

**City of Houston  
General Services Department  
Request for Qualifications (RFQ)  
For  
One Stop Permitting Facility**

The City of Houston, General Services Department, on behalf of the Administration & Regulatory Affairs (ARA) and Public Works & Engineering (PWE) Departments, invites the submittal of Statements of Qualifications (SOQs) from developer teams, with past experience in redevelopment, to purchase, design, and renovate an existing building of approximately 200,000 square-feet, to house ARA and PWE, One Stop Permitting operations; and provide long term lease back of the building to the City of Houston based on tax exempt, capital lease financing.

A pre-submittal meeting will be held at 9:00 a.m. on Tuesday, March 31, 2009, 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.

**Ten 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, April 6, 2009**. 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 March 20, 2009, at the 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 will not be considered.

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 832-395-9542, 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, March 20 and March 27, 2009)

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Anna Russell  
City Secretary