

**Request For Statements of
Qualifications (RFQ)
For**

**Professional Services
Relating to the Design of a
Cogeneration Power Plant**

Submittal Date: April 10, 2006

**City of Houston
Building Services Department
Design & Construction Division**

March 2006

**REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL SERVICES FOR THE
DESIGN OF A COGENERATION POWER PLANT**

I. PURPOSE

The City's Building Services Department (BSD) invites the submittal of Statements of Qualifications from firms interested in providing professional design services for the proposed cogeneration power plant. BSD proposes to hire a Professional Design Consultant (PDC) to provide project design, construction administration, construction management, inspection, cost estimating, scheduling and administrative support for the design and construction of a cogeneration power plant. The City is seeking responses to this RFQ from qualified firms to provide these services. The final design will be advertised for Competitive Sealed Proposals. The PDC will assist with the contractor selection.

II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 1:30 p.m. on Tuesday, March 28, 2006, at City Hall Annex 900 Bagby, in 2nd Floor Conference Room 279, to discuss this solicitation. Attendance at the meeting is not mandatory.

Before the pre-submittal meeting date, the City will welcome any written questions submitted, faxed or e-mailed to:

Phil Golembiewski, P.E. City Engineer
Building Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 713-437-6859
Philip.Golembiewski@cityofhouston.net

The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ. Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders registered with BSD.

III. PROPOSED MWBE PARTICIPATION

It is the City's policy to ensure that Minority and Women Business Enterprise ("MWBE") have the full opportunity to compete for and participate in City contracts. The PDC shall make good faith efforts to award subcontracts or supply agreements in at least 24% of the agreement value.

IV. ANTICIPATED SERVICES

The scope of services shall consist of Professional Design Services for the construction of a cogeneration power plant. The intended objective is to generate the total electricity requirements of a designated City facility plus an additional capacity of 50 to 75 megawatts at a heat rate that is equivalent to or better than 7100Btu/kWh. This includes equipment selection of air-derivative natural gas fired combined cycle turbines, a Heat Recovery Steam Generator, and other equipment required to meet the above heat rate.

The scope also includes the design of all ancillary work such as engineering design modification to the current process to utilize waste heat products from the electric generation process, environmental assessment, permitting requirements (State and Local), site improvements, and new or modifications to existing buildings.

The scope also includes assisting with the contractor selection, project management, inspection, verifying contractor cost estimates and schedules and administrative support.

The following services will also be required:

Assessment of Existing Conditions. Initially, the PDC will need to gather any existing records (e.g. environmental assessments) or documents (e.g. Record Drawings, site surveys, etc.) that indicate existing conditions. These documents will need to be verified by on-site inspection of the premises. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the design effort.

Planning. Phase I design services include Programming, Schematic Design and Design Development. Phase II services involve the development of Contract Documents. Contract Documents shall be suitable for the solicitation of competitive construction bids/proposals. All permit and other discrepancies must be resolved and changes incorporated into the Contract Documents before approval can be given by the City for the 100% submittal, and subsequent initiation of the bidding process.

Design and Construction Phase Services. Professional services will include, but are not limited to, construction drawings using CADD and, more specifically, the Uniform Drawing System (UDS) distributed by the Construction Specifications Institute (CSI)

with layering standards developed by the American Institute of Architects (AIA); CSI-style specifications; bidding phase assistance; construction administration plus construction management services; and post-construction services which covers items, such as commissioning and warranties, for a period following the completion of construction.

V. SUBMITTAL ORGANIZATION AND SELECTION CRITERIA

- A. To enable the City to efficiently evaluate Submittals, it is MANDATORY that Respondents follow the required format in preparing their response. Responses that do not conform to the prescribed format will not be evaluated.
- B. The Response shall consist of **nine** standard binders. The binders shall be submitted in a sealed box. Respondent shall clearly identify the Project, Proposal Submittal Date, and Respondent's name on the outside of the box.
- C. Binders are used to ensure that pages are not lost. Each binder shall be of adequate size to fit all information being submitted. Pages shall be no larger than letter-size (8½" by 11"). Tabbed sections, as defined below, shall separate information provided. Elaborate binders and dividers are not required nor wanted.
- D. The selection criteria and corresponding point values are set out in Tabbed Sections I thru VII described further below. Tabbed Section I provides information and documentation with no point values; however, if this information is missing the SOQ is disqualified. See attachment "Selection Criteria – Ranking System" for further point value break down.
- E. Each of the binders shall be organized in the following order:
 1. Outside Cover and/or first page: This shall contain the name of the SOQ ("Statement of Qualifications for Professional Services Relating to the Design of a Cogeneration Power Plant"), the name of the Respondent, and the submittal date. Remember to label the cover of one copy with the original documents in it with the word "ORIGINAL".
 2. Transmittal Letter: The first page following the above cover page shall be a one-page letter transmitting the SOQ to Phil Golembiewski, P.E., City Engineer, Building Services Department. The signer of the document is authorized by the Respondent to sign the document. The transmittal letter shall contain the names of all firms proposed for the Team. At least one copy of the transmittal letter shall contain the original signature of a partner, principal or officer of Respondent. NOTE: Acknowledge receipt of all Addenda, if any, in this Transmittal Letter.
 3. Table of Contents: The next page shall be a table of contents.

4. Tabbed Section I:
 - a. *MWBE Letter (s)*: Following the transmittal letter shall be a one-page letter from each City-certified MWBE firm included on the Team, indicating that firm's desire to be included on the Team and indicating a general statement of the scope of services that firm will perform if Team is selected. **NOTE:** The scope of services proposed by the firm must match the service for which that firm is certified by the City. At least one copy of each of these letters shall contain the original signature of a partner, principal or officer of the MWBE firm.
 - b. *Copy of Conflict of Interest Questionnaire* (Texas Ethics Commission Form CIQ found at www.ethics.state.tx.us/forms/CIQ.pdf): Per House Bill 914, effective 1/1/06, original form shall be filed with City of Houston's Records Administrator (Ms. Anna Russell, City Secretary, 900 Bagby, First Floor, Houston, Texas 77002). Respondents shall include a copy of the form that was submitted to the City Secretary as part of the SOQ package. Any questions about filling out this form should be directed to Respondent's attorney.
5. Tabbed Section II: Firm's Organization, Staff and Experience Designing Cogeneration Power Plants (45 points)
 - a. A narrative can be used to address the selection criteria item:
 - Recent, relevant experience and overall capabilities
 - Proposed program staff's experience and capabilities
 - Cogeneration Power Plant Design experience and capabilities
 - Staff's previous experience with City projects
 - b. Include a simple organization chart of the proposed Team showing the reporting structure of the team members designated to perform the work.
 - c. List of Team Members: On one page, list the Team member names and/or firms along with the primary responsibilities they will have on the Team. If you are teaming with other firms, please indicate the lead firm. It is a requirement of the City that all SOQs will indicate the lead firm proposed for the project and that firm must agree to maintain a Houston office during the term of the engagement.
 - d. Resumes of all key individuals including Program Manager, Project Managers, Inspectors and Estimators.
 - e. SF-254 and SF-255 can be used for specific projects. Include all Team members under Block 6 and include a completed SF-254 (A-E and Related Services Questionnaire) for each Team member. Evaluation of past performance will be a subjective assessment based on consideration of all relevant facts and circumstances. The City will consider whether the Respondent has consistently demonstrated a commitment to excellence in performance, a commitment to customer satisfaction, timely completion of the work, and proven technical and management ability. The City's previous dealings with the Respondent will also be considered.

5. Tabbed Section III: **Firm's Program Management for Designing Cogeneration Power Plants (25 points).**
Narrative, charts, tables or other visual aides to convey the respondent's proposed approach to:
 - a. **Program / Project management and past project experience**
 - b. **Cogeneration plant design and past experience**
 - c. **Estimating and past project experience**
 - d. **Project Controls (costs and schedules) and past project experience**
 - e. **Quality assurance, safety and construction inspection and past project experience**
6. Tabbed Section IV: **Information and Reporting Capabilities (10 points).**
Narrative, charts, tables or other visual aides to convey **methodology to provide project information and progress reports.**
7. Tabbed Section V: **Financial Resources to Perform the Work (5 points).**
Narrative, charts, tables or other visual aides to convey the firm's financial resources to perform the work.
8. Tabbed Section VI: **Minority Participation Plan (5 points)**
Narrative, charts, tables or other visual aides to show the firm's plan to meet goal of 24%.
9. Tabbed Section VII: **Respondent's References From Previous Clients on Similar Type of Services (10 points).**
Include at least three and no more than five from last three years.

VI. EVALUATION AND CONSIDERATION OF SUBMITTALS

- A. A selection team designated by the Director of Building Services Department will rank the Respondents. The City will evaluate submittals. The criteria for evaluation of Submittals, and selection of the successful Respondent for this award, will be based on the factors listed above and in attachment "Selection Criteria – Ranking System".
- B. Based on the Selection Criteria and the Ranking System, the City intends to shortlist three Respondents but could shortlist up to five Respondents. The short-listed Respondents will be contacted to schedule for interviews. After the screening of SOQs, Respondents will be notified, in writing, of their status in the selection process
- C. INTERVIEWS – Short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the SOQ than to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.
- D. The City will select the most qualified Respondent based on demonstrated qualifications. After selection has been made the City will negotiate a contract with the selected Respondent.
- E. CONTRACT NEGOTIATIONS – The City proposes to enter into negotiations with the selected firm to develop a Professional Services Agreement. Negotiations will take place in face-to-face sessions with members of the firm who are authorized to act on behalf of the firm to finalize the Agreement. In the event that the City cannot come into agreement with the selected firm, the City reserves the right to cease negotiations and begin negotiations with the next most qualified firm. This process will continue until the City has either successfully negotiated a contract or decided not to move forward with this program.
- F. Submission of a Submittal indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the City during the assigning of points.

VII. SUBMITTALS

The Submittals are required to be sealed and delivered to the City Secretary for the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), Public Level, 900 Bagby Street, Houston, TX. 77002, at or before 2:00 P.M., local time, **Monday, April 10, 2006.** Late submittals will not be accepted for any reason. All submittals must be labeled on the outside with the Respondent's name and the name of the project and addressed to:

Phil Golembiewski, P.E.
City Engineer
Building Services Department

VIII. PROPOSED RFQ/CONSULTANT SELECTION SCHEDULE:

The City's proposed schedule for the RFQ and consultant selection process is as follows:

- Review of responses by selection committee and notification of three to five short-listed firms: Early May, 2006
- Interviews with Short-listed firms and committee recommendation: May, 2006
- Negotiation / drafting of professional services agreement: May and June, 2006
- BSD recommendation to City Council: July, 2006
- Contract Kickoff / Notice to Proceed: July, 2006

IX. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.
- C. INQUIRIES – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- D. COST OF SOQ – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.
- E. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their Proposals are subject to the provisions of the Texas Open Records Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the Submittals.

F. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which relate to contracting with the City. More detailed guidance is available on request. The following is a partial list of relevant subjects:

1. Equal Employment Opportunity
2. MWBE Participation Goal of 24%.
3. City of Houston Fair Campaign Ordinance
4. Mayor’s Drug Detection and Deterrence Policy and Procedures

G. FEDERAL WAGE RATES will apply to this project.

Phil Golembiewski, P.E.
City Engineer
Building Services Department