

## CONTACTS

**Director's Office**  
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**Design & Construction**  
832.393.8070

**Energy Management**  
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**Property Management**  
832.393.8047

**Real Estate**  
832.393.8162

**Environmental Management**  
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**Security Management**  
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CITY OF HOUSTON

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Houston, TX 77002

Phone: 832-393-8000

[www.houstontx.gov/generalservices](http://www.houstontx.gov/generalservices)

## Advertised Projects

The General Services Department advertises professional services and construction services solicitations in the Houston Business Journal on the City of Houston website for two consecutive weeks.

## Doing Business with the City

1. Company must be bondable and insurable
2. Property tax delinquent-free
3. Complete a Supplier Registration Form for a vendor number
4. Comply with the Mayor's Drug Detection and Deterrence Procedures
5. Comply with the City of Houston's Pay or Play Program
6. Provide Proof of Insurance and Indemnification
7. Must comply with the City of Houston's Fair Campaign

**Prior to responding to a solicitation, please review some of the requirements that will be required to do business with the City of Houston.**

### General Services Website:

<http://www.houstontx.gov/generalservices/advertisements.html>

### Houston Business Journal Website:

<http://www.bizjournals.com/houston/>

### Houston Business Journal Publication

Available every Friday under the classified section

## GENERAL SERVICES

# Doing Business with the City of Houston



CITY OF HOUSTON

2013

# General Services DEPARTMENT

Per City Ordinance No. 1999-0378;  
General Services Department  
Established as a Department in 1999 functions as the City's in-house developer and provides services including but not limited to:

- ✓ Real Estate Management
- ✓ Design & Construction
- ✓ Property Management
- ✓ Environmental Management
- ✓ Energy Management
- ✓ Security Management

## Design & Construction Division

**MISSION:** <partner of choice>

- Manage the planning, design, and construction of sustainable City buildings including green spaces/parks
- Implement best practices and latest industry standards and alternative delivery methods for procurement
- Transparent processes for fair and equal selection
- Maintain budget and schedule
- Provide highest quality product

The General Services Department is responsible for planning, designing, and constructing projects. Projects include new construction, restorations, and renovations.

## SERVICES:

- Capital Improvement Planning
- Architectural/Engineering Project Mgmt
- Construction Project Management
- Civic Art Administration
- Office Space Mgmt. & Furniture Standards

## Architect/Engineer Selection Process

### Informal Guidelines

- GSD reviews SF-254 or SF330 Forms on file.
- Three-to-five consultants are short-listed and interviewed
- Committee reviews candidates' qualifications, experience, and ranks each firm based on a scoring matrix
- Director authorizes Request to Negotiate (RTN) to begin contract negotiations with selected consultant
- If negotiations are successful; the Project Manager proceeds with the contract and presents it to City Council for approval

### Formal Guidelines

- **Advertise Request for Qualifications (RFQ)** for two consecutive weeks and posted on the City's website
- **Pre-submittal Meeting**—Opportunity to discuss selection process prior to submittal date
- **Submittal Date**—Statement of Qualifications (SOQs) submitted to the City Secretary's office on or before date indicated in RFQ
- **Evaluation of SOQs;** Short-listed respondents notified and interviewed; scores reflect the selected firm; and negotiations begin
- If negotiations are successful; the Project Manager proceeds with the contract and presents it to City Council for approval

## Project Delivery Methods

The General Services Department utilizes the following delivery methods to execute design and construction projects

### Design / Bid / Build Method:

- ◆ **Competitive Bid (Low Bid)**  
non schedule-sensitive;  
lowest responsive bidder determines bid award
- ◆ **Competitive Sealed Proposal (CSP)**  
non schedule-sensitive;  
bid price and qualifications determines bid award

### Alternative Delivery Method:

- ◆ **Construction Manager at Risk (CMAR)**  
complex; schedule sensitive;  
difficult to define; subject to potential change project
- ◆ **Design/Build (DB)**  
multi-phase; single-point of responsibility; faster schedule delivery
- ◆ **Job Order Contracting (JOC)**  
schedule sensitive; single or multi-trade; emergency; minor construction/repair; or renovation project

## Environmental Management

- Environmental site assessment
- Soil & groundwater remediation
- Emergency response on fuel/misc. spills
- Indoor air quality survey & remediation
- Mold/mildew survey & remediation
- Underground storage tanks Certification & inventory
- Asbestos/lead survey & abatement

## Property Management

- Provides quality infrastructure maintenance, repair and renovation for client departments to keep properties safe, energy efficient, secure and operational.
- Develops and manages maintenance service contracts to ensure scope adherence and sound fiscal oversight.

### GSD's In-House Contract Services

Bio-Hazardous Med Waste	Security
Ice Machine Rental Service	Janitorial
Overhead Door Repairs	HVAC
Graffiti Abatement	Pest Control
Workstation Relocation	Steam Chill Water
Fire Extinguisher/Hose Serv.	Refuse Disposal
Glass Replacement & Repair	Generator Services
Metal/Wood Fence Installation	Elevator Repairs
Energy Operation & Maint.	Jail Access System
Land/Ground Maint.	Concrete Const.
HEC Facility Mgmt.	Alarm Monitoring