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.

Houston Business Journal Website:
http://www.bizjournals.com/houston

Houston Business Journal Publication
Available every Friday under the classified section

CITY OF HOUSTON
City Hall Annex
900 Bagby-2nd Floor
Houston, TX 77002
Phone: 832-393-8000
www.houstontx.gov/general services

Directors Office
832-393-8019

Design & Construction
832-393-8070

Property Management
832-393-8047

Real Estate
832-393-8162

Environmental Management
832-393-8079

Security Management
832-393-8488
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. Most comply with the City of Houston’s Fair Campaign

**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

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**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 Contract (JOC) Schedule sensitive; single or multi-trade; emergency; minor construction/repair; or renovation project.

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**Doing Business with the City**

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**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/Security 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 such as janitorial and HVAC to ensure scope adherence and sound fiscal oversight.
- Security management manages physical security of all city facilities as well as manages citywide security contracts.