



# NEW MONTROSE LIBRARY

PRE-SUBMITTAL TELECONFERENCE MEETING

APRIL 14, 2020

Send a notice to [Hector.Moreno@HoustonTx.gov](mailto:Hector.Moreno@HoustonTx.gov) to record attendance on this teleconference meeting

# AGENDA

- **General notes**
- **SOQ Highlights**
- **Project Description**
- **Evaluation Process and Criteria**
- **Estimated RFQ Timeline**
- **Questions will be accepted via email**

# PROJECT DESCRIPTION

Project Name: New Montrose Library  
Location: 1001 California St, Houston, TX 77006  
Est. Project Budget: \$4,665,000.00

- This Project will utilize the Design-Build design and construction delivery method.
- This Project will require design through the construction administration phase for the entire scope.
- The first floor of this building may be occupied during construction
- All construction will need to be compliant with all jurisdictional requirements as necessary.

# SOQ HIGHLIGHTS

- Please follow instructions carefully. Review SOQ in detail. Provide any written questions via email to the contacts provided below.
- Submittal Date: Thursday, April 23, 2020 @ 10:30 A.M. (changed by Addendum No. 1)
- TO CITY SECRETARY 900 BAGBY, ROOM P101, FIRST FLOOR
- DO NOT DELIVER SUBMITTAL TO GSD
- Estimated RFQ Timeline: Section 1.6 Anticipated Selection Date June 2, 2020
- Questions and Communication: Send questions to:
  - Richard A. Vella, Assistant Director – GSD – [Richard.Vella@HoustonTx.gov](mailto:Richard.Vella@HoustonTx.gov)
  - cc. Hector Moreno, Sr. Staff Analyst/Sr. PM – GSD – [Hector.Moreno@HoustonTx.gov](mailto:Hector.Moreno@HoustonTx.gov)
- All questions must be submitted by 12:00 pm (noon) on Friday, April 17, 2020.

# SOQ HIGHLIGHTS

- Please follow instructions carefully.
  - Substantially Complete Projects Only
  - Month/Year and Cost

**2.2 EXPERIENCE OF PROJECT ARCHITECT.** Respondents should select **three** representative design projects of similar size and scope for the Project Architect. These projects do not have to match projects in Section 1.1- Respondent's Design Team Experience. Recent projects completed within ten years or less are preferable. The three projects are not limited to projects of similar occupancy type.

Project Architect's Name:			
I. Project Name:	■		
Project Location:	■		
Year Construction Completed (month/year): <i>NOTE: If the project is not substantially complete at the time of submission, the respondent will be awarded zero points..</i>	■	Year Construction Completed (month/year): <i>NOTE: If the project is not substantially complete at the time of submission, the respondent will be awarded zero points..</i>	■
Construction Cost:	■	Building Area (Sq. Ft.):	■
Name, Phone Number and Email of Owner's Representatives:	■		
Project Description:	■		
Project Duties Performed by the Project Architect:	■		
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):	■		
Attach up to two pages of photographs behind this sheet.			

# EVALUATION PROCESS AND CRITERIA

## Step One: SOQ

Statement of Qualifications – An evaluation committee will review and evaluate Respondent’s SOQ, based on the evaluation criteria set out below. Respondents can receive up to 105 points for the SOQ. A maximum of five firms will be short-listed to participate in Step Two.

The SOQs will be evaluated as follows:

- 0. SOQ and Proposal completed in accordance with instructions. (5 Points Maximum)
- 1. Proposer’s Experience (20 Points Maximum) – Reference Document 4 – SOQ, Section 1.1
- 2. Proposed Key Personnel’s Experience (25 Points Maximum) – Reference Document 4 – SOQ, Sections 2.1 – 2.6
- 3. Preconstruction Approach (30 Points Maximum) – Reference Document 4 – SOQ, Sections 3.1
- 4. Safety (5 Points Maximum) - Reference Document 4 – SOQ, Section 4.1. Requires proof of current Workers Compensation Modifier Rating from the National Council on Compensation Insurance.
- 5. Hire Houston First (5 Points Maximum). Document 4 - SOQ, Section 5.1 requires Proposers to confirm if firm is a “City Business Enterprise” or a “Local Business Enterprise” as designated by the City of Houston, as defined in the Code of Ordinances Section 15-176. Proposers designated a “City Business Enterprise” will receive 5 points. Proposers designated as a “Local Business Enterprise” will receive 3 points.
- 6. Fee Proposal (15 Point Maximum) - Reference Document 6 – Proposal

# EVALUATION PROCESS AND CRITERIA

## Step Two: Interview

- A maximum of five Respondents may be short listed
- The Respondent's designated Key Personnel will be expected to participate
- 5 minutes to set up
- 30 minute presentation
  - Introduction
    - Respondent DB experience
    - Key Personnel experience, including DB
    - Team synergy and dynamic
  - Project and Pre-Con Approach
    - Respondent pre-con and project approach
    - Applicable innovative solutions
- 15 minute Q and A

# ESTIMATED RFQ TIMELINE

Pre-Submittal Meeting:	10:30 a.m., Tuesday, April 14, 2020
Questions Deadline:	12:00 p.m., Friday, April 17, 2020
Addenda Deadline:	Monday, April 20, 2020
<b>Submittal Date:</b>	<b>10:30 a.m., Thursday, April 23, 2020</b>
Anticipated Selection Date:	June 2, 2020
Anticipated Award Date:	July 2020
Contract Notice to Proceed:	August 2020

**QUESTIONS TO BE SUBMITTED VIA EMAIL**

**RICHARD.VELLA@HOUSTONTX.GOV**

**HECTOR.MORENO@HOUSTONTX.GOV**