

INTERVIEWS – Short-listed Respondents may be given additional information for interview. These interviews will relate less to the past experience and qualifications already detailed in the SOQ than to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.

I. 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, May 15, 2006**. Late submittals will not be accepted for any reason. All submittals must be labeled on the outside with the Respondent's name, name of the project, and Building Services Department.

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 (1/2") thick. Pages shall be no larger than letter-size (8 1/2" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, etc. are not required. **NOTE:** One of the 6 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 Planning Services for the 2006 HPARD Master Plan Update, Houston, Texas"), the name of the Respondent, and the submittal date. Remember to label the one copy, with original documents in it, "ORIGINAL" on the cover.

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, Building Services Department. The transmittal letter shall say 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. At least one copy of the transmittal letter shall contain the original signature of a partner, principal or officer of Respondent.
2. *MWBE Letter (s):* Following the transmittal letter shall be a one-page letter from each City-certified MWBE firm included on the Team, indicating that firm's desire to be included on the Team and indicating a general statement of the scope of services that firm will perform if the Team is selected.
NOTE: The scope of services proposed by the firm must match the service

for which that firm is 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 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. Planners, Landscape Architects, Engineers, etc.) they will have on the Team. Please indicate the lead firm. It is a requirement of the City that all SOQs will indicate the lead firm proposed for the project and that firm must agree to maintain a Houston office during the term of the engagement.
2. *Organization Chart:* The next page shall be a simple organization chart of the Team, showing the reporting structure of the people proposed to do 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 for each Team member. Under Block 9, list all work performed for any government agency.
3. *Project Brief:* The Respondent shall select three 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, which 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 eight years. Minimally, each brief shall contain:
 - a. Project Name and Location
 - b. Year Project Completed and brief explanation regarding steps Respondent took to maintain project schedule
 - c. Short Description of Services Provided