

PRESUBMITTAL MEETING AGENDA

City of Houston

General Services Department

Project: TASK ORDER CONTRACT FOR PROJECT MANAGEMENT SERVICES
WBS No.: D-000SAL-0001-3-01-01
Date: December 8, 2015
Time: 2:00 PM
Location: COH - General Services Department
900 Bagby, 2nd Floor, Conference Room 242

1. **Introduction & Sign-in**
2. **Information about the General Services Department (GSD) Design and Construction (D&C) Division**
3. **RFQ Overview:** Advertised Friday, November 20, 2015 and Friday, November 27, 2015
4. **Project Description:** The selected firm/team will enter into a task order contract that will provide project management support to the City of Houston GSD D&C Division on an as needed basis. The task order limits are up to 1.2M and/or up to 3 years (1-year with two 1 year options). Please see published RFQ Section 2 for more detailed information.
5. **Addenda/Clarifications:** All modifications or clarifications of this RFQ will be issued in writing as an Addendum. Addenda will be posted at www.houstontx.gov/generalservices/Advertisements

Please follow instructions carefully. Review SOQ in details, and provide any written questions via email. All questions must be submitted before noon on Thursday, December 10, 2015.

The following forms are required:

- a. **Statement of Qualifications (SOQ) Standard Form**
New format. New Evaluation Criteria. MWBE Participation is part of SOQ doc.
- b. **Affidavit of Ownership**
- c. **Fair Campaign Ordinance**
- d. **Pay or Play Acknowledgement**

6. **SUBMITTAL DATE: THURSDAY, DECEMBER 17, 2015 until 2:00 PM**

TO CITY SECRETARY 900 BAGBY, ROOM P101, 1ST FLOOR

DO NOT DELIVER SUBMITTAL TO GSD

7. **Proposed Tentative Schedule:** Anticipated Interview Selection in January 2016, Contract Execution March 2016

8. **Review and Selection Process – RFQ Section 3**

- a. Step 1 - Evaluation process will with consist of a panel scoring SOQ to determine shortlisted firms/teams
- b. Step 2 – Interviews/Presentations – Interviews will be evaluated by a panel based upon criteria presented in the notificaiton letter.
- c. **Important note:** The apparent successful firm/team will be determined based on the interview/presentation scores.

9. **Communication:** Send questions to Humberto Bautista, City Engineer, and c.c. James Reddington
All questions must be submitted before noon on Thursday, December 10*, 2015. (*corrected typo from handout at the meeting)

10. **Rights of the City of Houston / Terms and Conditions:** See RFQ – Section 5

11. **Q&A**