

**CITY OF HOUSTON
GENERAL SERVICES DEPARTMENT
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
INSPECTION SERVICES FOR THE
RESIDENTIAL ENERGY EFFICIENCY PROGRAM**

The City of Houston, General Services Department (GSD), invites the submittal of Statements of Qualifications (SOQs) from firms interested in providing inspection services for the City of Houston's Residential Energy Efficiency Program (REEP). The funding available for this inspection project is approximately \$1.5 Million.

A pre-submittal meeting will be held at 9:00 a.m. on Monday, July 13, 2009, at City Hall Annex, 900 Bagby, 2nd Floor Conference Room, to discuss this solicitation. Attendance at the meeting is not mandatory.

Six copies of the SOQ, enclosed in a sealed box or other container, shall be delivered to the City Secretary of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), **Public Level**, 900 Bagby Street, Houston, TX. 77002, before **2:00 p.m., local time, Monday, July 20, 2009**. 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.

A detailed Request for Qualifications (RFQ) will be made available beginning, **Monday, July 6, 2009**, at the General Services Department's Reception area, located on the 2nd floor of the City Hall Annex, 900 Bagby Street, Houston, Texas and at our website, <http://www.houstontx.gov/generalservices/bsd-rfq.html>. The detailed requirements for the submittals are listed in the RFQ. Submittals that do not conform to these requirements in all respects may not be evaluated.

The City will welcome any written questions submitted to: Gavin Dillingham, PhD, Director of Special Projects, General Services Department, 900 Bagby Street, 2nd Floor, Houston, Texas, 77002, regarding this solicitation. Questions can also be faxed to his attention at 832-393-8140, or emailed to gavin.dillingham@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 that are registered with the City.

Dated: _____
(Publish Friday, July 3 and July 10, 2009)

Anna Russell
City Secretary