

**Request for Qualifications (RFQ)
For
Professional
Single-Family Home Re-Inspection and
Cost Estimating Services**

**Submittal Date
January 8, 2007**

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

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
SINGLE-FAMILY HOME RE-INSPECTION AND COST ESTIMATING SERVICES**

I. PURPOSE

The City of Houston, Building Services Department (BSD), on behalf of the Housing and Community Development Department (HCD), invites the submittal of Statements of Qualification (SOQs) from firms interested in providing the following:

An inspection team that will provide all services necessary to review previously-prepared inspections and repair packages; review and verify requirements of U.S. Department of Housing and Urban Development (HUD) related to Single-Family Home Repair of approximately 1,900 single-family homes; prepare status report regarding work items from previous inspection program.

II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 1:30 p.m. on Thursday, December 28, 2006, at City Hall Annex 900 Bagby, Second Floor, Room 257A, to discuss this solicitation. Attendance at the meeting is not mandatory.

Before the pre-submittal meeting date, the City will welcome any written questions submitted, faxed or emailed 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.

III. OBJECTIVE

BSD proposes to retain a highly qualified inspection firm or joint venture to provide the services described herein. Firms and team members with significant experience in executing projects with similar characteristics will be given prime consideration for this project. Those firms or joint ventures that participate in this RFQ process will be referred to as "Respondents". "Respondent" and its sub-consultants shall be referred to collectively as the "Team". The successful firm or joint venture will be referred to, in the RFQ, as the "Re-Inspection Team".

IV. SCOPE OF WORK

Project Name: Single-Family Home Re-inspection
Locations: Multiple locations in the city limits of Houston, Texas
Schedule: Spring 2007; completion date to be determined

Approximately 1900 single-family homes in the HUD Home Repair Program require re-inspection. The first phase will include re-inspection and cost estimating for 500 homes. Inspection of additional homes will proceed only with written instruction from the City. Previously executed inspections and repairs may not have been in compliance with federal (HUD) guidelines. Re-Inspector shall review previously developed inspection reports and work packages. Re-Inspector shall re-inspect each home to review only the items in prior reports. Re-Inspector shall determine whether the work was completed in compliance with HUD standards.

Time is of the essence in this project, to enable HCD to regain HUD's confidence and obtain future federal funding for programs.

The following services will be required:

- A. Assessment of Previous Inspection Reports and Work Packages. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the re-inspection effort.
- B. Re-Inspection. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the preparation of response.
- C. Digital Camera Documentation should be used liberally for existing condition documentation in relationship to previous work.

V. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

The City is seeking a highly qualified Re-Inspection provider, experienced in providing the professional assessment and re-inspection services outlined in the Scope of Work. The required qualifications may be demonstrated in the experience of Respondent's team members. A Selection Committee composed of representatives from BSD will review the SOQs. The criteria used to evaluate SOQs will include the following:

- A. Completeness of submittal response: SOQ follows the prescribed format and contains all information requested in RFQ (maximum 5 points).
- B. Strong, established, and proven working relationships among team members Section 3 Narrative (maximum 5 points).
- C. Experience in similar or relevant projects by team members (maximum 10 points).
- D. Experience in similar or relevant projects by individuals who would be assigned to this project (maximum 10 points).
- E. Experience by firms and individuals with Inspection and Re-Inspection services and Project Briefs (maximum 10 points).
- F. Project experience by firms and individuals with the City or other governmental agencies or institution and Project Briefs (maximum 5 points).
- G. A suitably-sized staff to meet the peak phases of work. (maximum 10 points).
- H. Track record of meeting deadlines and working within a budget, as described in Section 3 Narrative and as shown on Project Briefs (maximum 10 points).
- I. Demonstrable systems and processes in-house for insuring quality and timely performance on projects, as explained in Section 3 Narrative (maximum 5 points).
- J. Understanding of City's needs and appropriateness of Team's approach to this project, as described in Section 3 Narrative (maximum 15 points).
- K. Applicability and quality of references, as provided in Section 4 Testimonials (maximum 10 points).

VI. 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 January 8, 2007**. 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 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 six 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:** Shall contain the name of the SOQ ("Statement of Qualifications for Housing Re-Inspection") 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)*: MWBE participation is encouraged and may be used in evaluations. Provide 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 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 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 Contract.
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. *Project Brief*: The Respondent shall select two projects, 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 Inspection Completed and brief explanation regarding steps Respondent's team member took to maintain project schedule

- c. Short Description of Services Provided
 - d. Name of Client and/or Owner/Operator and current telephone number and/or email address
 - e. Number of houses inspected and brief explanation regarding steps Respondent's team member took to adhere to Owner's budget.
4. *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 (Narrative)

1. *Narrative:* The Respondent shall provide no more than three pages of narrative that describes:
 - Team's track record of meeting deadlines;
 - Team's systems and processes for insuring quality and timely performance on projects;
 - Team's familiarity with current HUD standards;
 - Team's understanding of the City's needs and Team's approach to this project;
 - Team's working relationship.

F. Section 4 Divider (Quality of Service)

1. *Testimonials:* Respondents may include no more than three one-page letters from clients and/or general contractors that they have worked with on previous projects. Letters should comment on scheduling experiences and qualitative matters related to services received from the Respondent or Team members.

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 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 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 coverages, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City may make the inclusion of a “key persons clause” a part of the 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 SOQs are subject to the provisions of the Texas Public Information 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 will relate to contracting with the City. More detailed guidance is available on request. The following is a partial list of relevant subjects:
1. Equal Employment Opportunity
 2. MWBE 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 right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select Respondents for the submittal of more detailed information; (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: _____