

**REQUEST FOR QUALIFICATIONS (RFQ)**

FOR PROFESSIONAL ARCHITECTURAL SERVICES

Project Name / Number: North Belt Police Station / G-000165



**4 - STATEMENT OF QUALIFICATIONS  
FOR PROFESSIONAL ARCHITECTURAL SERVICES**

*SOQ's are to be bound with clearly marked tabs that correspond to the sections of the SOQ. Total pages are limited by the SOQ form and additional pages set out in SOQ instructions. Other pages should not be included. The response boxes can be expanded to fit more information; however, the tables must remain the same size. Typically, font size shall be 8 pt. or larger.*

**0.1 RESPONDENT'S GENERAL INFORMATION**

Is SOQ being submitted by a Joint Venture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Respondent's legal name:			
Respondent's assumed names (if any):			
Respondent's local address:		Respondent's Headquarters Address (if different than local address):	
Contact Name for SOQ: Email address: Telephone number:		Federal Tax ID Number:	

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**0.2 JOINT VENTURE FIRM(S) INFORMATION.** *If submitting as a joint venture, the following information is required for each additional joint venture firm. Insert additional tables, if necessary.*

Firm's legal name:			
Firm's assumed names (if any):			
Firm's local address:		Firm's Headquarters Address (if different than local address):	
Federal Tax ID Number:			

## REQUEST FOR QUALIFICATIONS (RFQ)

### FOR PROFESSIONAL ARCHITECTURAL SERVICES

Project Name / Number: North Belt Police Station / G-000165

**1.1 RESPONDENT'S EXPERIENCE.** Respondents should select **three** representative projects of similar size and scope. Recent projects completed within ten years or less are preferable. The three projects are not limited to projects of similar occupancy type.

Firm 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
<i>Attach up to two pages of photographs behind this sheet.</i>			

# REQUEST FOR QUALIFICATIONS (RFQ)

## FOR PROFESSIONAL ARCHITECTURAL SERVICES

Project Name / Number: North Belt Police Station / G-000165

### 1.1

Firm Name:			
II. 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>		LEED Certification Level:	Renovation or New:
Construction Costs:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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# REQUEST FOR QUALIFICATIONS (RFQ)

## FOR PROFESSIONAL ARCHITECTURAL SERVICES

Project Name / Number: North Belt Police Station / G-000165

### 1.1

Firm Name:			
III. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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Project Name / Number: North Belt Police Station / G-000165

**2.1 PROPOSED KEY PERSONNEL.** *List the Design Team personnel proposed for this project. Include the names of the Project Architect, Project Manager, Project Designer, and the Construction Administrator.*

SOQ Project Role	Personnel Name	Firm Name/Corporate Title	Active Licenses / Registrations / Certifications	Years of Experience
Project Architect				
Project Manager				
Project Designer				
Construction Administrator				

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**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 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>		LEED Certification Level:	Renovation or New:
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):			
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Project Name / Number: North Belt Police Station / G-000165

#### 2.2

Project Architect's Name:			
II. 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>		LEED Certification Level:	Renovation or New:
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):			
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## REQUEST FOR QUALIFICATIONS (RFQ)

### FOR PROFESSIONAL ARCHITECTURAL SERVICES

Project Name / Number: North Belt Police Station / G-000165

#### 2.2

Project Architect's Name:			
III. 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>		LEED Certification Level:	Renovation or New:
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):			
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**2.3 EXPERIENCE OF PROJECT MANAGER.** Respondents should select **three** representative design projects of similar size and scope for the Project Manager. These projects do not have to match projects in Section 1.1- Respondent’s Experience. Recent projects completed within ten years or less are preferable. The three projects are not limited to projects of similar occupancy type.

Project Manager’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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner’s Representatives:			
Project Description:			
Project Duties Performed by the Project Manager:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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Project Name / Number: North Belt Police Station / G-000165

**2.3**

Project Manager's Name:			
II. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Duties Performed by the Project Manager:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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### FOR PROFESSIONAL ARCHITECTURAL SERVICES

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### 2.3

Project Manager's Name:			
III. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Duties Performed by the Project Manager:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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**2.4 EXPERIENCE OF PROJECT DESIGNER.** Respondents should select **three** representative design projects of similar size and scope for the Project Designer. These projects do not have to match projects in Section 1.1- Respondent's Experience. Recent projects completed within ten years or less are preferable. The three projects are not limited to projects of similar occupancy type.

Project Designer'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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Duties Performed by the Project Designer:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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#### 2.4

Project Designer's Name:			
II. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Duties Performed by the Project Designer:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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#### 2.4

Project Designer's Name:			
III. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Duties Performed by the Project Designer:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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**2.5 EXPERIENCE OF PROJECT CONSTRUCTION ADMINISTRATOR.** Respondents should select **three** representative design projects of similar size and scope for the Project Construction Administrator. These projects do not have to match projects in Section 1.1- Respondent's Experience. Recent projects completed within ten years or less are preferable. The three projects are not limited to projects of similar occupancy type.

Project Construction Administrator'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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Duties Performed by the Project Construction Administrator:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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### FOR PROFESSIONAL ARCHITECTURAL SERVICES

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## 2.5

Project Construction Administrator's Name:			
II. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Duties Performed by the Project Construction Administrator:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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**FOR PROFESSIONAL ARCHITECTURAL SERVICES**

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**2.5**

Project Construction Administrator's Name:			
III. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Duties Performed by the Project Construction Administrator:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
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**3.1 PROPOSED DESIGN TEAM CONSULTANTS.** *Provide information for all proposed Design Team Consultants for the project in the table below. Add rows as necessary. Local firms are preferred. Experience and representative design projects are only required for MEP, Structural Engineer, and Civil Engineer Design Consultants in Sections 3.3 – 3.5. If MEP is more than one firm, provide 3 additional tables for each firm.*

Design Consultant Type	Firm's Legal Name	Office Location (City)	Responsibilities and Scope of Work	Approximate % of work on this project	Indicate MBE or WBE (if applicable)

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**3.2 MWBE COMPLIANCE PLAN.** *Indicate intent to meet 24% goal. If “No” is indicated below, SOQ will not be evaluated. Respondent must demonstrate in Section 3.1 how it intends to meet the goal.*

Project Goal 24% participation met as indicated above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

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**3.3 EXPERIENCE OF MEP CONSULTANT.** Respondents should select **three** representative design projects of similar size and scope for the MEP Consultant. These projects do not have to match projects in Section 1.1- Respondent’s Experience. Recent projects completed within ten years or less are preferable. The three projects are not limited to projects of similar occupancy type.

MEP Firm 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner’s Representatives:			
Project Description:			
Services Provided:			
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### 3.3

MEP Firm Name:			
II. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
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### REQUEST FOR QUALIFICATIONS (RFQ)

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Project Name / Number: North Belt Police Station / G-000165

### 3.3

MEP Firm Name:			
III. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
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**3.4 EXPERIENCE OF STRUCTURAL ENGINEER CONSULTANT** Respondents should select **three** representative design projects of similar size and scope for the Structural Engineer Consultant. These projects do not have to match projects in Section 1.1- Respondent's Experience. Recent projects completed within ten years or less are preferable. The three projects are not limited to projects of similar occupancy type.

Structural Engineer Firm 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
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### 3.4

Structural Engineer Firm Name:			
II. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
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Project Name / Number: North Belt Police Station / G-000165

**3.4**

Structural Engineer Firm Name:			
III. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
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Project Name / Number: North Belt Police Station / G-000165

**3.5 EXPERIENCE OF CIVIL ENGINEER CONSULTANT.** Respondents should select **three** representative design projects of similar size and scope for the Civil Engineer Consultant. These projects do not have to match projects in Section 1.1- Respondent’s Experience. Recent projects completed within ten years or less are preferable. The three projects are not limited to projects of similar occupancy type.

Civil Engineer Firm 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner’s Representatives:			
Project Description:			
Services Provided:			
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Project Name / Number: North Belt Police Station / G-000165

### 3.5

Civil Engineer Firm Name:			
II. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
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### 3.5

Civil Engineer Firm Name:			
III. 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>		LEED Certification Level:	Renovation or New:
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
<i>Attach up to two pages of photographs behind this sheet.</i>			

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#### **4.1 PROJECT APPROACH.** *Attach up to **two** pages describing the following:*

- a. Knowledge and understanding of local context*
- b. Current industry trends*
- c. Relevant innovative concepts*
- d. Existing site constraints and opportunities for the design of facilities with similar service types.*

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#### **5.1 REQUIRED FORMS.** *All Respondents must include with the SOQ the following forms.*

- City of Houston Campaign Finance Ordinance Form – 00452  
<http://purchasing.houstontx.gov/forms.shtml>
- City of Houston Affidavit of Ownership or Control Form - 00455  
<http://purchasing.houstontx.gov/forms.shtml>
- POP1 - Pay or Play Acknowledgement Form  
<http://www.houstontx.gov/obo/popforms.html>