

**Request for Qualifications (RFQ)
For
Design/Build Services
Relating to**

**Consolidation of Three Houston
Health Department of Health and
Human Services Facilities**

**City of Houston
Building Services Department
Design & Construction Division**

April 23, 2007

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
DESIGN/BUILD SERVICES
RELATING TO THE
Consolidation of Three Houston Department of Health and Human Services
Facilities**

I. PURPOSE

The City of Houston, Building Services Department (BSD), on behalf of the Houston Department of Health and Human Services (HDHHS), invites the submittal of Statements of Qualification (SOQs) from design/build teams interested in providing professional services for the programming, design and construction of the Consolidation of Three HDHHS Facilities in Houston, Texas. The existing facilities targeted for consolidation are the Administration Building at 8000 Stadium Drive, Braeswood Laboratory at 1115 S. Braeswood and Pollution Control Offices and Laboratory at 7411 Park Place. All services necessary to assess and verify existing programming, review and verify HDHHS' draft standard for health design requirements, The Architect will, as part of this project, design to a Silver level in the LEED (Leadership in Energy & Environmental Design) certification, provide specifications for furniture, fixtures and equipment (FF&E), provide computer-aided drafting and design (CADD) documentation, estimate construction costs, provide value engineering, arrange and conduct meetings, carry on normal construction administration services and perform all construction activities, coordinate commissioning activities, and assist in the warranty review will be required.

II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held 9:00 a.m. Tuesday April 3, 2007 at 900 Bagby 2nd Floor Conference Room 257A to discuss this solicitation. Attendance at the meeting, though not mandatory, is highly recommended because only those firms with representatives who sign the meeting attendance log will automatically receive any addenda published after that date.

Before the pre-submittal meeting date the City will welcome any written questions submitted to:

Phil Golembiewski, P.E.
City Engineer
Building Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 713-437-6859
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 registered with BSD.
- No Addendum will be issued later than noon on Tuesday before the Submittal Date, except Addenda with minor clarifications, withdrawing RFQ, or postponing the Submittal Date.

III. OBJECTIVE

The Building Services Department proposes to retain a highly qualified design/build team with extensive experience in facilities of similar type. Those teams who participate in this RFQ process will be referred to as “Respondents”. The Designer and its Construction Contractor shall be referred to collectively as the “Team”.

IV. DESIGN CRITERIA PACKAGE

Legal description of the site – Site To Be Determined

Existing Space Program – The three facilities have a total combined office space of approximately 203,000 square feet and combined laboratory space of 39,000 square feet. There are 928 parking spaces. See Exhibit A, Design Criteria, Part One Executive Summary.

Number of offices - See Exhibit A, Design Criteria, Part II, III & IV

Cost or budget estimates – Refer to RFQ section IV-B under “scope of work”.

Time schedules – To be Determined

Quality assurance and quality control requirements – A third party testing lab will be contracted by the City of Houston.

Special codes and ordinances that may affect this project – Compliance with any code, ordinance, or law required to receive a building permit. The Contract Documents must comply with the City of Houston minimum standards.

A. PROJECT DESCRIPTION

The new facility(s) located on one site will be replacing three existing facilities: Health and Human Services Administration Building located at 8000 North Stadium

Drive; Braeswood Laboratory located at 1115 S. Braeswood; and Pollution Control Offices and Laboratory located at 7411 Park Place. A site has not yet been located. Currently **Stadium Drive** space includes Administration, Vital Statistics, Director's Office, Office of Surveillance and Public Health Preparedness, Communicable Disease Control Division, Environmental and Bureau of TB Control; **Braeswood Laboratory** includes a Pharmacy, HIV/STD Prevention, Jail Health Administration, and Vaccines for Children and Laboratory Services. The Bureau of laboratory services support clinical services by providing testing for maternity and family planning, diagnosis of TB, sexually transmitted diseases, verification of immunization status and rabies testing. The laboratory also provides chemical analysis of water, soil, air and industrial waste sample in support of environmental health initiatives and programs. The Pharmacy promotes health, prevents disease and infirmity through the delivery or distribution of prescription drugs and/or devices used in the diagnosis, prevention and treatment of injury, illness and disease. The vaccination for Children houses and distributes vaccines for children and adults and also conducts training classes. HIV/STD prevention conducts disease intervention activities for HIV and STD. There is also an auditorium that houses approximately 70 people. **Park Place** includes space for administration, air quality control, community and environmental health and water quality control. Please see attached Exhibit A, Design Criteria for more details.

B. SCOPE OF WORK

Project Name: Consolidation of Three Houston Department of Health and Human Services (HDHHS) Facilities

Existing Location: 8000 Stadium Drive, 1115 Braeswood, 7411 Park Place

New Location: To Be Determined

Schedule: Design: To be De Determined;
Construction: To be Determined

The Architect will, as part of this project, design to a Silver level in the LEED Green Building Rating System and will document this using USGBC's Project Checklist, and will apply for certification on behalf of the City.

At this time, funding has not been identified for design and construction. The intent is to award a contract for programming only. The City will be advertising separately for the finance portion of the project. If funding is made available, the City intends to award a design/build contract to the successful team.

The scope of work includes construction of a new HDHHS Campus with one or more buildings. The work will require programming, site planning, architecture, landscaping, and construction. Part of the programming will include verifying

existing space, determining and adding space for future growth (25 years) and applying results to the consolidation. A third party Commissioning Agent (CA) may be required for commissioning and related activities; in which case, the designer will be instrumental in the selection of the CA, coordinating activities of the CA with other parties, developing commissioning documents with the CA, commissioning the building, and certifying the L.E.E.D. portion of the Project. The estimated construction budget for building equipment, construction, and furnishings is approximately \$75 million.

The following services will be required:

1. Planning. Phase I design services include Programming, Schematic Design and Design Development. Phase II services involve the development of Contract Documents (CD). All permit and other discrepancies must be resolved and changes incorporated into the Contract Documents before submitting the 100% CD's to the City for final approval. Design/Build firm will prepare an initial schedule showing the activities of the Client, Design/Build Firm, and others during the design and construction process. Design/Build Firm will update the schedule at each submittal point and recommend corrective actions to meet scheduled completion dates.
2. Initial Cost Estimates. When sufficient Project information is available, the Design/Build Firm will prepare an initial Construction Cost Estimate for the Client's approval. Design/Build Firm will update the Cost Estimate at each stage of the design and recommend revisions to the scope of work, if the Cost Estimate indicates the Construction Cost will exceed the designated budget.
3. Design and Construction Administration Phase Services. Architectural and engineering services will include, but are not limited to, construction drawings using CADD and the Uniform Drawing System (UDS) distributed by the Construction Specifications Institute (CSI) with layering standards developed by the American Institute of Architects (AIA); CSI-style specifications; commissioning procedures and documents; L.E.E.D. procedures and documents; specifications of FF&E; construction administration services; and post-construction services, such as commissioning and warranties for a one-year period following the completion of construction.
4. Guaranteed Maximum Price (GMP). The Design/Build Team will propose a Guaranteed Maximum Price for the City's review and approval. The GMP shall be the sum of the cost of the construction work.

5. Construction Services. The Design/Build Team will perform all construction services necessary to complete the scope of work described in the Contract Documents.

C. SELECTION CRITERIA

In order to select the Design/Build Team, the City will evaluate the SOQ from each Respondent using the following weighted criteria:

1. Team experience and staff (15 points)
 - Recent project experience and overall capabilities
 - Assigned staff's experience and overall capabilities
2. Team member (firm's) experience as a design-build team (15 points)
 - Project teaming approach and past project experience
 - Design approach and past project experience
 - Construction approach and past project experience
3. Past Client Satisfaction (25 points)
 - Client References
 - Project awards
4. Past performance in meeting Budgets (10 points)
5. Past performance in meeting schedules (10 points)
6. Safety performance based on OSHA Form 300 for last two years (5 points)
7. Project management methodology (10 points)
8. Quality assurance approach (10 points)

Note: 100 points is the maximum total score possible.

V. SUBMITTALS

Six copies of sealed submittals are required. **Submittals shall be delivered to 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 23, 2007**. Late submittals will not be accepted for any reason. All submittals must be provided in a sealed box or other container clearly labeled on the outside with the Respondent's name, name of the Project, and Building Services Department.

To enable the City to efficiently evaluate the SOQs, Respondents are urged to strictly follow the required format in preparing their SOQ.

Each copy of the SOQ shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one-half inch thick. Pages shall be no larger than letter-size 8 ½" x 11" or, if folded to that dimension, twice letter size 11" x 17". Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required nor wanted.

NOTE: One of the ten copies shall be labeled "ORIGINAL" on the outside cover and shall contain original documents where specified below.

Each SOQ shall be organized in the following order:

- A. **Outside Cover and/or first page:** This shall contain the name of the SOQ ("Statement of Qualifications for Design/Build Services Relating to the Consolidation of Three HDHHS Facilities, Houston, Texas"), the name of the Respondent, and the submittal date. Remember to label the cover of one copy with the original documents in it with the word "ORIGINAL".
- B. **Table of Contents:** The next page shall be a table of contents.
- C. **Section 1 Divider (Letters)**
 1. *Transmittal Letter:* The first page following the divider shall be a one-page letter transmitting the SOQ to Phil Golembiewski, P.E., City Engineer of Building Services Department. The transmittal letter shall say that the submittal is valid for 120 days, and that the signer of the document is authorized by the Respondent to sign the document. The transmittal letter shall contain the names of all firms proposed for the Team, and the respondent **must certify to City that each engineer or architect that is a member of the Team was selected based on demonstrated competence and qualifications.** At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of Respondent. **NOTE:** Acknowledge receipt of all Addenda, if any, in this Transmittal Letter.
 2. *MWBE Letter (s):* Following the transmittal letter, a one-page letter from each City-certified MWBE firm that is on the Team. These letters shall indicate each firm's desire to be included on the Team and a general statement of the scope of services that each firm will perform, if the Team is selected. **NOTE:** The scope of services proposed by the firm must match the services for which they are certified by the City. At least one copy of each of these letters shall contain the original signature of a partner, principal, or officer of the MWBE/SBE firm.

D. Section 2 Divider (Team Organization & Experience)

1. *List of Team Members:* On one page, list the Team member firms along with the primary responsibilities (e.g. Structural Engineer, MEP Engineer, etc.) they will have on the Team. Please indicate the lead firm. The City requires that all proposals will indicate the lead firm proposed for the project and that lead firm must agree to maintain a Houston office for the duration of the contract.
2. *Organizational Chart:* The next page shall be a simple organizational chart of the Design/Build Team, showing the reporting structure between the team members designated to perform the work.
3. *SF-255, Architect-Engineer and Related Services Questionnaire for Specific Project:* Include a completed SF-255 for the proposed Team. Include all Team members under Block 6 and include a completed SF-254 (A-E and Related Services Questionnaire) for those Team members not already on file with BSD. Under Block 9, list all work performed for any government agency. **NOTE:** If any of your Team members have not submitted a completed SF-254 to BSD within the last two years, they may not be in the BSD files, and should submit a new SF-254. Those firms who have submitted an SF-254 within the last two years are encouraged to update their SF-254, especially if any new information can be added that is germane to this RFQ.
4. *Project Brief:* The Respondent shall select three (3) projects from Block 8 of the SF-255, to highlight, as best representing the Team's project experience, and provide a briefing sheet for each. Each briefing sheet shall be one-page and should contain information that shows the capability of the proposed Team to provide the range of services that are required by this project. The work described must have been performed within the past five years. At least one of the projects shall be a major new facility (i.e. \$30 million or more in construction cost). No more than two of the projects may be for the same client. Minimally, each brief shall contain:
 - a. Project Name and Location
 - b. Year Project Completed (or "In Design" or "Under Construction")
 - c. Short Description of Services Provided
 - d. How this project experience relates to this RFQ project

- e. Name of Design Firm and current telephone number and/or email address
 - f. Name of Client and/or Owner/Operator and current telephone number and/or email address
 - g. Name of General Contractor and current telephone number and/or email address
 - h. Final Construction Cost and whether or not it was within the project's original budget
 - i. Total Construction Time and whether or not the project was completed on time
 - j. Project Awards
5. *Graphic Information:* If the Respondent includes photographs, drawings or other graphical information about any of the three projects, the back of the project brief, the facing page or a separate page may be utilized for this purpose. Photographs or other graphical information used to illustrate these projects may also be incorporated into the one-page brief sheet itself.

E. Section 3 Divider (Summary)

1. *Narrative:* The Respondent shall provide a narrative (on three pages or less) that indicates their understanding of the City's needs, their knowledge of the elements involved in the project, and the approach to be taken for the services requested. Elements of the project such as assessment of existing conditions, timely scheduling, cost effectiveness, energy efficiency and environmental issues, quality control, project management methodology, agency regulations, operation, maintenance, and security may be included. The narrative should be concluded with a summary of the major features of the Team's SOQ and a statement that explains why their proposed Team's capabilities satisfies all of the City's needs.

F. Section 4 Divider (Quality of Service)

1. *Testimonials:* Respondents may include up to three one-page letters from clients and/or general contractors that they have worked with on previous projects. At least one copy of these letters shall contain the original signature of the person writing the letter. Letters should comment on meeting budget and schedules, and scheduling

experiences, plus qualitative matters related to services received from the Team member or members.

2. Respondents shall provide a list of projects stating Safety Performance based on OSHA Form 300 for the last two years.
3. *Remarks:* The Respondent may address issues that do not fall into any of the above categories or expand on their previous answers; however, these additional remarks are limited to a maximum of two pages.

VII ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Houston for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. 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.
- C. **INTERVIEWS** – After the screening of SOQs, Respondents will be notified, in writing, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal than to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.
- D. **INQUIRIES** – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. **COST OF SOQS** – The City of Houston 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.
- F. **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 offer by the City; a specific scope of work, fees, insurance coverage's, and other contractual matters will be determined during contract negotiations. To

ensure that the appropriate staff is assigned to the project, the City may include a “key persons” clause during contract negotiations.

- G. 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 SOQ are subject to the provisions of the Texas Open Records Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the SOQ.
- H. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which relate to contracting with the City of Houston. More detailed guidance is available on request. The following is a partial list of relevant subjects:
1. Equal Employment Opportunity
 2. MWBE/SBE Participation
 3. City of Houston Fair Campaign Ordinance
 4. Mayor’s Drug Detection and Deterrence Policy and Procedures
 5. City Contracts and Indebtedness to Taxing Authorities
 6. Insurance requirements
 7. Conflict of interest Questionnaire
- I. The City of Houston reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualification; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications, should it be deemed in the City’s best interest.

Phil Golembiewski, P.E.
City Engineer
Building Services Department

Date: _____