



Advertised Projects

The General Services Department advertises professional services and construction services solicitations in the Houston Business Journal on the City of Houston website for two consecutive weeks.

Houston Business Journal Website:

<http://www.bizjournals.com/houston>

Houston Business Journal Publication

Available every Friday under the classified section



CITY OF HOUSTON

City Hall Annex

900 Bagby-2nd Floor

Houston, TX 77002

Phone: 832-393-8000

www.houstontx.gov/general_services

Directors Office

832-393-8019

Design & Construction

832-393-8070

Property Management

832-393-8047

Real Estate

832-393-8162

Environmental Management

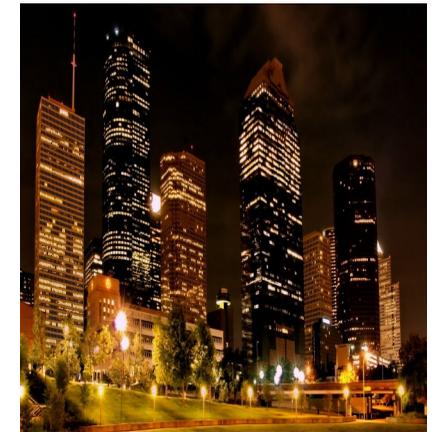
832-393-8079

Security Management

832-393-8488

General Services Department

Working Successfully With The City



City of Houston

Doing Business with the City

1. Company must be bondable and insurable
2. Property tax delinquent-free
3. Complete a Supplier Registration Form for a vendor number
4. Comply with the Mayor's Drug Detection and Deterrence Procedures
5. Comply with the City of Houston's Pay or Play Program
6. Provide proof of Insurance and Indemnification
7. Most comply with the City of Houston's Fair Campaign

Architect/Engineer Selection Process

Informal Guidelines

- GSD reviews SF-254 or SF330 Forms on file.
 - Three-to-five consultants are short-listed and interviewed
 - Committee reviews candidates' qualifications, experience, and ranks each firm based on a scoring matrix
 - Director authorizes Request to Negotiate (RTN) to begin contract negotiations with selected consultant
- ** If negotiations are successful; the Project Manager proceeds with the contract and presents it to City Council for approval

Formal Guidelines

- Advertise Request for Qualifications (RFQ) for two consecutive weeks and posted on the City's website
- Pre-submittal Meeting – Opportunity to discuss selection process prior to submittal date
- Submittal Date – Statement of Qualifications (SOQs) submitted to the City Secretary's office on or before date indicated in RFQ
- Evaluation of SOQs; Short-listed respondents notified and interviewed; scores reflect the selected firm; and negotiations begin

Project Delivery Methods

The General Services Department utilizes the following delivery methods to execute design and construction projects.

Design/Bid/Build Method:

- **Competitive Bid (Low Bid)** Non schedule-sensitive; lowest responsive bidder determines bid award
- **Competitive Sealed Proposal (CSP)** Non schedule-sensitive; bid price and qualifications determines bid award

Alternative Delivery Method:

- **Construction Manager at Risk (CMAR)**
Complex; schedule sensitive; difficult to define; subject to potential change project
- **Design/Build (DB)**
Multi-phase; single-point of responsibility ; faster schedule delivery
- **Job Order Contract (JOC)**
Schedule sensitive; single or multi-trade; emergency; minor construction/repair; or renovation project

Design & Construction

- Manage the planning, design, and construction of sustainable City buildings including green spaces/parks
- Implement best practices and latest industry standards and alternative delivery methods for procurement
- Transparent processes for fair and equal selection

Environmental Management

- Environmental site assessment
- Soil & groundwater remediation
- Emergency response on fuel/misc. spills
- Indoor air quality survey & remediation
- Mold/mildew survey & remediation
- Underground storage tanks /certification & inventory
- Asbestos/lead survey & abatement

Property/Security Management

- Provides quality infrastructure maintenance, repair and renovation for client departments to keep properties safe, energy efficient, secure and operational.
- Develops and manages maintenance service contracts such as janitorial and HVAC to ensure scope adherence and sound fiscal oversight.
- Security management manages physical security of all city facilities as well as manages citywide security contracts.