEXAS