



**CITY OF HOUSTON
HOUSING AND COMMUNITY
DEVELOPMENT DEPARTMENT**

NOTICE OF REQUEST FOR QUALIFICATION

**Housing and Community
Development**

601 Sawyer, Suite 400
Houston, Texas 77007

GENERAL INSTRUCTIONS, TERMS & CONDITIONS

The City of Houston's Housing and Community Development Department (HCDD) is soliciting services from the most qualified small, medium or large Architectural/Engineering firms to perform the following services as described in the Statement of Work for DESCRIPTION OF SERVICES.

PRE-SUBMISSION CONFERENCE

The City will conduct a Pre-submission conference on **Tuesday, March 12, 2013 at 10:00 AM CDT., in HCDD 1st Floor Conference Rm. at 601 Sawyer. Houston, TX 77007.** Attendance to the Pre-submission conference is optional and not mandatory.

Prospective proposers needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Derrick McClendon at derrick.mcclendon@houstontx.gov. The deadline for submitting questions is **Tuesday, March 19, 2013 at 12:00 PM CDT.** **No questions will be accepted after the deadline.** All questions related to this RFQ will be answered via letter of clarification and posted on the HCDD's website and e-mailed to all who registered to receive this RFQ.

Please review the Statement of Work below. If you believe that your company/organization meets the minimum requirements as outlined in the RFQ Requirements and Scope of Work/Services of the RFQ, please submit your response to Derrick McClendon, Sr. Procurement Specialist, via one of the methods listed below by **Tuesday, March 26, 2013 at 12:00 PM CDT.** **No SOQ's will be accepted after the deadline.**

E-mail: (Preferred Method): derrick.mcclendon@houstontx.gov

Fax Number: (713)868-8369

Mail: City of Houston
Housing & Community Development
601 Sawyer, Suite 400
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STATEMENT OF WORK

1.0 Background

1.1 This request for qualifications (RFQ) is in connection with the Single Family Reconstruction Program Disaster Recovery (Hurricane Ike Initiative) Round II and other City of Houston programs (depending on funding availability), pursuant to applicable regulations required to administer this grant.

2.0 Objective

2.1 The objective of the RFQ process is to receive from each interested Architectural/Engineering firm a formal statement of qualifications (SOQ) to assist the City with achieving its goals. The SOQ will be used to evaluate each architectural/engineering firm on experience, capabilities, qualifications and understanding of the City's objectives. Based upon the SOQ's, the City will evaluate and narrow the field. Also, the City reserves the right to extend invitations to the highest ranked respondents for an on-site interview.

2.2 The City of Houston's Housing and Community Development Department (HCDD) is seeking the most qualified small, medium or large Architectural/Engineering firms to provide complete general or specific Architectural/Engineering services to design solutions for current and future Scope(s) of Work. The SOQ shall state the architectural/engineering firm's qualifications and experience in the areas of design and technical specification writing. This would include initial project assessment and planning, development of comprehensive construction drawings and specifications packages with sufficient details so that a project can be publicly bid in the open marketplace.

2.3 The successful architectural/engineering firm(s) will be required to provide Architectural/Engineering Services for HCDD that will show a full proposal for design and preparation of bid documents including construction floor plans, specifications and final estimates for Single Family Home related programs. The architectural/engineering design services and specifications for single-family properties are to include: development and design of multiple floor plans, for 1 and 2 story structures, approximately 1000-1500 sqft, three (3) renderings of each variation (**2bdrm-2bth**, **3bdrm-2bth** and **4bdrm-21/2bth**), three (3) elevations, Handicap accessibility (full ADA compliance) designed and for retrofitting, Green and Energy design with efficient products which have cost reasonableness.



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2.4 For each house plan type (cited above), successful firms will prepare (as requested by HCDD) plan variations such as garage additions, varying exterior elevations, energy efficiency upgrades and full ADA handicap accessibility.

2.5 Successful firms will demonstrate their qualifications and availability to modify plans on an as-needed basis for the duration of the Single Family Reconstruction Program Disaster Recovery (Hurricane Ike Initiative) Round II.

2.6 All reconstructed and newly constructed housing units must comply with the universal design features for new construction, as established by Section 2306.514 of the Texas Government Code, Energy Standards as verified by a U.S. Department of Energy Building Energy Codes Program RESCHECK certification or local equivalent, and the International Residential Codes, as required by Subchapter G, Chapter 214, Local Government Code. All replacement housing must comply with HUD construction standards and state and local or regional building codes, as applicable.

3.0 RFQ Requirements

- Vendor to provide the AIA Form B-305-1993, Architect Qualifications.
- Vendor must provide a brief history of company and ownership, date business started, current total number of employees, and include any special accommodations/services that could be provided.
- Must bear the original signature of a principal or authorized officer of the interested party.
- Must make provision to meet and comply with all applicable laws and regulatory criteria.
- Interested parties are encouraged to submit along with their response to the RFQ any additional descriptive information about their services, which they believe, might be helpful.
- Vendor(s) must submit a copy of their latest AUDITED financial statement. A letter from your CPA is an acceptable alternative for Non Public companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year.
- Reference list must be comprehensive-and must include business name, business address, contact name, telephone number, fax number and e-mail address.
- Proof of Insurance
- Submit proof of Historically Underutilized Business "HUB" State Certificate and /or City of Houston M/WDBE Certificate if applicable
- Complete Form W-9



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- All responses to the RFQ must be submitted with one original and five (5) copies and an electronic copy (CD-ROM), delivered in a sealed envelope to Housing and Community Development Department, 601 Sawyer, Suite 400 Houston TX 77007, Attn. Derrick McClendon.

4.0 Scope of Work/Services

4.1 HCDD anticipates selecting up to three (3) firms, based upon their qualifications, to be known as the "Qualified Bidders List". These firms will be asked to (1) design, develop and spec multiple architectural floor plans for reconstruction and or new construction of single-family properties; and (2) be available for the duration of the Single Family Reconstruction Program Disaster Recovery (Hurricane Ike Initiative) Round II project to modify plans on a case-by-case basis as needed.

4.2 The scope of services may include, but is not limited to:

- Architectural/engineering services, from State of Texas licensed professionals, including but not limited to Architectural, Structural Engineering, Mechanical Engineering and Electrical Engineering services for the design as required and part of the reconstruction project.
- Architectural and engineering services will include, but are not limited to, construction drawings/or plans using CADD and the Uniform Drawing System (UDS) distributed by the Construction Specification Institute (CSI) with layering standards developed by the American Institute of Architects (AIA); in accordance with the latest applicable codes.
- Preparation of final construction cost estimates for each construction drawing/plan for the purpose of providing HCDD an internal cost analysis for each construction drawing/plan.
- Availability for the duration of the Single Family Reconstruction Program Disaster Recovery (Hurricane Ike Initiative) Round II project to modify plans on a case-by-case basis as needed.



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5.0 M/WBE Compliance:

5.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("M/WBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply Agreements in at least **24%** of the value of this Agreement to M/WBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the Mayor's Office of Business Opportunity (MOBO) and will comply with them.

5.2 Contractor shall require written subcontracts with all M/WBE subcontractors and shall submit all disputes with M/WBEs to binding arbitration to be conducted in Houston, Texas if directed to do so by the OBO Director.

6.0 INSURANCE REQUIREMENTS:

6.1 The Contractor shall obtain and maintain in effect during the term of this Agreement, insurance coverage as set forth below and shall furnish certificates of insurance showing the City as an additional insured, in duplicate form, prior to the beginning of the Contract. The City shall be named as an additional insured on all such policies except Professional Liability and Workers' Compensation, must contain an endorsement that the policy is primary to any other insurance available to the Additional Insured with respect to claims arising under the Agreement. **The issuer of any policy shall have a Certificate of Authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide, Property-Casualty United States.**

6.2 Comprehensive General Liability including Contractual Liability and Automobile Liability insurance shall be in at least the following amounts:

6.2.1 Commercial General Liability Insurance including Contractual Liability:

6.2.1.1 \$1,000,000 per occurrence

6.2.1.2 \$2,000,000 aggregate, (defense costs excluded from face value of the policy)

6.2.1.3 Products and completed operations, \$1,000,000 aggregate

6.2.2 Workers' Compensation:

6.2.2.1 Amount shall be statutory amount

6.2.2.2 **Employer's Liability cannot be used as a substitute for Workers' Compensation**

6.2.3 Automobile Liability (See Note Below):

\$1,000,000 Combined Single Limit per occurrence

Defense costs are excluded from the face amount of the policy. Aggregate Limits are per 12-



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month policy period unless otherwise indicated.

6.2.4 Employer's Liability:

6.2.4.1 Bodily injury by accident \$100,000 (each accident)

6.2.4.2 Bodily injury by disease \$100,000 (policy limit)

6.2.4.3 Bodily injury by disease \$100,000 (each employee)

6.3 Automobile liability insurance for autos furnished or used in the course of performance of this contract including Owned, Non-owned and Hired Auto coverage (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If no autos are owned by the Contractor, coverage may be limited to Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by Contractor, Scheduled Auto coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF THIS CONTRACT MUST BE COVERED IN THE LIMITS SPECIFIED.

6.4 If the City of Houston requires you to maintain in effect insurance coverage during the term of a contract resulting from the City's acceptance of your response to this request for proposal ("potential contract"), all of your insurance policies must require on their face, or by endorsement, that your insurance carrier waives any rights of subrogation against the City of Houston except for Professional Liability insurance. You must give 30-days' written notice to the City Purchasing Agent if any of your insurance policies are to be cancelled, materially changed, or not renewed. Within this 30-day period, you shall provide other suitable policies in lieu of those about to be canceled, materially changed, or not renewed so as to maintain in effect the required coverage. If you do not comply with this requirement, the Purchasing Agent, at his or her sole discretion, may: (1) immediately suspend you from any further performance under the potential contract and begin procedures to terminate for default, or (2) purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to you under the potential contract.

6.5 If any part of the work is sublet, similar insurance shall be provided by or in behalf of the Subcontractor to cover their operations, and the Contractor shall furnish evidence of such insurance, satisfactory to the City. In the event a Subcontractor is unable to furnish insurance in the limits required under the contract, the Contractor shall endorse the Subcontractor as an Additional Insured on their policies excluding Workers' Compensation and Employer's Liability.

6.5.1 (See Insurance Requirements Exhibit IV for a sample insurance certificate format.)

6.5.2 Only unaltered original insurance certificates endorsed by the underwriter are acceptable. Photocopies are unacceptable.



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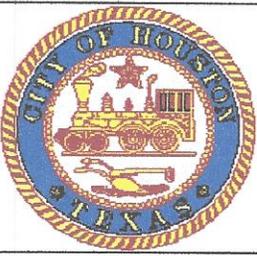
7.0 SUBMISSION OF QUALIFICATIONS

7.1 The City of Houston's Housing and Community Development Department is requesting qualified architectural/engineering firms to submit their qualifications. To qualify for the contract award, the architectural/engineering firms **MUST** at a minimum include:

- Provide a specific statement of qualifications (SOQ) for this RFQ. The length of submittal document shall not exceed 10 pages (single sided). The SOQ shall state the Architectural/Engineering firms qualifications and experience in the area of Project
- Management, Architectural/Engineering Services, Pre-Design and Design Services, Full ADA Compliance. (If possible, the architectural/engineering firms shall expand upon its qualifications and experience in the Public Sector.
- Provide an explanation of the architectural/engineering services, understanding of work that must be accomplished via this RFQ and the proposed approach detailing the steps that will be utilized to meet the RFQ's intent.
- Provide an organizational chart of proposed staff roles, tenure, resumes, licenses, certifications, as applicable, availability, highlights of architectural/engineering planning process and project management experience.

8.0 EVALUATION CRITERIA

8.1 All submittals shall be evaluated and ranked. The most responsive and responsible vendor(s) will be invited to enter into discussion to refine the scope of work and negotiate a fee for services. If negotiations are successful and a contract is awarded, it will be awarded to the responsible vendor whose qualifications; price and other factors are deemed most advantageous to HCDD. Additionally, HCDD shall have the right to reject any and all proposals at its discretion.



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8.2 Not all evaluation factors are equal in importance and each factor is weighed in accordance with its importance to HCDD.

| | | |
|-----------|------------|---|
| A. | 15% | Documentation of the architectural/engineering design firms' capabilities, experience and technical skills. This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories. |
| B. | 15% | <i>Quality of Technical Services</i> Documentation of firm's ability to deliver technical services with a minimum of problems. The Firm shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished. |
| C. | 20% | <i>Statement of Qualifications (SOQ)</i> Qualifications and experience in Architectural/Engineering Services, Pre-Design, Design Services. Review of Professional Reference. Feedback from current and past customers of firm. |
| D. | 15% | <i>Quality of Technical Documentation</i> Clarity, accuracy and general utility of technical documentation produced by the firm. This documentation includes reports, drawings, specifications, sketches, renderings, promotional materials and various other forms of documentation intended to communicate information about the project to the others. Such documentation may not be in final form; the fundamental issue is how well it accomplishes its intended purpose. |
| E. | 15% | <i>Timeliness of Service</i> Documentation of firm's ability to set realistic schedules for the delivery of its services and the effectiveness of the firm in meeting approved schedules. |
| F. | 10% | Verifiable proof of company financial viability and solvency. |
| G. | 10% | Demonstrated ability to adhere to approved project budgets. |



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8.3 SELECTION PROCESS

8.3.1 The award of this agreement will be made to the best respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of each respondent. Therefore, the respondent shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the respondent fails to satisfy the City or the respondent is deemed unqualified to provide the services contemplated.

8.3.2 The City of Houston has sole discretion and reserves the right to cancel this RFQ, or to reject any or all SOQ received prior to award.

9.0 QUIET PERIOD/NO CONTACT:

9.1 Starting on the date proposals to an RFQ (or bids to an ITB) are due and expiring on the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award ("Quiet Period"), actual and prospective respondents or bidders (including their representatives or persons acting on their behalf) are prohibited from contacting members of City Council or any City employees other than the contracting officer, in any manner regarding the issued RFQ or ITB. Actual and prospective respondents or bidders include those respondents or bidders who have received notice that they have not been chosen as finalists for any solicitation. Actual and prospective respondents or bidders (including their representatives or persons acting on their behalf) are expressly prohibited from offering, presenting or promising gratuities, favors, or anything of value to any member of an evaluation committee or any appointed or elected official or employee of the City of Houston, their families or staff members.

9.2 Notwithstanding the foregoing, the following types of communication only are exempt and shall be permitted by respondents and bidders during the Quiet Period:

9.2.1 Respondent's formal response to the RFQ;

9.2.2 Communications publically made during the official pre-bid conference;

9.2.3 Written requests for clarification during the period officially designated for such purpose by the contracting officer; and

9.2.4 Communications during an oral interview, scheduled at the request of and for the benefit of the City's evaluation committee, if any.



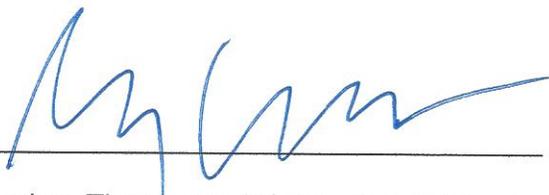
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- 9.2.5 During the Quiet Period, the solicitation contact person shall serve as the sole point of contact for any actual or prospective respondents. Nothing in this section shall prevent the respondent from making public statements to the City Council after the Quiet Period.
- 9.2.6 As part of their bid or RFQ responses, respondents or bidders shall attest that they understand and agree not to contact any members of City Council or City employees—other than the solicitation contact person—during the Quiet Period and acknowledge that any such contact shall be grounds for disqualification from the bid or RFP process.



Stephen Tinnermon, HCDD Deputy Director

3/5/13

Date