



CITY OF HOUSTON

General Services Department

Interoffice

Correspondence

To: Anna Russell
City Secretary

From: Humberto Bautista, P.E.
City Engineer

Date: April 20, 2011

Subject: **REQUEST TO ADVERTISE
REQUEST FOR QUALIFICATIONS**

The Request for Qualifications (RFQ) is ready to be advertised. Please have this project advertised on the dates given. If you have any questions, please contact the Project Manager at the number listed below.

Project Information:

Advertisement Dates: April 22, 2011 and April 29, 2011
(Houston Business Journal)

Project Name: Retail Electric Providers

Project Manager: Felix Johnson
Energy Management
832.393.8086

Proposal Submittal Date: Monday, May 16, 2011

A handwritten signature in black ink, appearing to read "Humberto Bautista", with the initials "HB" written to the right of the signature.

Humberto Bautista, P.E.
City Engineer

HB:CC:ml

Attachment: Advertisement for RFQ

Copy w/attachment: Scott Minnix, Calvin R. Curtis, Morris Scott, Kim Nguyen, File

**City of Houston
General Services Department
Request for Qualifications (RFQ)
For
Retail Electric Providers**

The City of Houston (City) is issuing this Request For Qualifications (RFQ) to solicit Statement of Qualifications (SOQs) from firms that are certified retail electric providers (REPs) in good standing with the Public Utility Commission of Texas (PUCT). The scope of services will be limited to supplying electricity to the City's diverse facilities pursuant to an Electric Power Purchase Agreement to be negotiated between the City and the REP as part of this procurement process.

The City will use the responses to this RFQ to narrow the field of candidates for an anticipated Request For Proposal (RFP) process. During this process those candidates the City deems most qualified will be asked to submit proposals regarding REP services to the City.

A pre-submittal meeting will be held at **9:00 a.m. on Wednesday, May 4, 2011**, at City Hall Annex 900 Bagby, 2nd Floor Conference Room, to discuss this solicitation. Attendance at meeting is highly recommended but not mandatory.

Three hard copies and Eight CDs 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, at or before 2:00 p.m., local time, **Monday, May 16, 2011**. Late submittals will not be accepted for any reason. All submittals must be provided in a sealed box clearly labeled on the outside with the Respondent's name, name of the Project, and General Services Department.

A detailed Request For Qualifications (RFQ) document will be available beginning **Monday, April, 25, 2011**, at General Services Department's receptionist located on the 2nd floor at City Hall Annex, 900 Bagby Street, Houston, Texas and <http://www.houstontx.gov/generalservices/index.html>. The detailed requirements for submittals are described 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: Humberto Bautista, P.E., City Engineer, General Services Department, 900 Bagby Street, 2nd floor, Houston, Texas, 77002, regarding this solicitation. Questions can also be faxed to his attention at 832-393-8009, or e-mailed to Humberto.Bautista@houstontx.gov. 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, April 22, 2011 and Friday, April 29, 2011)

Anna Russell
City Secretary