



**REQUEST FOR QUALIFICATIONS
FOR
PROJECT MANAGEMENT SERVICES**

**PROJECT MANAGEMENT SERVICES
TASK ORDER CONTRACT**

Qualifications Submittal Date
Thursday, December 17, 2015

City of Houston
General Services Department
Design & Construction Division

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REQUEST FOR QUALIFICATIONS FOR PROJECT MANAGEMENT SERVICES

Project Name: TASK ORDER CONTRACT FOR PROJECT MANAGEMENT SERVICES

1 – RFQ PROCESS

1.1 PURPOSE

The City of Houston (City), General Services Department (GSD) is requesting Statement of Qualifications (SOQ) for the selection of Project Management Services to be performed as needed through a task order contract with the General Services Department Design and Construction Division.

The City anticipates retaining project management services to provide the Scope of Services outlined in Document 2 of this RFQ. Firms and team members with significant experience in cost estimating, planning, and design and construction management of projects with similar characteristics will be given prime consideration for this project. Those firms or joint ventures that participate in this RFQ process will be referred to as “Respondents”. “Respondent” and its subconsultants shall be referred to collectively as the “Team”.

1.2 SUBMITTAL INSTRUCTIONS

Respondents shall submit six hard copies and one electronic copy (CD or flashdrive) of the SOQ Submittals (see Document 4), in a sealed box labeled with the Respondent’s name, name of the Project, and General Services Department. SOQ Submittals are due at the date, time, and location set out below. Late submittals will not be accepted.

Date: Thursday, December 17, 2015

Time: Accepted until 2:00 p.m.

Location: City Secretary, 900 Bagby, Room P101, Houston, TX

1.3 PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at the date, time, and location set out below. Attendance at the meeting is recommended, but not mandatory; however, meeting minutes will not be issued.

Date: Tuesday, December 8, 2015

Time: 2:00 p.m.

Location: City Hall Annex, 900 Bagby Street, 2nd Floor

1.4 QUESTIONS

Please email questions concerning this RFQ to:

Humberto Bautista, P.E.
City Engineer
General Services Department
Email: Humberto.Bautista@houstontx.gov

c/o James Reddington
Division Manager
Email: James.Reddington@houstontx.gov

All questions must be submitted before noon on Thursday, December 10, 2015.

1.5 ADDENDA

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. Respondents may only rely on information set out in this RFQ, as modified by Addenda. By submitting an SOQ, Respondents will be deemed to have received all Addenda.

No Addendum will be issued later than noon on Monday, December 14, 2015, except Addenda with minor clarifications, withdrawing the RFQ, or postponing the Qualifications Submittal Date.

1.6 ESTIMATED RFQ TIMELINE

Pre-Submittal Meeting:	2:00 p.m., December 8, 2015
Questions Deadline:	Noon, December 10, 2015
Addenda Deadline:	Noon, December 14, 2015
SOQ Submittal Date:	2:00 p.m., December 17, 2015
Anticipated Selection Date:	January, 2016
Contract Execution:	March, 2016



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2 – SCOPE OF SERVICES

2.1 PROJECT DESCRIPTION

Project Name: Task Order Contract for Project Management Services

Location: Various Project Locations

Task Order Contract Limits: Up to 1.2M / Up to 3 years

2.2 AREAS OF PROJECT MANAGEMENT SUPPORT

The selected firm will enter into a contract that will provide project management support to the City of Houston General Services Design and Construction Division located at the City Hall Annex, 2nd Floor on an as needed basis. Some areas of support include, but are not limited to, the following:

- Cost Estimating – Capital Improvement projections, Unit Price Breakdown (RSMMeans)
- Project Scheduling – Develop, evaluate and/or provide recommendations for accelerating critical path schedules
- Scope development
- Constructability Review of Drawings/Specifications
- Project Management – Acting on the City's behalf, facilitating all phases of a project from predesign through construction completion.
- Contract Administration
- Administrative Support

2.3 PROJECT DELIVERY METHODS

The General Services Department utilizes the following delivery methods to execute projects. Firms should include in their SOQ experience related to these delivery methods.

- Design/Bid/Build (Low Bid and Competitive Sealed Proposal)
- Construction Manager at Risk (CMAR)
- Design/Build
- Job Order Contracting

2.4 DESIGN MANAGEMENT – Management of third party design contracts to meet required deliverables, schedule and budget; includes reviewing and approving invoicing.

Pre-Design Phase

Pre-Design Services include: existing conditions survey, space plan, conceptual floor plans, and a cost estimate.

Design Phases

Phase I Design: Programming, Schematic Design, and Design Development.

Phase II Design: Contract Documents (drawings and specifications), code approval of drawings and administering the bidding process.

2.5 CONSTRUCTION MANAGEMENT – Management of third party construction contracts.

Construction and Post-Construction Phases

Phase III and Phase IV services may include: Construction Management, overseeing commissioning procedures/documentation and LEED™ procedures and documentation, Close-out Document review (As-built documentation and Operations & Maintenance Manuals), Punch-list documentation, Accept Work and post-construction observations.



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3 – EVALUATION PROCESS AND CRITERIA

3.1 EVALUATION PROCESS

The Respondents will be evaluated as follows:

Step One: Statement of Qualifications – An evaluation committee will review and evaluate Respondent’s SOQ, based on the evaluation criteria set out below. Respondents can receive up to 150 points for the SOQ. Two or more firms will be short-listed to participate in Step Two.

Step Two: Interviews/Presentations – Short-listed Respondents will be required to participate in an interview/presentation. The interview/presentation will be evaluated based on evaluation criteria set out in notification letter to the short-listed respondents.

The apparent successful Respondent will be the Respondent that is most qualified based on the interview/presentation scores.

3.2 EVALUATION CRITERIA FOR STEP ONE

The SOQs will be evaluated as follows:

1. Respondent’s Experience (60 Points Maximum) – reference Section 2.1 of SOQ
2. Proposed Key Personnel’s Experience (60 Points Maximum) – reference Sections 3.1 – 3.4 of SOQ
3. Team Relationships (20 Points Maximum) – reference Section 4.1 of SOQ
4. Sub-Consultant’s Experience (10 Points Maximum) – reference Section 4.2 of SOQ

The Respondents may be disqualified, if the submittal is not complete, or the Respondent does not submit an MWBE plan (reference Section 1.2 of SOQ) that shows a good faith effort to 24% MWBE Goal. The MWBE plan must be included in Section 2, Proposed Design Team (Sub-Consultants) of the SOQ.

3.3 EVALUATION CRITERIA FOR STEP TWO

The Proposed Key Personnel will be required to make a presentation covering some or all of the following topics:

- Introduction
- Relevant project experience of Firm
- Relevant project experience of Proposed Key Personnel and/or Team
- Approach
- Methodology
- Understanding of project management process
- Understanding of role/needs

Following the presentation, there will be time set aside for the Evaluation Committee Members to ask questions. The Interviews/Presentations and responses to questions will be combined for the total score.

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**STANDARD FORM
STATEMENT OF QUALIFICATIONS
FOR PROJECT MANAGEMENT SERVICES**

Total pages are limited by the SOQ form and additional pages set out in SOQ instructions. Other pages should not be included.

1.1 RESPONDENT'S GENERAL INFORMATION

Is SOQ being submitted by a Joint Venture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Respondent's legal name:			
Respondent's assumed names (if any):			
Respondent's local address:		Respondent's Headquarters Address (if different than local address):	
Contact Name for SOQ: Email address: Telephone number:		Federal Tax ID Number:	

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1.2 ADDITIONAL FIRM GENERAL INFORMATION. *If submitting as a joint venture, the following information is required for each additional joint venture firm. Insert additional tables, if necessary.*

Firm's legal name:			
Firm's assumed names (if any):			
Firm's local address:		Firm's Headquarters Address (if different than local address):	
Federal Tax ID Number:			

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1.3 PROPOSED TEAM (SUB-CONSULTANTS). *Attach additional pages as necessary. Local Sub-Consultants are preferred.*

Firm's Legal Name	Office Location (City)	Responsibilities and Scope of Work	Approximate % of work on this project	Indicate Yes or No if Worked with Prime Firm or Joint Venture before	Indicate MBE or WBE (if applicable)

1.4 MWBE COMPLIANCE PLAN

Project Goal 24% Participation met as indicated above:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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2.1 RESPONDENT'S EXPERIENCE. *Respondents should select representative projects/programs of the same type, size and/or scope. Recent projects/programs are preferable. The response boxes can be expanded to fit more information; original overall table must remain same size.*

Firm Name:			
I. Project/Program Name:			
Project/Program Location:			
Date Started:		Date Completed:	
Construction Costs:		Construction Delivery Method:	
Name, Phone Number and Email of Owner's Representatives:			
Project/Program Description:			
Services Provided:			
Names of Proposed Key Personnel that worked on this project (if any):			
Additional Information:			

Attach up to two pages of photographs behind this sheet.

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Project Name: TASK ORDER CONTRACT FOR PROJECT MANAGEMENT SERVICES

Firm Name:			
II. Project/Program Name:			
Project/Program Location:			
Date Started:		Date Completed:	
Construction Costs:		Construction Delivery Method:	
Name, Phone Number and Email of Owner's Representatives:			
Project/Program Description:			
Services Provided:			
Names of Proposed Key Personnel that worked on this project (if any):			
Additional Information:			

Attach up to two pages of photographs behind this sheet.

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Firm Name:			
III. Project/Program Name:			
Project/Program Location:			
Date Started:		Date Completed:	
Construction Costs:		Construction Delivery Method:	
Name, Phone Number and Email of Owner's Representatives:			
Project/Program Description:			
Services Provided:			
Names of Proposed Key Personnel that worked on this project (if any):			
Additional Information:			

Attach up to two pages of photographs behind this sheet.

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3.1 PROPOSED KEY PERSONNEL. *List personnel proposed for this project. Include Program Principal, Program Manager, Project Manager(s), Contract Administrator(s), Cost Estimator(s), Scheduler(s), and/or Administrative support. Personnel in local offices are preferred.*

SOQ Project Role	Personnel Name	Corporate Title	Active Registrations/Certifications	Years of Experience	Office Location (City)

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3.2 EXPERIENCE OF PROJECT PRINCIPAL. *List up to 10 projects of a similar type, size and/or scope.*

Project Principal:				
Project Name and City:	Client	Construction Cost	Project Similarities	Past Project Role

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3.3 EXPERIENCE OF PROJECT MANAGER. *Respondent should select only three best representative projects of the same type, size and/or scope. These projects do not have to match projects in Section 2.1 Respondent's Experience. Recent projects are preferable.*

Project Manager:			
I. Project Name:			
Project Location:			
Year Completed:		LEED Certification Level:	
Construction Costs:		Construction Delivery Method:	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
SOQ Project Role:			
Additional Information:			
<i>Attach up to two pages of photographs behind this sheet.</i>			
Project Architect/Project Manager:			

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Project Name: TASK ORDER CONTRACT FOR PROJECT MANAGEMENT SERVICES

II. Project Name:			
Project Location:			
Year Completed:		LEED Certification Level:	
Construction Costs:		Construction Delivery Method:	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
SOQ Project Role:			
Additional Information:			
<i>Attach up to two pages of photographs behind this sheet.</i>			
Project Architect/Project Manager:			
III. Project Name:			

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Project Name: TASK ORDER CONTRACT FOR PROJECT MANAGEMENT SERVICES

Project Location:			
Year Completed:		LEED Certification Level:	
Construction Costs:		Construction Delivery Method:	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
SOQ Project Role:			
Additional Information:			
<i>Attach up to two pages of photographs behind this sheet.</i>			

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3.4 EXPERIENCE OF PROJECT TEAM MEMBER. *List up to 10 projects of a similar type, size and/or scope.*

Project Team Member:				
Project Name and City:	Client	Construction Cost	Project Similarities	Past Project Role

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4.1 TEAM RELATIONSHIPS. *Insert additional tables as necessary for all Proposed Sub-Consultants.*

Sub-Consultant's Name			Role on SOQ Project	
List other Proposed Sub-Consultants that Sub-Consultant has worked with before				
Projects as Sub-Consultant with Respondent (list no more than 5)	Role	Year Completed	Project Construction Cost	

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4.2 SUB-CONSULTANT’S EXPERIENCE. *List up to 5 projects for each Sub-Consultant that highlights projects of a similar type, size and/or scope. Attach additional tables, if necessary.*

Project Sub-Consultant:					
Project Name and City:	Client	Construction Cost	Year Completed	Project Similarities	Past Project Role

Project Sub-Consultant:					
Project Name and City:	Client	Construction Cost	Year Completed	Project Similarities	Past Project Role

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Project Name: TASK ORDER CONTRACT FOR PROJECT MANAGEMENT SERVICES

Project Sub-Consultant:					
Project Name and City:	Client	Construction Cost	Year Completed	Project Similarities	Past Project Role

Project Sub-Consultant:					
Project Name and City:	Client	Construction Cost	Year Designed	Project Similarities	Past Project Role

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5.1 REQUIRED FORMS. *All Respondents must include with the SOQ the following forms.*

- Affidavit of Ownership
<http://purchasing.houstontx.gov/forms.shtml>
- Fair Campaign Ordinance
<http://purchasing.houstontx.gov/forms.shtml>
- POP1a - Pay or Play Acknowledgement Form
<http://www.houstontx.gov/obo/payorplay/pop1.pdf>



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5 – TERMS AND CONDITIONS

5.1 NO CONTACT PERIOD AND GRATUITIES

Neither Respondents nor any person acting on Respondent's behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston or their families. All inquiries regarding the solicitation are to be directed to the designated City Representative identified in Section 1.4 of this RFQ. Upon issuance of the solicitation, through the pre-award phase and up to the award, aside from Respondent's formal response to the solicitation, communications publicly made during the official pre-submittal meeting, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Respondents nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston or their families through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Respondent. However, nothing in this paragraph shall prevent a Respondent from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

5.2 FALSE INFORMATION

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.

5.3 STANDARD CITY CONTRACT

The Firm will be required to execute a City of Houston project management services task order agreement.

5.4 CITY POLICIES & ORDINANCES

Respondents shall comply with the City of Houston Ordinances and policies and procedures relating to contracting with the City. The following is a partial list of applicable subject matters.

- .1 Equal Employment Opportunity
<https://purchasing.houstontx.gov/forms/EEOC.doc>
- .2 MWBE Goal 24% Participation
<https://houston.mwdbe.com>
- .3 City of Houston Fair Campaign Ordinance
https://purchasing.houstontx.gov/forms/Fair_Campaign_Ordinance.doc
- .4 Mayor’s Drug Detection and Deterrence Policy and Procedures
<http://www.houstontx.gov/execorders/1-31.pdf>
- .5 Indebtedness to Taxing Authorities Ordinance
<http://purchasing.houstontx.gov/index.shtml>
- .6 Pay or Play (POP) Program
<http://www.houstontx.gov/obo/payorplay>

5.5 CONTRACT NEGOTIATIONS

This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offered by the City; a specific scope of work, fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City may require the inclusion of a “key persons clause” a part of the contract negotiations.

5.6 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.

5.7 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 SOQs are subject to the provisions of the Texas Public Information Act and may be made public. Confidential and/or Sensitive information should not be included in the SOQ.

5.8 PROTEST

- .1 A protest shall be handled according to the City of Houston Procurement Manual. http://www.houstontx.gov/legal/coh_procurementmanual.pdf
- .2 A protest shall include the following:
 - .1 The name, address, e-mail, and telephone number of the protester;
 - .2 The signature of the protester or its' representative who has the delegated authority to legally bind the person protesting;
 - .3 Identification of the solicitation description and the solicitation or contract number;
 - .4 A detailed written statement of the legal and factual grounds of the protest, including copies of relevant documents, etc., and
 - .5 The desired form of relief or outcome.
- .3 A protest does not create any due process rights, but is intended to allow bidders to raise concerns regarding actions taken regarding a bid or other form of competitive solicitation.

5.9 The City of Houston reserves the right to:

- .1 Evaluate the qualifications submitted;
- .2 Waive any irregularities;
- .3 Request Respondents submit more detailed information;
- .4 Accept any submittal or portion of a submittal; and/or
- .5 Reject any or all Respondent's submitting qualifications.