

**City of Houston  
General Services Department  
Request for Qualifications (RFQ)  
For Professional Landscape Architectural  
Task Order Contracts**

The City of Houston, General Services Department, on behalf of the Houston Parks and Recreation Department, invites the submittal of Statements of Qualifications (SOQs) from design firms interested in providing Professional Landscape Architectural services on a task order basis for park projects. The projects generally consists of renovations and new construction to community centers, swimming pools and pool buildings, site drainage, playgrounds, landscaping, lighting and irrigation, sports fields, spray-grounds, metal pavilions, playing surfaces, trails, bridges and walks, parking lots, concession stands and restrooms, skate parks and other site amenities.

A pre-submittal meeting will be held at 10:30 am on Tuesday, May 12, 2008, at City Hall Annex 900 Bagby, 2<sup>nd</sup> Floor Conference Room, to discuss this solicitation. Attendance at meeting is highly recommended but 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, at or before 2:00 p.m., local time, **Monday, June 2, 2008**. 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, May 5, 2008, at General Services Department's receptionist located on the 2<sup>nd</sup> 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: Phil Golembiewski, P.E., City Engineer, General Services Department, 900 Bagby Street, 2<sup>nd</sup> floor, Houston, Texas, 77002, regarding this solicitation. Questions can also be faxed to his attention at 713-437-6859, or e-mailed to [Philip.Golembiewski@cityofhouston.net](mailto:Philip.Golembiewski@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, May 2nd and Friday, May 9th)

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Anna Russell  
City Secretary